

SAFE WORKING PROCEDURE

Workplace Transport

CORPORATE HEALTH & SAFETY | VERSION 4.05 | July 2025

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.

Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

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Forms

- [Workplace Transport Checklist](#)

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](#).
- 2.4. [Guidance for the Charging of Electrical Vehicles](#) is available on the H&S Intranet for further information

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
 - 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/
- 5.3 DirectGov
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/
- 5.6 Corporate Health and Safety Service
[Health and Safety Intranet](#)

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