

# SAFE WORKING PROCEDURE

## Workplace Transport

CORPORATE HEALTH & SAFETY | VERSION 4.04 | June 2023

### **STATEMENT:**

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- All forms of transport in and around the workplace (not on the public highway) is organised to ensure vehicles and people can move and operate safely.
- Risk assessments are carried out to reduce workplace transport risks.

### **SCOPE:**

This Safe Working Procedure applies to:

- All managers including headteachers.
- All employees of Southampton City Council.
- All contractors, agency staff and volunteers working on behalf of the Council.



## 1. Responsibilities

### Senior Managers/Head Teachers are responsible for ensuring:

- 1.1. Arrangements in relation workplace transport are adequately managed to ensure the health and safety of employees and others.
- 1.2. Health and safety arrangements are based upon risk assessment and the installation of precautions are proportionate to the level of risk.

### Managers are responsible for ensuring compliance with the SWP and must:

- 1.3. Monitor and review site arrangements and local procedures to ensure safety is maintained for pedestrians and drivers, through vehicle/pedestrian segregation where possible.
- 1.4. Carry out suitable risk assessments for all the activities undertaken within their areas of responsibility.
- 1.5. Implement necessary control measures identified through risk assessment and follow the HSE Workplace Transport guidance (see procedures).
- 1.6. Communicate risk assessment findings to employees and the relevant people.
- 1.7. Complete the Workplace Transport Checklist when necessary.
- 1.8. Inform, instruct and train employees regarding safe traffic movement on the site and provide local safe systems of work for all activities.
- 1.9. Ensure traffic routes are maintained in suitable condition.
- 1.10. Ensure arrangements are established for the safe reversing of vehicles.
- 1.11. Comply with the duties placed on them on [SWP Driving Vehicles While Working/Safety of LGV Operations](#).

### Employees must:

- 1.12. Take reasonable care of their own safety and that of others.
- 1.13. Adhere to site rules at all times including speed limits.
- 1.14. Undertake any training required.
- 1.15. Operate vehicles on site in a safe manner with due care and attention to other vehicles and pedestrians.
- 1.16. Timely reporting of vehicle defects/ damage and cooperation with all training/ re-training requirements.
- 1.17. Comply with the duties placed on them on SWP Driving Vehicles While Working/Safety of LGV Operations.

### Contractors must:

- 1.18. Adhere to site rules at all times, including speed limits.
- 1.19. Take reasonable care of their own safety and that of others.
- 1.20. Operate vehicles on site in a safe manner with due care and attention to other vehicles and pedestrians.
- 1.21. Report defects and health and safety shortcomings to the relevant manager.
- 1.22. Must comply with the duties placed on them on SWP Driving Vehicles While Working/Safety of LGV Operations.

## 2. Procedures

- 2.1. The Health and Safety Executive provide free downloadable guidance HSG136 [Workplace transport safety](#). They have also produced a short guide INDG 199 [Managing Vehicle Safety at the Workplace](#). Managers should use these guides and others detailed below to help inform the risk assessment process and ensure compliance with legislation.
- 2.2. To aid the risk assessment process, a [Workplace Transport Checklist](#) is available in the forms library
- 2.3. This procedure should be read in conjunction with [SWP Driving Vehicles While Working/Safety of LGV Operations](#) and [SWP Risk Assessment](#).

### 3. Safe Working Procedures Relevant to This Document

- 3.1 [Workplace Health, Safety and Welfare](#)
- 3.2 [Risk Assessment](#)
- 3.3 [Driving Vehicles While Working](#)
- 3.4 [Safety of LGV Operations](#)
- 3.5 [Work Equipment](#)
- 3.6 [Lifting Operations and Lifting Equipment](#)
- 3.7 [Relevant forms](#)
  - 3.8.1. [Risk Assessment](#)
  - 3.8.2. [Authorisation to Work](#)
  - 3.8.3. [Workplace Inspection Form](#)
  - 3.8.4. [Workplace transport checklist](#)

**Note:** Other safe working procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

### 4. Main Legislation Relevant to This Document

- 4.1 [Health and Safety at Work etc Act](#)
- 4.2 [The Management of Health and Safety at Work Regulations](#)
- 4.3 [The Workplace \(Health Safety and Welfare\) Regulations](#)
- 4.4 [The Provision and Use of Work Equipment Regulations \(PUWER\)](#)
- 4.5 [The Lifting Operations and Lifting Equipment Regulations \(LOLER\)](#)
- 4.6 [The Construction \(Design and Management\) Regulations 2015 \(CDM\)](#)

### 5. Contact Address's and Guidance Links

- 5.1 Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)
  - 5.1.1. [HSE Homepage Transport in the Workplace](#)
  - 5.1.2. INDG 199 – [Managing vehicle safety at the workplace](#)
  - 5.1.3. HSG136 – [Workplace transport safety](#)
  - 5.1.4. INDG 379 – [Health and Safety in road haulage](#)
  - 5.1.5. HSG144 – [Safe use of vehicles on construction sites](#)
  - 5.1.6. [Waste management and recycling - Transport](#)
  - 5.1.7. L117 – [Rider-operated lift trucks: Operator training](#)
  - 5.1.8. [Vehicle at Work – Sheeting and unsheeting](#)
  - 5.1.9. [ADR and the Carriage Regulations](#)
- 5.2 Driving Standards Agency  
[www.dsa.gov.uk/](http://www.dsa.gov.uk/)
- 5.3 DirectGov  
[www.direct.gov.uk](http://www.direct.gov.uk)
  - 5.3.1. [The Highway Code](#)
- 5.4 Royal Society for the Prevention of Accidents  
<http://www.rospa.com>
- 5.5 Institute of Occupational Safety and Health  
[www.iosh.co.uk/](http://www.iosh.co.uk/)
- 5.6 Corporate Health and Safety Service  
[Health and Safety Intranet](#)

For full contact address visit the health and safety intranet [Useful Contacts](#).