

# Health and safety corporate procedure

## Workplace transport safety

***This procedure replaces all previous corporate policies and procedures relating to workplace transport and driving.***

## Purpose

This procedure sets out the consistent way Hampshire County Council (HCC) manages the risks to its employees, service users, contractors, volunteers, members of the public or any other persons, arising from workplace transport connected with HCC's sites and work activities. It will apply equally to persons carrying out this work on behalf of HCC, or those under the control of HCC. This procedure ***does not*** cover on-road driving on behalf of HCC, which is dealt with in the separate procedure on Driving for Work.

This procedure aims to ensure HCC's compliance with the Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regs) and its Approved Code of Practice ACoP and guidance L24; the Provision and Use of Work Equipment Regulations 1998 (PUWER) and its ACoP and guidance L22; and HSE's Guide to workplace transport safety HSG136.

## Scope

This procedure deals with the management of risks arising from the use of workplace transport on, or in relation to, HCC's sites. That will include vehicles, plant and similar equipment used off-road, such as forklifts trucks and loading shovels, as well as road vehicles accessing, loading, unloading and manoeuvring on HCC's sites. The sites covered by this procedure will include fixed sites such as depots, workshops, schools, offices, care homes, etc., but will also include temporary sites where HCC is in control of the workplace transport, such as festivals or other outdoor events.

The procedure is divided into three areas:

- **People** – this section includes matters relating to the driver or operator's suitability to operate vehicles including competence, training and fitness to operate.
- **Vehicles** – this section includes vehicles used in the workplace such as motorised forklift trucks, but not manually moved pallet trucks and similar. It includes all vehicles used on our sites, including on-road vehicles operating off-road.
- **Sites** – this section covers the management of site-based issues in areas under HCC control, such as car parks and goods movement areas. It also includes transport risks inside buildings, for example the use of forklift trucks in County Supplies. It ***does not*** include the management of transport on highways or construction sites, which should be considered as part of the

transport planning for each individual project in accordance with the [Health and safety corporate procedure for CDM](#).

## Associated records

Appropriate records will be informed by local risk assessment and guidance. Records must be kept and maintained to comply with this procedure and will be retained in accordance with [Hampshire County Council's data retention policy](#).

## Procedure

### People

#### **Fitness to drive**

It is important that all persons driving or operating vehicles for, or on behalf of, HCC are fit to drive and discharge their duties safely.

If a driver or their manager has concerns about a fitness to drive issue, the manager should temporarily suspend the person from any HCC driving duties pending referral to the Occupational Health Team or the driver's GP. The fitness of that person to drive should then be judged on an individual basis through risk assessment. Where the risk assessment has significant findings, details should be recorded and maintained locally. In particular, a record should be kept of what vehicles or equipment an operator may, or may not, now use. Whilst not legally binding, the DVLA Medical Standards of Fitness guidance to drive may still be useful here.

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

For any driving or vehicle operation task, managers should aim to match the requirements of the task with the fitness and capabilities of the driver/operator, including consideration of any disabilities or pre-existing health problems.

#### **Induction**

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

#### **Training**

Managers need to ensure that all persons driving or operating equipment on HCC business must have received appropriate training for the vehicles or equipment being used. This should include refresher training as appropriate, usually in line with relevant industry standards.

The matrix at [Appendix 2](#) sets out the minimum training requirements. Vehicles not listed should be subject to an individual risk assessment to determine if specific

training is necessary. The need for refresher training should be also considered following any reported driving incidents, change of equipment, procedure, site, etc.

When trained, local managers should ensure that drivers/operators are given written authorisation setting out the vehicles they are allowed to use, and any limitations on that use. Local records should be kept of these authorisations. Drivers/operators should only use those vehicles they are authorised to operate. The driver/operator must ensure that they are familiar with the controls of any vehicle they operate, especially when operating it for the first time (e.g. a hired in vehicle). If not able to operate the vehicle safely, they should not attempt to use it and should inform their manager. The manager will then need to reassess their training needs.

## **E-learning**

E-learning is available from the Learning Zone; [follow this link for more information](#).

## **Managing visiting drivers**

Managers in control of HCC sites, or those responsible for arranging transport to such sites, must ensure that visiting drivers understand what they need to do to ensure safe driving/working whilst on site. For most simple sites it may be achieved through suitable signage and line markings. In more complex situations, this may require detailed, written instruction, including site plans. Where more complex site-procedures do exist, managers should consider whether they need to issue visiting drivers and their employers with the information prior to their arrival on site. Or alternatively, how such information can be provided to the driver on arrival.

