



1.5 Master training

DA key briefing/Training information guide

1. Animal Bites	Page 2
2. Driver Fatigue	Page 5
3. Driving in the UK	Page 6
4. Speeding and mobile phone law	Page 7
5. Fire	Page 8
6. Manual Handling	Page 9
7. On road emergency	Page 10
8. Stress Management	Page 11
9. Vehicle loading & unloading	Page 12
10. Vehicle pre-use and fault reporting	Page 13
11. Vehicle safety equipment	Page 14

Animal Bites

Serious animal and human bites can get infected if they're not checked and treated quickly.

Always seek medical advice if you have been bitten by an animal or person and the bite has broken the skin.

People and animals have a lot of bacteria in their mouths, which can cause an infection if a bite breaks the skin.

These infections are rarely serious if treated quickly, but occasionally they can spread to the blood or other parts of the body.

Serious infections such as [tetanus](#) and [rabies](#) are extremely rare in the UK, but it's important to get serious bites looked at as treatment to prevent these infections may be recommended.

The following information is about bites by people and animals such as dogs and cats.

There are separate pages on [insect bites](#) and [snake bites](#).

What to do if you have been bitten

If you have been bitten by an animal or another person:

- clean the wound immediately by running warm tap water over it for a couple of minutes – it's a good idea to do this even if the skin does not appear to be broken
- remove any objects from the bite, such as teeth, hair or dirt
- encourage the wound to bleed slightly by gently squeezing it, unless it's already bleeding freely
- if the wound is bleeding heavily, put a clean pad or sterile dressing over it and apply pressure
- dry the wound and cover it with a clean dressing or plaster
- take painkillers if you're in pain, such as [paracetamol](#) or [ibuprofen](#) – children under 16 years old should not take aspirin
- seek medical advice, unless the wound is very minor

If the bite has severed a body part like a finger or ear, wash it with tap water, wrap it in clean tissue, and store it in a plastic bag surrounded by ice so it can be transported to hospital.

It may be possible to surgically reattach the body part later on.

When to seek medical advice

If the bite has broken the skin, you should seek immediate medical attention after cleaning the wound.

Do not delay seeking help until [symptoms of infection](#) appear.

Minor bites can be treated at your GP surgery, or by staff at your local [walk-in centre](#) or [minor injuries unit](#).

For particularly severe bites, visit [your local A&E department](#).

The healthcare professional treating you may:

- clean the wound and remove any damaged tissue
- prescribe a course of [antibiotics](#) to prevent infection
- recommend specific treatment to prevent infections such as tetanus if you're felt to be at risk
- close the wound with stitches if the risk of infection is thought to be low – high-risk wounds will usually be left open as this means they're easier to keep clean
- arrange [blood tests](#) to check for infection, or an [X-ray](#) to check for any damage to your bones and see if there's anything embedded in your wound, such as a tooth
- refer you for an assessment by a specialist if the bite penetrated a joint or there's severe damage, such as damage to bones or nerves – surgery may be needed in these cases
- if you're bitten by a person with [hepatitis](#) or [HIV](#), there's a tiny chance of the infection spreading if the bite is contaminated with blood, so you may be offered treatment to stop you becoming infected

When you return home, watch out for signs of a possible infection.

Signs a bite may be infected

Symptoms that suggest a wound has become infected include:

- redness and swelling around the wound
- the wound feels warm and increasingly painful
- liquid or pus leaks from the wound
- a fever of 38C (100.4F) or above
- sweats and chills
- [swollen glands](#) under the chin or in the neck, armpits or groin
- red streaks extending along the skin from the wound

Get medical help as soon as possible if you think your wound is infected.

When do bites happen?

Although you may be more worried about bites from wild and stray animals, any animal has the potential to bite.

Many bites are actually caused by a person's own pet or an animal belonging to a friend or neighbour.

Animals can act unpredictably and bites are not always provoked. But an animal is more likely to bite if it's been disturbed, feels threatened or gets overexcited.

Most human bites occur when one person punches another person in the mouth.

They can also happen during contact sports, vigorous sex, [domestic violence or sexual assault](#), and fits (seizures).

How to avoid animal bites

Most animal bites are caused by dogs. The advice below may help reduce the chances of being bitten:

- never leave a young child unsupervised with a dog – regardless of what type of dog it is and its previous behaviour
- treat dogs with respect – do not approach them suddenly, run around screaming in their presence, or interrupt them when they're eating or sleeping
- avoid stroking or petting unfamiliar dogs – when greeting a dog for the first time, let it sniff you before petting it

It's also a good idea to avoid contact with any wild or stray animals, particularly while travelling abroad, as they can be aggressive and there's a chance, they could carry serious infections, such as rabies.

