

HEALTH AND SAFETY
GUIDANCE NOTE

WORKPLACE TRANSPORT



NFU Mutual
Risk Management Services

INTRODUCTION

The term “Workplace Transport” is used to describe a wide range of activities involving vehicles used in the workplace. Every year poor management of workplace transport causes numerous accidents, many resulting in fatal injuries.

The main causes include:

- Moving vehicles striking, crushing or running over people (including when reversing);
- People falling off vehicles;
- Vehicles overturning;
- Objects falling off vehicles.

Workplaces for consideration include, but are not limited to:

- Farm yards and inside agricultural buildings such as barns, pack houses or workshops etc.;
- Car parking areas for employees, customers or any other visiting vehicles;
- Loading bays and delivery areas;
- Warehouses;
- Construction Sites;
- Access and circulation areas where buildings are occupied by commercial tenants.

Driving vehicles for work purposes on public highways also needs to be considered, but is dealt with in other specific Guidance Notes.

WHAT ARE MY LEGAL DUTIES?

The Workplace (Health, Safety and Welfare) Regulations require businesses to provide a workplace that is ‘organised in such a way that pedestrians and vehicles can circulate in a safe manner’ and that ‘all traffic routes are suitably indicated where necessary for reasons of health or safety’.

The starting point is to carry out a thorough risk assessment of the workplace transport activities associated with your business. **There are three key areas to consider when carrying out your risk assessment, namely the provision of:**

- Safe Sites (e.g. the design, physical attributes and the activities carried out);

- Safe Vehicles (e.g. the suitability of vehicles, maintenance and provision of safety features etc.);
- Safe Drivers (e.g. the selection of suitable drivers, training and monitoring of driving standards).

The example workplace transport safety checklist at the end of this document will help you to identify relevant issues for consideration in your risk assessment.

SAFE SITES (DESIGN)

The risk of workplace transport accidents can be greatly reduced by provision of well-designed and maintained sites. The best way to enable pedestrians and vehicles to move safely around your workplace is to keep them apart wherever possible. The greatest opportunity to achieve this is at the design stage, so whenever you create a new site or redevelop / extend an existing site; ensure that workplace transport safety is taken into account.

The most effective measures to reduce accidents include:

- Physical segregation of pedestrian routes from vehicle routes;
- Clearly and logically arranged roadways, allowing adequate space for movement, passing, reversing, turning, loading or unloading;
- Elimination of the need for vehicles to reverse (e.g. by use of one-way systems; drive-through loading / unloading positions, allowing extra space for storing materials etc.);
- Provision of separate entrances and exits for vehicles and pedestrians, with vision panels on doors that open onto vehicle traffic routes;
- Avoidance of steep slopes, sharp corners and blind bends;
- Provision of offices and welfare facilities etc. away from vehicle routes;
- Provision of visitor parking close to reception areas / site offices etc.

Circumstances in existing workplaces can however mean that the controls suggested are not feasible or can only be partially achieved. **Where this is the case, you will need to consider other control measures such as:**

- Clear identification of pedestrian and vehicle routes (e.g. with robust barriers or painted walkways);
- Exclusion of people from areas where vehicles have to reverse (e.g. loading bays) with the exception of a trained banksman where necessary.

If banksmen are used make sure they are:

