

Health and Safety Corporate Procedure

Transport

ISSUE NUMBER	ISSUE DATE	NEXT REVIEW DATE
2	January 2018	January 2019

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This is the most recent information we have from HCC and the GB of Crestwood Community School review this regularly.

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Purpose

This procedure sets our consistent way of managing the risks associated with transport across Hampshire County Council (HCC). “The aim is to secure compliance with the Health and Safety at Work etc. Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Management of Health and Safety at Work Regulations 1999.”

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Scope

This procedure includes the use of any motorised vehicle carrying a load or people on or off HCC sites for work purposes. It includes both HCC owned vehicles and private vehicles used on HCC business.

It does not include commuting to and from work which is not driving for work.

The procedure is divided into three areas:

- **People**
- **Vehicles**
- **Sites**

[People](#) – this section includes matters relating to people’s suitability to operate vehicles including competence, licencing and fitness to operate.

[Vehicles](#) – this section includes vehicles in the workplace such as motorised fork lift trucks, but not manually moved pallet trucks and similar. It includes all vehicles used including privately own vehicles.

[Sites](#) – this section covers the management of permanent site transport risks in areas under HCC control, such as car parks and goods movement areas. It includes transport risks inside buildings, for example the use of forklift trucks in warehouses.

It does **not** include the management of transport on highway or construction sites, which should be considered as part of the transport planning for each individual project.

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Guides

TITLE
HSE guidance on vehicle and transport at work
The Highway Code
Driver & Vehicle Standards Agency - Safe driving for life
MIDAS – Minibus Driver Awareness Scheme

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Procedure

PEOPLE

Hampshire County Council requires all drivers to drive in accordance with [The Highway Code](#) and in a considerate and defensive manner.

Fitness to Drive

It is important that all persons driving on HCC business are fit to drive and discharge their duties safely.

If a driver or their manager has concerns about a fitness to drive issue, they should temporarily suspend HCC driving duties pending referral to [Occupational Health Team](#) or the driver's GP.

Where a person is required to drive on roads other than public roads, their fitness to operate and drive vehicles should be judged on an individual basis through risk assessment. The Occupational Health Team should be consulted, if required. Managers should aim to match the requirements of the task with the fitness and abilities of the driver/ operator including consideration of any disabilities. Where the risk assessment has significant findings, details should be recorded and maintained locally.

Licences

Staff must ensure, and managers verify, that they have the right entitlement on their licence for the particular type of vehicle that they are required to drive on HCC business. Details of licence categories can be found at [Driving licence categories](#).

Staff driving on HCC business are required to inform their manager of any changes in their licence, for example penalty points, endorsements, etc.

Managers should consider the need for safe driver training when staff report receiving penalty points.

Managers can use the form provided at Appendix 2 to record the findings of their licence checks.

Checking a driver's licence

Managers should use the DVLA online service to check someone's driving licence information, including the vehicles they can drive or any penalty points or disqualifications. Staff driving on HCC business must create and provide the required access code for this purpose, on request. Staff refusing to provide an access code should be taken off HCC driving duties until the required licence check can be undertaken.

Follow this link to the DVLA for full details: <https://www.gov.uk/check-driving-information>

Induction

All people new to driving for Hampshire County Council are required to be inducted by their manager on the contents of this procedure and any local systems of work, risk assessments and specific issues that affect safety. The contents of the induction should be recorded locally.

Training

All persons driving on HCC business must have received appropriate training for the vehicle being used.

The matrix at [Appendix 3](#) sets out the minimum training requirements. Vehicles not listed should be subject to an individual risk assessment to determine if specific training is necessary.

Anyone driving a minibus on HCC business must have successfully completed the [Minibus Driver Awareness Scheme \(MIDAS\)](#) training course and drive in accordance with the training. The need for refresher training should be considered following any reported driving incidents.

Insurance

Drivers using their own vehicles on HCC business must have appropriate insurance cover for business mileage and passengers.

Mobile phone use

Use of mobile phones, when driving on HCC business, must be limited to the conditions set out in the Highway Code. Drivers must ensure that they stay in full control of their vehicles at all times and are therefore authorised not to take incoming calls on hands-free equipment if they deem it unsafe.

Managing visiting drivers

Visiting drivers who come onto a HCC site will need to understand what they need to do to ensure safe working whilst on site. This may require detailed

instruction in complex situations but for most simple sites it may be achieved through suitable signage and line markings.