Driver Fatigue



Driver fatigue causes thousands of road accidents each year. Research shows that driver fatigue may be a contributory factor in up to 20% of road accidents ¹, and up to one quarter of fatal and serious accidents ².

Sleepiness reduces reaction time (a critical element of safe driving). It also reduces vigilance, alertness and concentration so that the ability to perform attention-based activities (such as driving) is impaired. The speed at which information is processed is also reduced by sleepiness. The quality of decision-making may also be affected.

Driver fatigue is a serious problem resulting in many thousands of road accidents each year. It is not possible to calculate the exact number of sleep related accidents but research shows that driver fatigue may be a contributory factor in up to 20% of road accidents, and up to one quarter of fatal and serious accidents.

These types of crashes are about 50% more likely to result in death or serious injury as they tend to be high speed impacts because a driver who has fallen asleep cannot brake or swerve to avoid or reduce the impact.

Sleepiness reduces reaction time (a critical element of safe driving). It also reduces vigilance, alertness and concentration so that the ability to perform attention-based activities (such as driving) is impaired. The speed at which information is processed is also reduced by sleepiness. The quality of decision-making may also be affected.

It is clear that drivers are aware when they are feeling sleepy, and so make a conscious decision about whether to continue driving or to stop for a rest. It may be that those who persist in driving underestimate the risk of actually falling asleep while driving. Or it may be that some drivers choose to ignore the risks (in the way that drink drivers do).

Driving in the UK

Road Etiquette and Tips

Every country has its own driving etiquette and the UK is no different. Here are our top tips for using the road like a local!

British roads are fairly narrow

The vehicle coming uphill is always given priority.

On British motorways, there is no so-called "fast lane". Unless you are overtaking another vehicle, you should remain in the left-hand lane ("Lane 1") at all times. If you change lanes, you must signal with your indicator.

Don't drive too close to the vehicle in front of you. Understand that some drivers make an effort to maintain a safe, legal, braking distance behind the car in front.

Accidents

If you are involved in a road-traffic accident as a driver you must stop if anyone is injured, if there's damage to another vehicle or property or if an animal is injured. You should remain at the scene for a reasonable period and give your vehicle registration number, insurance details and your name and address, and that of the vehicle owner (if different) to anyone with reasonable grounds to ask for those details.

Breakdowns

Breakdowns are stressful enough at home but can be even more so if you're in a foreign country and don't know the language or who to contact. Talk to your national breakdown service provider to ensure that your policy is extended to include cover abroad.

If your car breaks down, get your vehicle off the road if possible. Make sure you warn other traffic by using your hazard warning lights, particularly if your vehicle is causing an obstruction

If your car breaks down on a motorway, do the following:

Pull onto the hard shoulder and stop as far to the left as possible

Leave your sidelights on and turn on the hazard warning lights

Get out of the vehicle by the left-hand door and make sure that all your passengers do the same

Wait behind a barrier well away from the carriageway and hard shoulder

On motorways without a hard shoulder, use an emergency refuge area, motorway service area, or leave at the next exit

If you have to stop in a live lane, put your hazard lights on, and dial 999 or 112. Do not attempt to leave your vehicle unless you are in the left-hand lane and it is safe to do so.

	Built up areas*	Single carriageway	Dual carriageway	Motorway
	30	60	70	70
	30	50	60	60
	30	50	60	70
	30	50	60	70
	30	50	60	60

Speeding and mobile phone law

What is the penalty for speeding?

The minimum **penalty for speeding** is a £100 **fine** and three **penalty** points on your driving licence. In less serious cases when a fixed **penalty** notice is sent by post (i.e. you've been **caught** by a speed camera), this is what you are likely to pay.

The table on page 6 outlines the speed limits for vehicle types, please familiarise yourself with these.

Mobile Phone Use and law? Using a phone while driving –

T How many points do you get on your phone when driving?

Penalties. You can get 6 penalty **points** and a £200 fine if you use a hand-held **phone** when **driving**. You'll also lose your licence if you passed your **driving** test in the last 2 years. You can get 3 penalty **points** if you don't have a full view of the road and traffic ahead or proper control of the vehicle.

the law

It is illegal to drive a vehicle or ride a motorbike **while using** a hand-held **mobile phone** or a similar **device** like a BlackBerry. ... Hands-free **phones** can also be a distraction and you'll risk prosecution for not having proper control of your vehicle when **using** one.