- Formally trained;
- Remain clearly visible to drivers at all times;
- Use a clear and recognised signalling system; and
- Are able to stand in a safe position throughout the reversing operation.
- Defined and clearly marked pedestrian crossing places (e.g. zebra crossings);
- Keeping visitors and non-essential employees out of areas where vehicles operate;
- Sensible and clearly signed speed limits at entrances and throughout the site;
- Fixed speed control measures (e.g. speed humps, chicanes and ‘rumble strips’) – as long as they don’t increase the risk of vehicle overturn;
- Provision of adequate lighting particularly in loading / unloading areas, pedestrian areas / crossing points or shared vehicle and pedestrian areas;
- Provision of clear information to make visiting drivers aware of the site layout and rules (e.g. a map at the site entrance);
- Arranging deliveries to avoid peak traffic or visitor times (e.g. school drop off and pick up times; customer opening hours at retail premises etc.);
- Ensuring surfaces are suitable for the vehicles and pedestrians using them (e.g. firm, even, free from potholes and properly drained);
- Protection of vulnerable parts of the workplace such as cast-iron columns, storage racking, fuel or bulk gas tanks, pipework etc. (e.g. by robust barriers or bollards etc.);
- Well sited convex mirrors to assist drivers in seeing approaching vehicles / pedestrians at blind corners (e.g. when emerging from behind buildings or storage);
- Clear, well positioned (reflective or lit where necessary) signs for drivers and pedestrians – to the same standard as those shown in the Highway Code wherever a suitable sign exists;

- White road markings to regulate traffic flow (e.g. give way markings, lane divisions etc.);
- Yellow markings to regulate parking;
- Ensuring that high visibility vests are worn by pedestrians around vehicles.

Control measures must be monitored regularly to ensure they remain effective and that site rules are being adhered to (e.g. access routes, walkways and turning areas are kept clear of obstructions). Maintenance should be carried out regularly, for example to ensure that signs remain visible, mirrors are clean, road markings are re-painted as necessary and potholes are filled etc.

SAFE SITES (ACTIVITIES)

Loading and unloading of vehicles can be a hazardous activity regardless of the size of the business. **To reduce the risks you should:**

- Provide loading and unloading areas that are:
 - Clear of traffic and people not involved in the activity;
 - On level ground;
 - Segregated from other work areas;
 - Clear of overhead cables, pipes, or other obstructions;
 - Well lit and protected from bad weather where possible.
- Ensure site operatives and drivers co-operate with each other;
- Make sure vehicles and trailers have brakes properly applied, and any stabilisers (where fitted) in the correct position before loading or unloading;
- Provide a safe place for drivers to wait if they are not involved in the loading / unloading operations (e.g. HGV drivers);
- Ensure vehicles are not overloaded and that loads are evenly distributed and secured;
- Use a warning flag or sign to indicate any materials projecting from the body of a vehicle;
- Consider any specific risks related to handling of hazardous loads (e.g. LPG liquefied petroleum gas);
- Ensure sufficient measures are in place to prevent vehicles being driven off during loading or unloading at loading bays (e.g. traffic lights, vehicle restraints; key control systems etc.).

Where tipping operations occur in your workplace, ensure that:

- Site operatives and drivers co-operate with each other;
- Tipping is carried out on level ground away from overhead obstacles, such as power lines ;
- The tractor unit and trailer of articulated vehicles are aligned;
- Wheel stops are used where possible;
- Tailgates are released and secured before tipping;
- The tipping area is kept free of pedestrians;
- Vehicles are not left unattended and cab doors are closed;
- If loads stick during tipping, the body is lowered and then raised (rather than the vehicle being moved or anyone climbing onto the raised tipper section);

Where sheeting operations occur in your workplace, ensure that the need to work at height is avoided wherever possible (e.g. sheet from the ground).

Where this is not possible use alternative measures such as platforms with edge protection barriers to prevent falls, or personal protective equipment to minimise both the distance and consequences in the event of a fall.

SAFE VEHICLES

Ensure that the vehicles used in your workplace are suitable for the tasks to be undertaken, taking into account the working environment and the people that will be using them.

The Road Vehicles and the Motor Vehicles (Construction and Use) Regulations (Northern Ireland) set the standard for the design and construction of vehicles used on public roads. Most vehicles used in the workplace should meet this standard, but in some cases there are specific supply standards for mobile plant (e.g. some lift trucks).

