

Health and Safety Corporate Procedure Transport 2017

REVISION NUMBER	DATE	AMENDMENT DESCRIPTION	PREPARED BY	APPROVED/ OWNED BY	NEXT REVIEW DATE
1	10/07/2015	New document	Chris Czarkowski Nick Burchell Charles Gilby	Charles Gilby	09/01/2016
	25/08/2015	Typo correction – frequency of MIDAS training changed from 3 years to 4 years.			

INDEX

PAGE	SUBJECT
2	Purpose
2	Scope
3	Terminology
3	Associated records
3	Guides
3-7	Procedure
CHECK LISTS, FLOW CHARTS, ETC.	
8-9	Appendix 1
10	Appendix 2
11-12	Appendix 3

1.0 Purpose

This procedure sets our consistent way of managing the risks associated with transport across Hampshire County Council (HCC).

[BACK TO INDEX](#)

2.0 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 includes the management of permanent site transport risks in areas under HCC control, including car parks, goods movement areas etc. 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.

[BACK TO INDEX](#)



3.0 Terminology

This section is intentionally blank.

[BACK TO INDEX](#)



4.0 Associated records

This section is intentionally blank.

[BACK TO INDEX](#)

5.0 Guides

TITLE
A Guide to Workplace Transport Safety
Workplace Transport Safety
Driver competence
The Highway Code
Rules for drivers and motorcyclists
MIDAS – Minibus Driver Awareness Scheme
Seat belts and child restraints
Bus and coach accessibility
Tachograph rules for drivers and operators
Legislation for LGC & PCV drivers

[BACK TO INDEX](#)



6.0 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

Managers should make themselves familiar with the medical standards found in the fitness to drive document published by the [Drivers Medical Unit of the Driver and Vehicle Licensing Authority \(DVLA\)](#)

Managers should inform the DVLA after discussion with the [Occupational Health Team](#) if they consider that a member of staff or employee is not medically fit to drive on public roads.

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, but with consideration of the DVLA guidance. 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 risk assessment has significant findings, details should be recorded and maintained locally.

Should a driver or their manager have concerns about a person's fitness to drive they should seek advice from the [Occupational Health Team](#).

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. Details of licence categories can be found at [Driving licence categories](#).

Anyone driving a minibus on Hampshire County Council business must have successfully completed the [Minibus Driver Awareness Scheme \(MIDAS\)](#) training course and drive in accordance with the training.

Staff are required to inform their manager of any changes in their licence.

Managers are required to make reasonable checks on licences and record the findings in accordance with [Appendix 2](#).

Checking a driver's licence

Use the DVLA service to check someone's driving licence information, including the vehicles they can drive or any penalty points or disqualifications.

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

Hampshire County Council requires staff to undertake specific training to operate certain vehicles such as fork lift trucks and agricultural vehicles. [Appendix 3](#) matrix sets out the minimum training requirements for certain types of vehicle. Vehicles not listed should be subject to an individual risk assessment to determine if specific training is necessary.

Managing visiting drivers

Visiting drivers who come onto a Hampshire County Council 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 Hampshire County Council 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 declaration

No claim can be made for travel expenses unless the claimant complies with this procedure. In addition, by requesting payment the claimant is declaring that they are aware of this process and in all areas complying with it.

[BACK TO INDEX](#)

VEHICLES

Vehicle checks

Each time a County Council 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 County Council business is roadworthy and safe before use.

Defects

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



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

Vehicle condition

As a minimum standard all vehicles used on Hampshire County Council business must meet the requirements identified in:

- [The Highway Code](#)
- [The MOT test](#)
- [The Government guide on vehicle condition](#)

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.