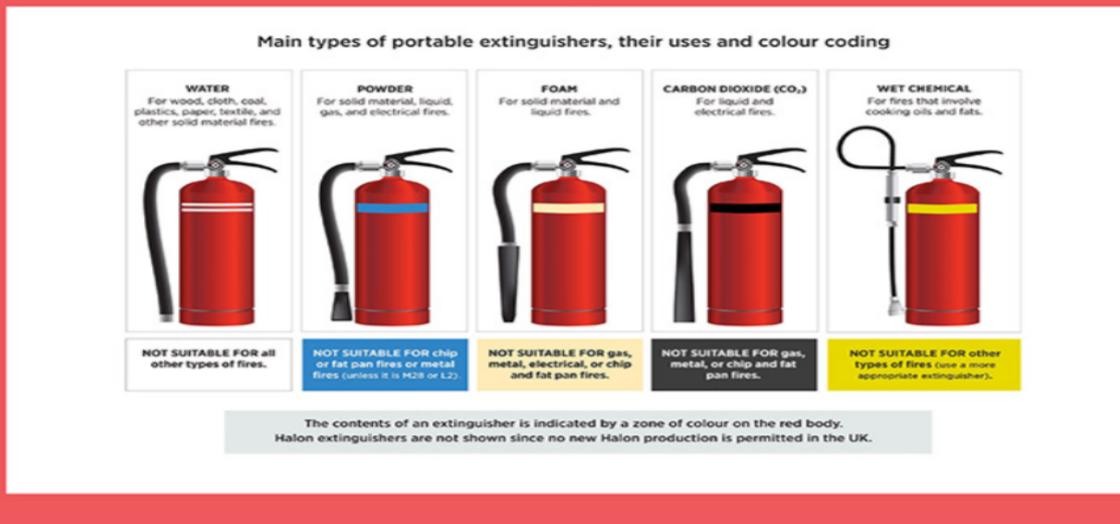
Simple Steps for Training in Fire Safety



Fire Triangle

Within any commercial setting, it's a legal requirement for certain members of staff to be trained in fire safety procedures – becoming designated fire wardens as a result. The person trained should have a clear understanding of the overall duties and responsibilities they have as a fire warden. This will include what action they should take on the discovery of a fire, know the difference between different fire classes, which extinguisher to use for which fire and what the evacuation procedure is.

Fire Extinguishers



Manual Handling

Why is manual handling important for you?

Ensuring safe practices and that contractors and the public are safe from harm is your responsibility.

Injuries caused by poorly managed or incorrect manual handling are usually due to lifting, carrying, pushing or pulling loads. Manual handling is one of the most common causes of injury at work and is responsible for over a third of all workplace injuries.

Correct training and follow-up can ensure not just the safety of your contractors and visitors but the safety of your company too.

Plan the lift before you start.

Where is the item going? Can you lift the load alone, or do you require help? Have you ensured the pathway is clear and there are no obstructions? Ensure you are lifting from a stable base (position your feet slightly apart to give you a solid foundation to conduct the lift).

Wear suitable clothing.

Tight clothing and unsuitable footwear is going to hinder the lift. Ensure you are wearing appropriate clothing before carrying out any form of manual handling.

Know your limits.

If the load is too heavy for you to lift on your own, don't lift it. Get help from other members of staff or use a mechanical aid.

Push the load rather than pull it.

It's much safer to push a load than pull it. Just make sure you can see over it, and that your route is clear.

Bend your knees.

Bend at the knees to pick up and lift the load – never bend your back.

Keep your head up.

Look ahead when moving the load, not down at it. This will keep your spine in the correct position, and you'll be able to see where you're going.

Hug the load and avoid twisting or leaning.

The closer the load to your body, the less strain is put on your back. Avoid twisting or leaning as this places pressure on the spine. Turn by moving your feet instead.

On road emergency

In the event of an on-road emergency please think about

What to do if your vehicle breaks down on a highway.

1. Pull off the road.
2. Note your vehicle's location.
3. Assess your vehicle's operating problem.
4. Alert other motorists by making your vehicle visible.
5. Call 911- Communicate your situation.
6. Call for roadside assistance and tell the operator.
7. Remain in a safe place.

What to do if your vehicle breaks down on a Motorway

1. Pull over to the hard shoulder.
2. Leave the vehicle by the left hand door, away from traffic.
3. Make sure all passengers do the same.
4. Put your hazard lights on.