Smoking

Smoking is prohibited in any HCC vehicle.

Alcohol and drugs

No persons driving any type of vehicle should be under the influence of alcohol or drugs. Drivers should ensure that prescription drugs do not affect their ability to drive safely.

Personal Protective Equipment

Head protection is required for all people who are required to drive / use All Terrain Vehicles (ATV). Guidance on the specific type can be found using the HSE guidance document [Safe use of all-terrain vehicles \(ATVs\) in agriculture and forestry](#).

Other personal protective equipment such as high visibility clothing, driver restraints, safety boots/shoes and equipment to prevent falls may be required subject to a risk assessment.

It is strongly advised that people using bicycles as part of a work requirement wear head protection.

Travelling expenses claims

No claim can be made for travel expenses unless the claimant complies with this procedure.

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VEHICLES

Vehicle condition

As a minimum standard, all vehicles used on Hampshire County Council business must be appropriate for their intended use and meet the relevant legal requirements. They must be maintained in line with manufacturers' instructions or as recommended by a competent person.

Vehicle checks

Each time a HCC-owned vehicle is used, including pool vehicles and non road vehicles, the driver is responsible for checking that the vehicle is road legal and safe. Where vehicles are leased or privately owned, the driver is responsible for ensuring that the vehicle being used for HCC business is roadworthy and safe before use.

Defects

Report any HCC vehicle defects to Hampshire Transport Management (Tel 01962 873930, email htm@hants.gov.uk)

Private vehicles are not to be used on HCC business until all safety-related defects have been rectified. Users are responsible for all private vehicle defects.

Vehicle familiarisation

The driver must ensure they are familiar with the controls of any vehicle they operate, especially when operating it for the first time.

Reporting of accidents and incidents

All road traffic accidents and incidents whilst a person is at work must be reported using the [HCC Accident/ Incident Reporting System](#). Where required an investigation at the appropriate level will be undertaken.

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SITES

Each site must have a specific transport plan proportionate to risk. Every permanent site operated by HCC or HCC contractors must have a specific traffic plan derived from risk assessments

All plans must include:

- **Plan diagram** showing traffic and pedestrian routes, loading and parking areas. (This can be hand drawn).
- **Check sheet** (aide memoire in [Appendix 1](#)).
- **Risk assessments** relating to specific significant risks where necessary.
- **Safe Systems of Work**, guidance, information for visitors, etc., setting out controls generated as required by any risk assessment.

The control measures that need to be aimed for include effective segregation of vehicles and pedestrians, suitable signage and road markings and adequate lighting.

When developing your plan, consider not only people who are familiar with the site (*and therefore possibly complacent*) but also those who have never been to the site before.

Shared sites

Where HCC shares a site, the manager will seek to cooperate and coordinate with others to manage the risks appropriately. This may involve a range of actions, from creating the plan for everyone, to following others' plans, but at every site where HCC has any element of control the local manager must control the risks and ensure that there is a traffic plan and risk assessments which are being followed.

Irregular or unusual situations

Unusual situations may occur which require a review of the transport plan and associated risk assessments etc. Reconsideration of the plan and

suitability of assessments is required whenever an unusual or irregular situation occurs that affects the transport risks.

For example:

- A Mobile Elevating Work Platform – (MEWP) or “Cherry Picker” on site creates risks from overhead obstructions that normally cause no hindrance
- Adverse weather can obscure signs and road markings as well as affect vehicle traction
- Vehicles carrying out unusual specific tasks (such as gully cleaning) may obscure lines of sight or block pedestrian walkways

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Appendices

APPENDIX 1 – SITE PLAN CHECK SHEET

APPENDIX 2 – DRIVING LICENCE CHECKS

APPENDIX 3 – TRAINING MATRIX

APPENDIX 1 – SITE PLAN CHECK SHEET

To be completed and reviewed as part of the site traffic plan and risk assessment process