Passenger vehicle restraint

[Seat belts and child restraints](#)

[Bus and coach accessibility](#)

Vehicle loading

[Safe loading and unloading](#)

[Load securing vehicle operator guidance](#)

Light Goods Vehicles (LGV), Heavy Goods Vehicles (HGV) and Public Carrying Vehicles (PCV)

[Regulations for LGV and PCV drivers](#)

[Tachograph rules for drivers and operators](#)

Emergencies and reporting of accidents and incidents

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



[In the event of a breakdown or an emergency on the highway, follow this guidance](#)

[Additional guidance is available in the event of a breakdown on the motorway.](#)

Contact details for Hampshire Transport Management

Hampshire Transport Management

Unit C, Bar End Road

Bar End Industrial Estate

Winchester

SO23 9NR

Tel 01962 873930

Email htm@hants.gov.uk

[BACK TO INDEX](#)

SITES

Each site must have a specific transport plan proportionate to risk. Every permanent site operated by Hampshire County Council or Hampshire County Council 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.

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 Hampshire County Council 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 Hampshire County Council 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

[BACK TO INDEX](#)

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	Shakespeare Campus markings need upgrading
	Can vehicles circulate freely?	Yes	Yes	A.Hussey	
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 (continued)	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	Yes	Yes	A.Hussey	

	not go and clear safe routes accurately signed?				
	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	

APPENDIX 2

DRIVING LICENCE CATEGORIES

DRIVER LICENCE CHECK LIST

Checking a driver's licence Use the DVLA service to check someone's driving licence information, including the vehicles they can drive or any penalty points or disqualifications. Follow this link to the DVLA for full details: <https://www.gov.uk/check-driving-information>

Motor vehicle type	When licence checks/ confirmation required	Person responsible	Frequency	Comments and/ or actions
All cars including medium and large vehicles – (vehicles 3,500 – 7,500kg)	At the point of recruitment and intermittent checks	Line Manager	5% sample over a rolling 3 year period	
	When the job changes	Line Manager / Supervisor	5% sample over a rolling 3 year period	
	When claiming mileage	Employee	Monthly	
	At the point when a passenger is required to be transported	Line Manager	If regular activity 5% sample over a rolling 3 year period	
	At the point when a Service User is required to be transported	Line Manager	Annual check if regular activity	
	After an incident	Line Manager	One off	

Minibuses and buses – no more than 16 passengers maximum length of 18 metres	At the point of recruitment and intermittent checks	Line Manager	Annual check	
	After an incident	Line Manager	One off	
Vehicles with trailers	At the point of recruitment and intermittent checks	Line Manager	Annual check if regular activity	N / A
	When the job changes	Line Manager	Annual check if regular activity	N / A
	After an incident	Line Manager	One-off	
Other vehicles (quad bikes, agricultural tractors, road rollers, etc.)	At the point of recruitment and intermittent checks if job changes or there is an incident	Line Manager	5% sample over a rolling 3 year period	N / A

APPENDIX 3

TRAINING MATRIX

Motor vehicle type	Type of training required	Person responsible	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 	Manager and/ or employee	As required	

	unsafe manner/ too fast			
Minibuses and buses – no more than 16 passengers maximum length of 18 metres	MIDAS	Line Manager	Every four years	
Vehicles with trailers	Trailer handling and reversing	Line Manager	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	Line Manager	Every three years	N / A
	City & Guilds Level 2 Award in Agricultural Tractor Driving & Related Operations (QCF) (M01 & M01a)	Line Manager	Every three years	N / A

APPENDIX 3

TRAINING MATRIX (*continued*)

Motor vehicle type	Type of training required	Person Responsible	Frequency	Comments and/ or actions
Lift trucks	All lift trucks must have external certification and licence. HSE guidance on training requirements for lift trucks			
	<ul style="list-style-type: none"> Novice training – for people who have no experience – theory and practical 	Line Manager	One-off	N / A
	<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 	Line Manager	One-off	N / A
	<ul style="list-style-type: none"> Semi-experienced but untested training 	Line Manager	One-off	N / A
	<ul style="list-style-type: none"> Refresher – to ensure operators are up to date with any changes 	Line Manager	Every three years	N / A