



### LLWR Policy

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### Travel Safety Policy

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LLWR Ltd recognises that travelling on company business is a high risk activity. We recognise that all work related travel needs to be carefully managed in order to ensure that the risk is not taken lightly and personnel are not exposed to the risk if valid alternative arrangements are available. We recognise that road travel is the least safe of all the travel forms; therefore strive to minimise this form of travel as far as reasonably practicable.

#### LLWR Commits to:

Minimising the need for any work related travel so far as is reasonably practicable.

Ensuring that line managers are regularly reviewing the driving requirements of their team members and challenging the need for driving where feasible.

Ensuring that where work related car travel is required the risks are minimised so far as is reasonably practicable.

#### We will achieve this by:

Investing in and promoting the use of video conferencing technology for enabling face to face conferences without the need to travel. This includes solutions for:

- Local video-conferencing at individual's desks;
- Large scale video-conferencing for multiple personnel, and;
- Video-conferencing capability between LLWR site and Pelham House.

- Line Manager annual review of team members who drive >2000 business miles;
- Hierarchy of 'safer' travel forms to be considered in advance of car travel;
- Travelling on Company Business Risk Assessment to be adhered to prior to and during any work related travel.

- Ensuring all relevant individuals are aware of the 'Travelling on Company Business' Risk Assessment;
- Enforcing Defensive Driver Training for all personnel who drive >2000 business miles per year;
- Line Manager requirements for checking individuals' validity to drive;
- Ensuring any work related travel accident or incident is reported and investigated as per LLWR's Incident Reporting procedures;
- Allowing individuals to use their own car (providing it is roadworthy and insured for business use) if they feel more comfortable due to familiarity;
- Promoting the need for pre-use vehicle safety checks and the need to report any defects.