

## Children's Hospices Across Scotland



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This charitable organisation are based primarily at two centres located some distance apart in the central belt of Scotland and are involved in the care of children with life shortening illnesses. The Children's Hospices for Scotland (known as CHAS) are supported in their work by donations and the income generated through numerous charity shops. The organisation rely on staff and volunteers to transport patients and service their shop outlets. Staff drive considerable distances on a regular basis in their own vehicles.

With 300 full time staff supported by nearly 800 volunteers, they have around 139 individuals authorised to drive on behalf of the organisation. CHAS have seven cars and five minibuses within their own fleet which are used by the authorised drivers.

CHAS highlighted issues around policy control and disparity between regular staff using company vehicles, those using their own vehicles and the volunteers also using their own vehicles/minibuses. It was recommended the organisation establish clear MORR policy for all staff with visible ownership and governance responsibilities. All MORR policy and working practice should be visible to all and be readily accessible through available communication channels.

With a comprehensive MORR policy already in place, it was recommended an identified director within the organisation take overall responsibility for its implementation and utilise an existing Health and Safety Steering Group to provide governance.

Dissemination of MORR policy information, practices and procedures was highlighted as an issue. Processes were recommended to ensure all staff whether salaried or volunteers are made aware of MORR policy and are the subject of similar checks, governance, etc. Relevant information was available within 'pool vehicles' but this was less apparent for those using their own vehicles particularly amongst the large number of volunteers. A broader communication base which could be utilised to disseminate relevant information in relation to those who drive on behalf of CHAS may be welcomed by staff .

The organisation have adopted a process of reviewing the experience and licence authorisations of individual's being considered to drive on behalf of the organisation. It was recommended this process be expanded, with elements of health considerations be included and the process undertaken on an annual basis.

The organisation have a Safe Driving at Work document and Drivers Handbook, which contained relevant policy information and guidance. It was recommended these documents be reviewed and be made available to all individuals who drive on company business.