Where your risk assessment has identified the need for additional control measures, consider:

- Warning devices (e.g. rotating beacons and reversing alarms);
- Devices to improve visibility and awareness for drivers (e.g. CCTV, special mirrors, reversing sensors etc.);
- Roll-Over Protection Systems (ROPS) and seat belts where vehicles are un-cabbed and the operator could be crushed in the event of an overturn;
- Provision of adaptations to allow safe access onto and around vehicles (e.g. fixed steps or ladders).

Ensure that vehicles are maintained in good working order and that devices such as flashing beacons or reversing sirens function properly. Planned inspections are a vital part of preventative maintenance and may include daily safety checks carried out by drivers, and regular maintenance inspections based on time or mileage. Some vehicles are also required by law to be thoroughly examined by a competent person at set intervals (e.g. fork lift trucks, telehandlers and lorries with tail lifts).

SAFE DRIVERS**You must ensure that all employees who operate vehicles are:**

- Competent;
- Have received appropriate information, instruction and training for the vehicles they use;
- In possession of a current licence (of the correct category) where required by law;
- Specifically trained to the standard required for certain categories of vehicles such as fork lift trucks, telehandlers, HGVs, minibuses etc.;
- Fit to drive (physically and medically) - detailed advice on medical standards of fitness to drive is published by the Drivers Medical Unit of the Driver and Vehicle Licensing Authority (DVLA and DVA in Northern Ireland) at: www.dft.gov.uk/dvla/medical/ata glance.aspx.

The measures above need to be considered not only on appointment but also for existing employees if the work or vehicles change. The safety of your drivers should be monitored regularly – this may include such measures as checking and taking copies of driving licences periodically, and reminding them regularly about the dangers of driving whilst under the influence of alcohol or drugs (including some prescribed drugs).

SAFE STOP PROCEDURE

It is alarmingly common for vehicle operators or others to be killed or severely injured, sometimes by their own vehicle) after leaving the driver's seat without taking four key steps, known as 'Safe Stop'. All operators of your work vehicles should be informed, and regularly reminded of the principles of 'Safe Stop' – namely before leaving the driver's seat of the vehicle:

- Engage the handbrake;
- Put controls in neutral;
- Switch off the engine; and
- Remove the key from the vehicle.

DEALING WITH THIRD PARTY DRIVERS

When using contractors (e.g. visiting drivers and agency employees), you should:

- Take into account their skills, knowledge and experience;
- Provide them in advance where possible with relevant information (e.g. where to report to on arrival, vehicle and pedestrian traffic routes, speed limits, designated loading, unloading and parking areas, and any relevant site rules);
- Consider the needs of foreign drivers (e.g. provide information in other languages, ensure signage relating to traffic light systems cannot be confused when viewed from a left hand drive vehicle etc.);
- Liaise with them to consider the risks from each other's work activities and agree how the work will be undertaken;
- Monitor them to ensure they work safely and comply with the site rules;
- Set up any arrangements for co-operation and co-ordination;
- Ensure action is taken when they operate in an unsafe manner.

Where you share your site with other businesses, ensure that you take responsibility for co-ordinating any health and safety measures and ensuring everyone on-site understands their health and safety responsibilities and the site rules. If you do not own the site you should liaise with your landlord as you will both have legal responsibilities to ensure the site is safe.

FURTHER GUIDANCE

- Driving Standards Agency The Highway Code
The Stationery Office 2007 - ISBN 978 0 11 552814 9
www.gov.uk/highway-code
- HSG136 Workplace transport safety: An employers' guide (Second edition)
www.hse.gov.uk/pubns/books/hsg136.htm
- INDG199 Workplace transport safety - A brief guide (rev2)
www.hse.gov.uk/pubns/indg199.htm
- HSE's 'Vehicles at work' website
www.hse.gov.uk/workplacetransport/

The HSE documents are available to download free of charge from www.hse.gov.uk/pubns/books/ accidents from occurring.