What to do if you breakdown on a Smart motorway. If you find yourself broken down on a **Smart motorway** then **do** the following: Pull into an Emergency Refuge Area (ERA) that are located at regular intervals (they **can** identified by a blue sign containing an orange SOS telephone symbol)

Tips If Your Car Breaks Down on a dual Carriageway

1. Get your car off the road: Try and drive your car off the road if possible or pull onto the hard shoulder (if there is one), as far to the left of it as possible. ...
2. Warn other motorists: Put your hazard warning lights on to warn other motorists that you have broken down.

Stress Management

Stress management is all about taking charge: of your lifestyle, thoughts, emotions, and the way you deal with problems. No matter how stressful your life seems, there are steps you can take to relieve the pressure and regain **control**.

Here are five healthy techniques that psychological research has shown to help reduce stress in the short- and long-term.

- Take a break from the stressor. It may seem difficult to get away from a big work project, a crying baby or a growing credit card bill. ...
- Exercise. ...
- Smile and laugh. ...
- Get social support. ...
- Meditate.

Stress Management Tips

- Keep a positive attitude.
- Accept that there are events that you cannot control.
- Be assertive instead of aggressive. ...
- Learn and practice relaxation techniques; try meditation, yoga, or tai-chi for stress management.
- Exercise regularly. ...

- Eat healthy, well-balanced meals.

Vehicle Loading and Unloading

It is important to make sure that **vehicles** do not move when they are parked (and during **loading, unloading** and other operations) so that people who might be working on or around the **vehicle** are protected. Systems to prevent **vehicles** from moving can be built into the design of the **vehicle** or be site based.

Who needs to make sure vehicles are loaded safely?

Both you (including sub-contracted and agency) and all loading staff are required to know how to load a vehicle safely – You and anyone responsible for loading a vehicle must make sure that the right type of vehicle is used for the load and that the load is distributed evenly and secured correctly – If you're responsible for loading vehicles, you should make sure that they're loaded so the load remains in a safe condition during loading, transit and unloading – If you are the driver but did not witness the vehicle being loaded / unloaded then you should check that the load is in a safe condition before you commence / continue your journey.

To sum up, we need to make sure vehicles are loaded safely, do not cause a hazard and that appropriate load restraints are used. This is done to prevent goods from falling onto roads while on the journey, prevent goods getting damaged in transit and reduce the likelihood of accidents and fines. The law requires a load to be arranged and secured so that there is no likelihood of danger, injury or nuisance to any person. Penalties for overloading can result in prosecution. It is your responsibility as a driver to ensure your vehicle is loaded safely whether you loaded it or not.

Vehicle pre-use check and fault reporting

Under UK law all vehicle should be in a road worthy condition,

Under our customer requirement all vehicles operating on the contract are required to have a daily pre use vehicle check. The POC can provide a copy of a document that fits the requirements.

Making sure the vehicle is correctly Taxed and has a valid MOT and valid Insurance to operate.

Insurance level required

Motor cover (should show Hire and reward)

Goods in transit – £25000

Public liability - £5million

This document is to be completed daily by each driver and then returned to the POC for checking to ensure that the vehicle has no faults.

Fault reporting

Example:

Tyres wearing that may be close to 2mm in tread or bald or showing wire.

Body damage

Lights not working

Seat belt or horn not working.

There are other areas on the daily form that are required to be completed.

Our internal team will conduct spot checks to ensure the documents are being completed weekly, as well as being out in sites performing random vehicle checks

Drivers with vehicles that are deemed un-roadworthy will risk being removed from contract and also if stopped by Police or Highway enforcement will be issued with penalty points and will be fined.

I you require anymore information please request the number for the general Manager or the Fleet Manager who will be happy to assist.

Vehicle safety equipment

There is a requirement to have specific equipment held or worn by the drivers operating on the customer contract these are highlighted in the following policy

The following equipment is required to be worn or held in a vehicle under the customer requirement at any of their operating sites.

- hi visibility safety jacket (UK)**
- safety shoes (UK)**
- key chain (UK)**
- Steel Toe shoes**

The following equipment is nice to have but not a requirement in the UK

fire extinguishers

- first aid box**
- torch light**
- safety triangle**
- spare tyre**



DA key briefing/Training information guide record of attendance and issue

Print DA's Name

DA's signature

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....

.....

.....

.....

.....

.....

.....

Date of Issue:

Note: This document should be retained for the period of engagement with the DA.

If the event the DA, is removed or ends the engagement the record should be destroyed in line with the GDPR Regulation.