## **Personal Protective Equipment**

Head protection is required for all people who are required to 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. Where fitted, seat belts and driver restraint systems must be used. The only exception to this is where vehicles or plant are operated on or near water, due to the risk of drowning. Managers should ensure that any [PPE requirements](#) are recorded in the relevant risk assessments and local procedures; and that the specified PPE is provided and worn.

## **Vehicles**

### **Vehicle condition**

As a minimum standard, all vehicles and plant used on HCC business must be suitable for their intended use and meet the relevant legal requirements for that use. Those procuring vehicles and equipment must ensure that it is fitted with all appropriate safety equipment, including lights, horns, Roll Over Protection Systems, restraint systems, etc. Managers must ensure that the vehicles or equipment have a

documented service history and are maintained in line with manufacturers' instructions, or as recommended by a competent person. This must include compliance with any statutory requirements for Thorough Examination (e.g. for forklift trucks under LOLER). They must then only be used for their intended purpose, and only within their design specifications.

## **Vehicle checks**

Each time a vehicle or piece of equipment is used, the driver/operator is responsible for checking that the vehicle is safe to use. All such vehicles or plant must therefore have a check sheet for this purpose, setting out the required checks. This check sheet must be signed off by the driver/operator. If several drivers/operators are using the vehicles or equipment, then each new one user should conduct a visual check for defects. They may need to sign a new check sheet if there are safety critical checks that need to be carried out.

## **Defects**

Report any HCC vehicle defects to [Hampshire Transport Management](#).

Vehicles are not to be used until all safety-critical defects have been rectified. Users may operate vehicles/equipment with non safety-critical defects, but only when this is authorised by the relevant manager in writing. The authorisation should be added to the vehicle/equipment's check sheet which identified the defect.

Managers should put into place controls to ensure that vehicle keys are only available to the relevant, authorised drivers/operators. Keys should not be left in unattended vehicles or equipment and must be stored securely when the vehicle or equipment is not in use.

## **Sites**

### **Safe site – design**

The most effective way of ensuring pedestrians and vehicles move safely around a workplace is to design the site so as to segregate them and provide separate pedestrian and vehicle traffic routes. If possible, managers should also consider using a one-way system.

Where complete segregation is not possible, managers should clearly mark pedestrian and vehicle traffic routes, using measures such as barriers and signs. Where possible, there should also be separate entrances and exits for vehicles and pedestrians, and vision panels should be installed on doors that open onto vehicle traffic routes. Where pedestrian and vehicle traffic routes cross, there should be clearly marked using measures such as dropped kerbs, barriers, signs, marking, deterrent paving etc, to help direct pedestrians to the appropriate crossing points.

Traffic routes on sites should follow these principles:

- Make sure they are wide enough for the safe movement of the largest vehicle, including the emergency services.

- Ensure surfaces are suitable for the vehicles and pedestrians using them. Outdoor traffic routes should be similar to those required for public roads.
- Avoid steep slopes.
- Avoid sharp corners and blind bends.
- Keep them clear of obstructions (including parked cars).
- Make sure they are clearly marked and signposted.
- Keep them properly maintained.

Some parts of a workplace, such as storage racking, structural glazing, pipework and cables, are vulnerable to impact from vehicles and will need to be protected. This can be done by banning or preventing vehicles from accessing certain areas; or by providing impact resistant barriers to protect the structures. If provided, such barriers will require periodic inspection and maintenance.

The design of the site and the control measures should also reflect the nature and number of the persons using the site, and the foreseeable activities on site. Reasonable adjustments may also need to be made for any disabled people using the site. Visibility on sites should be good enough for drivers to see hazards, and pedestrians to see vehicles. Consider having mirrors where sharp or blind bends cannot be avoided. Every workplace should also have suitable and sufficient lighting, particularly in areas where vehicles manoeuvre, or pedestrians and vehicles circulate and cross; and where loading and unloading takes place.

Reducing vehicle speed is an important part of workplace transport safety. Fixed traffic control measures such as speed humps, chicanes and 'rumble strips' can reduce vehicle speed. It is important to select the most appropriate control as the wrong measure can increase risk by, for example, reducing vehicle stability or creating a tripping hazard. Speed limits can also be used, but they need to be appropriate, properly enforced and, where possible, consistent across the site.