EXAMPLE WORKPLACE TRANSPORT - SELF-ASSESSMENT CHECKLIST

This checklist is provided to help you to identify relevant issues for consideration when writing your Workplace Transport Risk Assessment. It should be completed by conducting a tour of the workplace, talking to your employees at all levels, and observing actual practices on site. It is recommended that a simple site plan is also used / drawn up to help analyse traffic routes / crossing points etc. Space is provided for the site plan and additional notes at the end.

1	Workplace environment				
1.1	Layout	Yes	No	N/A	Controls in place / further controls required
a)	Are vehicles and pedestrians kept safely apart?				
b)	Are there suitable pedestrian crossing points on vehicle routes?				
c)	Are there suitable parking areas for all parking needs?				
d)	Do the vehicle routes avoid sharp or blind bends?				
e)	Is there scope for introducing a one-way system on vehicle routes within the workplace to reduce the risk of collisions?				
f)	Are all access routes co-ordinated effectively?				
1.2	Vehicle Routes	Yes	No	N/A	Controls in place / further controls required
a)	Are they wide enough?				
b)	Are they well-constructed (i.e. do they have firm and even surfaces)?				
c)	Are they free from obstructions and other hazards?				
d)	Are they well maintained?				
1.3	Safety Features	Yes	No	N/A	Controls in place / further controls required
a)	Is there a reasonable speed limit in all areas and is it enforced?				
b)	Are roadways marked where necessary (e.g. to indicate right of way at road junctions)?				
c)	Are there suitable warning signs (e.g. direction signs, speed limit signs, 'Give Way' signs etc.)				
d)	Are warning signs kept clean and legible?				
e)	Are there additional safety features where necessary (e.g. fixed convex mirrors, road humps, robust barriers etc.)?				
f)	Are all areas adequately lit including yard areas, car parks and roadways?				

2 Vehicles					
2.1	Suitability	Yes	No	N/A	Controls in place / further controls required
a)	Do they have suitable and effective service and parking brakes?				
b)	Do they have windscreens with wipers, and suitable external mirrors to provide optimum all-round visibility?				
c)	Are they provided with horns, lights, reflectors, reversing lights and other safety features (e.g. reversing audible warning) as necessary?				
d)	Do they have seats and, where necessary, seat belts that are safe and provide driver comfort?				
e)	Are there guards on dangerous parts of the vehicles (e.g. power take-offs (PTO), chain drives, exposed exhaust pipes)?				
f)	Are drivers protected against bad weather conditions, or against an unpleasant working environment (e.g. cold, dust, dirt, fumes, and excessive noise and vibration)?				
g)	Is there a safe means of access to and egress from the cabs and other parts that need to be reached?				
h)	Are drivers protected against injury in the event of an overturn and from falling objects?				
2.2	Maintenance	Yes	No	N/A	Controls in place / further controls required
a)	Do drivers carry out basic safety checks before using the vehicles?				
b)	Is there a regular preventative maintenance programme for each vehicle?}				

3 Driver Competence & Training					
3.1	Information, Instruction & Training	Yes	No	N/A	Controls in place / further controls required
a)	Is the previous experience of drivers checked and are they tested to ensure they are competent?				
b)	Is training provided on how to perform the job, and information given about particular hazards, speed limits, the appropriate parking and loading areas, etc.?				
c)	Is there a planned programme of refresher training for drivers and other employees to ensure their continued competence?				
3.2	Monitoring & Supervision	Yes	No	N/A	Controls in place / further controls required
a)	Do drivers drive with care (e.g. use the correct routes, drive within speed limits and follow other site rules)?				
b)	Do they park safely and in safe locations?				
c)	Are employees using safe working practices (e.g. when loading / unloading, securing loads, carrying out maintenance, etc.)?				
d)	Are drivers and other employees having to rush to complete their work on time, or is there a risk of accidents caused by fatigue as a result of excessive working hours?				
e)	Are supervisors, drivers and other employees, including contractors and visiting drivers, aware of the site rules and aware of their responsibilities in terms of maintaining a safe workplace and safe working practices?				
f)	Is everyone in the workplace supervised and held accountable for their responsibilities, and is a clear system of penalties enforced when employees, contractors, etc. fail to maintain standards?				

