

The purpose of this policy is to ensure all drivers exercise specific consideration and vigilance whilst sharing the road with vulnerable road users in order to ensure their safety and wellbeing. This policy applies to all drivers, co-drivers, supervisors and managers responsible for yard staff. As part of the wider Health & Safety at work Wembley Innovation Ltd aims to avoid all incidents involving other road users, particularly with those who may be more vulnerable and requiring extra consideration. In densely populated urban areas, it is important drivers are aware of and understand the issues faced by cyclists, motorcyclists and pedestrians (particularly children, elderly and disabled people).

This company takes all reasonable steps to prevent serious incidents occurring. A number of control measures have been identified and are communicated as part of this policy. The company expects these measures to be adhered to and will take appropriate action against drivers who fail to do so. The key objectives of the Vulnerable Road User Policy are to:

- To promote a culture of safety and exercise a 'duty of care'
- Avoid distress and trauma of a serious incident to both victim and the driver
- Avoid financial and reputational risks associated with a serious incident

The risks identified and measures to reduce them will be monitored and reviewed periodically to ensure maximum effectiveness.

1.1 Senior management is to:

- a. To publish the Vulnerable Road User Policy and ensure it is effectively communicated to all managerial and driving staff.
- b. Ensure company vehicles used in populated urban areas are as safe as possible and fitted with appropriate vision aids/warning devices suitable for the task.
- c. Ensure that management and supervisory staff are resourced, trained and empowered to ensure the duties outlined in this policy are adhered to.
- d. Ensure that any related policies, driver training, education campaigns and disciplinary procedures are consistent with this policy.

1.2 Supervisory management must ensure that:

- a. They are conversant with all procedures and documentation referred to in this policy and that the policy is fully implemented.
- b. All drivers are aware of their duties and responsibilities under this policy.
- c. Co-drivers of double manned vehicle understand they are the drivers extra set of eyes.
- d. Take appropriate action if any driver falls short of their duties and responsibilities under this policy.

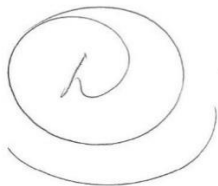
1.3 Driving staff must ensure that they:

- a. **Check mirror adjustment as part of the daily walk around check**
Vehicles have many mirrors, these must be correctly adjusted before
- b. Driving duties are undertaken to minimise any 'blind spot's'.
Remember to re-adjust if they become displaced during your shift.

- c. **Respect other road users** Remember that cyclists and motorcyclists are road users too and have the same rights as other vehicles. Remain professional at all times and always give way to those at greater risk to injury.
- d. **Concentrate and focus on driving** Do not get distracted using hand-held phones, satellite navigation devices or any other in-cab equipment.
- e. **Give plenty of space when overtaking or hold back until there's room** Many roads have too little space for motorcyclists/cyclists and larger vehicles at the same time, the Highway Code advises that you should give at least as much room as when overtaking a car. If you cannot give at least a metre's clearance, then hold back. Drivers should bear in mind that cyclists are trained not to ride too close to the kerb and may ride to avoid drains and pot holes.
- f. **Plan journeys to avoid cycle commuter routes at peak times** Cycle highways are intended to show cyclists, both regular and occasional, how best to get from the suburbs into central city areas and back.
- g. **Look over the dash** there have been fatalities that have arose at the front of vehicles because cyclists and pedestrians wrongly assumed that the driver had seen them. Drivers should always take a moment to look to the front of the vehicle, even if a class VI mirror is fitted.
- h. **Always indicate** Always use your indicators even if you don't think there's anyone there and always signal clearly and in good time, most vulnerable road users are able to see your indicators and will make anticipations of your next move based on your signalling.
- i. **Stay cool** don't get into a situation of 'blame', remember you are the professional road user and representative of this company and therefore must act accordingly at all times.
- j. **Read, know, understand and apply the Highway Code** this is your ultimate code of conduct when driving on the road, rules 205-218 cover road users requiring extra care.

Liam Clear
Managing Director
Wembley Innovation Ltd

October 2023

A handwritten signature in blue ink, consisting of a stylized 'L' and 'C' inside a circle, with a horizontal line underneath.