Signs for drivers and pedestrians in a workplace should be the same as those used on public roads (as shown in the Highway Code), wherever a suitable sign exists. They should be well positioned, kept clean and be visible (vegetation cut back etc.). Where driving is likely to be carried out in the dark, illuminated or reflective signs should be used. White road markings should be used to regulate traffic flow, and yellow markings should be used for parking. Wherever possible, such markings should be reflective and maintained regularly.

## **Safe site – activity**

As well as considering the design of a site, persons in control of sites also need to identify the activities that might be carried out on their site. In particular, reversing is known to be a high-risk activity. The most effective way of reducing reversing incidents is to remove the need to reverse by, for example, using one-way systems. Where this is not possible, sites should be organised so that reversing is kept to a minimum. Where reversing is necessary, consider the following:

- Clearly mark pedestrian-only zones and where possible install barriers to prevent vehicles entering them.
- Plan and clearly mark designated reversing areas.
- Keep people away from reversing areas and operations.
- Increase drivers' ability to see pedestrians.
- Install equipment on vehicles to help the driver and pedestrians, e.g., reversing alarms, flashing beacons and proximity-sensing devices.

If you are using banksmen to help vehicles manoeuvre, make sure that only trained banksmen are used, that they are clearly visible to drivers at all times; that a clear and recognised signalling system is adopted; and that they stand in a safe position throughout the reversing operation.

Parking areas should be clearly indicated and there should be separate parking areas for commercial and private vehicles. There should also be designated areas where commercial vehicles can be loaded and unloaded. Drivers/operators should never leave a vehicle unattended without ensuring both the vehicle and the trailer are securely braked, the engine is off and the key to the vehicle has been removed. Where appropriate, trailer legs should be lowered to the ground.

To minimise the risks to those involved in loading and unloading vehicles, information should be provided on the nature of the load and how it should be properly loaded, secured and unloaded. This information should accompany the load and be available to those involved in the loading, transportation and unloading activities. Where possible there should be a dedicated loading and unloading area. This should be kept clear of traffic and people not involved in the activity; be on level ground; segregated from other work areas; clear of overhead cables, pipes, or other obstructions; and protected from bad weather where possible. Throughout loading and unloading there should be a safe place where drivers can wait. Managers might also need to consider some form of safe system where the vehicle keys are stored away from the vehicle during loading and unloading.

## **Safe site – transport plan**

Each permanent or temporary HCC site, or site operated by HCC or its contractors, must have a site-specific transport plan, proportionate to the risk on site. **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** (*can be included in the Plan diagram or check sheet*), guidance, information for visitors, etc., setting out controls generated as required by any risk assessment.
- **Appendix** (*optional*), where amendments to the transport plan can be recorded, following its review or amendment, or recording short term changes due to temporary, irregular or unusual activities (see Appendix 1).

The control measures should be chosen as a priority include effective segregation of vehicles and pedestrians, one-way systems, suitable signage and road markings and adequate lighting.

All sites must have a site plan diagram and completed check sheet. The risk assessments, safe system of work (SSoW) and controls can be included within those documents, or recorded separately, whichever fits in best with the site's own management systems. Examples of the latter could be recording the controls on the check sheet and site plan, with the SSoW written into a site's safety policy document and the site's information leaflet or website.

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. Also specifically consider those with less capacity to recognise and respond to workplan transport hazards, such as; children, those with physical or learning difficulties or disability, the elderly, etc.

### **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 be able to demonstrate control of the risks and ensure that there is a transport plan and appropriate risk assessments in place and being followed.

### **Temporary, 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 a temporary, 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 or delivering plant or equipment) may obscure lines of sight or block pedestrian walkways.
- Construction work on site (including new build, refurbishment and demolition), which might affect traffic and pedestrian routes, and mean that there are more, and larger, vehicles coming on site and loading and unloading.

In the case of construction work, the Project Officer must ensure that the contractor’s Construction Phase Plan addresses transport risks’ compliance with the [Construction, Design and Management Regulations 2015](#). They must also liaise with the local manager to help them consider whether the existing site transport plan and risk assessments are still adequate or require review. Any amendments to the plan and risk assessments should be recorded in an appendix to the plan, and communicated to all relevant staff, site users and contractors.