Topic	Risk	N/A – Y – N Note any additional control measures needed	Is the risk reduced to an acceptable level?	Name of assessor	Verified as suitable and control measures in place
Traffic routes	Are traffic routes suitable for types of vehicle in use?	YES	YES	A.Hussey	
	Is a one way system possible?	YES	YES	A.Hussey	
	Is it possible to minimise or avoid reversing?	NO	NO	A.Hussey	
	Is it possible to set out a dedicated reversing/turning area?	NO	NO	A.Hussey	
	Is it necessary to have a safe system of work for reversing?	NO	NO	A.Hussey	
	Would it be safer to reverse park on the site?	YES	YES	A.Hussey	
	Do slopes or surfaces pose risks including overturning or rolling?	NO	NO	A.Hussey	
	Are there any high risk areas or plant such as drops or chemical storage?	NO	NO	A.Hussey	
	Are pedestrians segregated from vehicles?	YES	YES	A.Hussey	
	If segregation is not possible are other controls suitable?	YES	YES	A.Hussey	
	Doors opening into traffic routes?	NO	NO	A.Hussey	
	Surfaces in good order and well drained?	YES	YES	A.Hussey	
	Signs, mirrors and road markings appropriate, clear and in good order?	YES	YES	A.Hussey	
	Can vehicles circulate freely?	YES	YES	A.Hussey	

Transport

Topic	Risk	N/A – Y – N Note any additional control measures needed	Is the risk reduced to an acceptable level?	Name of assessor	Verified as suitable and control measures in place
Traffic routes <i>(continued)</i>	Do drivers have good visibility?	Yes	Yes	A.Hussey	
	Is lighting suitable?	Yes	Yes	A.Hussey	
	Are obstructions including overhead obstructions prominently marked from all directions and suitably labelled/ protected?	N/A	N/A	A.Hussey	
	Are speed limits set and suitable?	Yes	Yes	A.Hussey	
Pedestrian routes	Is it clear where pedestrians should walk? Are crossing points clear and appropriately designed/ located?	Yes	Yes	A.Hussey	
	Are there high risk areas where people might be inappropriately likely to cross such as between buildings? Should we consider barriers to prevent this?	No	No	A.Hussey	
Members of the Public (MOP)	Is there clear instruction for visitors? (e.g. clear signage, Hi Viz instructions, disabled and visitor parking areas)	Yes	Yes	A.Hussey	
	Are there clear areas where MOPs should and should not go and clear safe routes accurately signed?	Yes	Yes	A.Hussey	
	Are there clear visitor/ MOP parking areas?	Yes	Yes	A.Hussey	
Contractors and Service Users	Do we properly explain to users how we expect them to drive/ behave on site?	Yes	Yes	A.Hussey	
	Do we inform users of unusual situations on site?	Yes	Yes	A.Hussey	



	Are specific high risk operations considered in a risk assessment? (e.g. lorry sheeting/ tipping)	Yes	Yes	A.Hussey	
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APPENDIX 2 – DRIVING LICENCE CHECKS

Name	Vehicle(s) used on HCC Business	Date of Check	Outcome	Comments and/ or actions
See attached list				

APPENDIX 3 – TRAINING MATRIX

Motor vehicle type	Type of training required		Frequency	Comments and/ or actions
All cars including medium and large vehicles – (vehicles 3,500 – 7,500kg)	Defensive Driver training may be applicable for people: <ul style="list-style-type: none"> • Who have recently had a road traffic incident • Newly qualified and inexperienced drivers • Where managers consider that the employee/ volunteer is driving in an unsafe manner/ too fast 		As required	Driver safety training is available from HCC's Road Safety Team https://www.hants.gov.uk/transport/roadsafety
Minibuses and buses – no more than 16 passengers maximum length of 18 metres	MIDAS		Every four years	
Vehicles with trailers	Trailer handling and reversing		One off	Must be through an approved driver training centre
Other vehicles (quad bikes, agricultural tractors, road rollers, etc.)	LANTRA certification for OFF ROAD/ ATV and QUAD		Every three years	
	City & Guilds Level 2 Award in Agricultural Tractor Driving & Related Operations (QCF) (M01 & M01a)		Every three years	

APPENDIX 3 – TRAINING MATRIX (*continued*)

Motor vehicle type	Type of training required		Frequency	Comments and/ or actions
Lift trucks	Novice training – for people who have no experience – theory and practical			
	<ul style="list-style-type: none"> • Conversion – for people who only have experience with one type of lift truck and need to extend their experience 		One-off	
	<ul style="list-style-type: none"> • Semi-experienced but untested training 		One-off	
	<ul style="list-style-type: none"> • Refresher – to ensure operators are up to date with any changes 		One-off	