4 Workplace Transport Activities					
4.1	Reversing	Yes	No	N/A	Controls in place / further controls required
a)	Is there scope for introducing a one-way system on routes to reduce the need for reversing manoeuvres?				
b)	Are non-essential personnel excluded from areas where reversing is common?				
c)	Are there clearly marked reversing areas which are clear to drivers and pedestrians?				
d)	Is a signaller (banksman) available (when necessary) to direct reversing vehicles?				
e)	Have persons who act as banksmen received adequate training in the signals and hazards associated with the task?				
f)	Are there external side-mounted and rear-view mirrors on the vehicles to provide optimum all-round visibility?				
g)	Have additional visibility aids been fitted to vehicles (e.g. CCTV) to eliminate or reduce blind spots when reversing?				
h)	Do the vehicles have reversing alarms?				
4.2	Loading & Unloading	Yes	No	N/A	Controls in place / further controls required
a)	Are loading and unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading / unloading operations?				
b)	Are loading / unloading activities carried out using safe systems of work on ground that is flat, firm and free from pot-holes?				
c)	Are vehicles braked and / or stabilised (as appropriate) to prevent unsafe movements during loading and unloading operations?				
d)	Is loading / unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?				
e)	Are checks made to ensure that loads are secured and arranged so that they cannot move about (e.g. slide forward if the driver has to brake suddenly or slide off if the vehicle has to negotiate steep inclines)?				
f)	Are checks made to ensure that vehicles are not loaded beyond their capability?				
g)	Has the need for people to go on the load of the vehicle been removed if possible?				

4-3	Parking	Yes	No	N/A	Controls in place / further controls required
a)	Do drivers use the designated parking areas?				
b)	Do drivers always ensure that their vehicles and trailers are braked and secured before leaving them parked?				
4-4	Tipping Operations	Yes	No	N/A	Controls in place / further controls required
a)	Do visiting drivers report to the site manager/ person in control for any relevant instructions prior to commencing tipping operations?				
b)	Are tipping operations undertaken on ground that is level, stable and at a location free from overhead hazards such as power lines, pipework, etc.?				
c)	Where sites are not level and stable, are the tipping faces safe for vehicles involved in tipping operations (e.g. compacted and with no significant side slope)?				
d)	Is there a need for suitably sized wheel-stops where vehicles need to reverse prior to tipping?				
e)	Are tailgates released prior to tipping and removed when necessary?				
f)	Do drivers check that their loads are evenly distributed across the vehicle prior to commencing tipping operations?				
g)	Are drivers sufficiently experienced to anticipate loads sticking?				
h)	Do drivers always ensure that the body is completely empty and drive no more than a few metres forward to ensure the load is clear?				
4-5	Sheeting / Unsheeting Operations	Yes	No	N/A	Controls in place / further controls required
a)	Are sheeting and unsheeting operations carried out in safe parts of the workplace, away from passing traffic and pedestrians and sheltered from strong winds and bad weather?				
b)	Are the vehicles parked on level ground, with their parking brakes on and the ignition key removed?				
c)	Are gloves, safety boots and, where necessary, eye and head protection provided. Are they used by those engaged in the sheeting / unsheeting operations?				
d)	Is there scope for using proprietary sheeting systems to avoid the need for manual sheeting?				
e)	Where manual sheeting is unavoidable, is there a system in place which avoids the need for a person to climb on the vehicle or load (i.e. by providing a platform with edge protection from which loads can be sheeted)?				

Additional Notes:

[Large empty grey rectangular area for additional notes]

COMPANY NAME

ADDRESS

.....

.....

NAME OF ASSESSOR

POSITION

DATE / / 20

Site Plan:



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VERSION: 1.1 – 2015

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