## **Appendices**

**Appendix 1 – Site plan check sheet**

**Appendix 2 – Training matrix**

**APPENDIX 1 – SITE PLAN CHECK SHEET**

To be completed and reviewed as part of the site transport 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? How?	Name of assessor	Verified as suitable and sufficient control measures in place
<b>Traffic routes</b>	Are traffic routes suitable for types of vehicle in use? List types of vehicle	Motor Cycles, Cars, vans, LGV, Minibus & Coach	Yes, this is achieved with signage on posts and on floor markings Larger vehicles when needed are escorted	Alan Hussey Adrian Hunt	
	Does the site have a one-way system? If no is a one-way system possible?	Yes			
	Is it possible to minimise or avoid reversing if so how?	No	Yes, reversing only takes place when parking into the parking bay.	Alan Hussey Adrian Hunt	
	Is it possible to set out a dedicated reversing/ turning area, if so where?	N/A			
	Do you have a safe system of work for reversing, where is it?	N/A			

Topic	Risk	N/A – Y – N Note any additional control measures needed	Is the risk reduced to an acceptable level? How?	Name of assessor	Verified as suitable and sufficient control measures in place
	Any reason you cannot implement reverse parking on the site?	NO	Signage is placed around carp park	Alan Hussey	Minibus risk assessment in place
	Do slopes or surfaces pose risks including overturning or rolling?	N/A			
	Are there any high-risk areas or plant such as severe level changes or chemical storage?	N/A			
	Are pedestrians segregated from vehicles?	Yes	Yes, Foot pathes,	Alan Hussey	
	If segregation is not possible what other controls suitable?	Yes	hedges and marked walkways	Alan Hussey	
	How can the risk from doors opening into traffic routes be reduced?	N/A			
	Are surfaces in good order and well drained?	Yes	Maintained and managed via Termly Insopections	Alan Hussey	

Topic	Risk	N/A – Y – N Note any additional control measures needed	Is the risk reduced to an acceptable level? How?	Name of assessor	Verified as suitable and sufficient control measures in place
	Are all signs, mirrors and road markings as appropriate, clear, clean and in good order?	Yes	Maintained	Alan Hussey	
	Can vehicles circulate freely?	Yes			
<b>Traffic routes</b> <i>(continued)</i>	Do drivers have good visibility?	Yes			
	Is lighting suitable and sufficient illuminating all pinch points pedestrian crossings and hazards?	Yes	Monthly Checks carried out	Alan Hussey	
	Are obstructions including overhead obstructions prominently marked from all directions, suitably labelled and protected?	N/A			
	Are speed limits set and suitable and enforced (how)?	YES (5MPH)	Signage	Alan Hussey	
<b>Pedestrian routes</b>	Is it clear where pedestrians should walk? Are crossing points clear and appropriately designed/ located?	Yes	Walk ways / Pathways marked on car parks	Alan Hussey	
	Are there high-risk areas where people might be likely to appear without warning, such as between buildings? Can barriers be used barriers to reduce the risk?	No not that we are aware of.		Alan Hussey	

Topic	Risk	N/A – Y – N Note any additional control measures needed	Is the risk reduced to an acceptable level? How?	Name of assessor	Verified as suitable and sufficient control measures in place
<b>Members of the Public (MOP)</b>	Are there clear instructions for visitors? (e.g. clear signage, Hi Viz instructions, disabled and visitor parking areas)	Yes	Marked bays and walkways	Alan Hussey	
	Are there clear areas where MOPs should and should not go? Are safe routes clearly and accurately signed?	Yes			
	Are there clear visitor/ MOP parking areas?	Yes			
<b>Contractors and Service Users</b>	Are all contractors and service users clearly briefed on how to drive and behave on site?	Yes	Yes Induction	Alan Hussey	
	Are all site users, contractors and visitors informed of unusual situations on site?	Yes	Yes Induction	Alan Hussey	
	Are specific high-risk operations considered in a risk assessment? (e.g. lorry sheeting/ tipping/salt deliveries)	N/A			

## APPENDIX 2 – TRAINING MATRIX

Motor vehicle type	Type of training required	Frequency	Comments and/or actions
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	
Lift trucks	Novice training – for people who have no experience, full theory and practical.		
	Conversion – for people who only have experience with one type of lift truck and need to extend their experience	One-off conversion training and assessment	
	Semi-experienced but untested training	Assessment and then conversion or full training as appropriate	
	Refresher – to ensure operators are up to date with any changes	In line with industry standards (usually 3 to 5 years)	