

Workplace (Site) Transport UHL Policy

Approved By:	Policy & Guideline Committee
Date of Original Approval:	10 July 2006
Trust Reference:	B28/2006
Version:	V4
Supersedes:	V3 – June 2019 Policy and Guideline Committee
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Date of Latest Approval	27 October 2023 Policy and Guideline Committee
Next Review Date:	November 2026

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REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

1. Title Page – Change Board Director Lead to Director of Estates, Facilities & Sustainability
2. Replace all references throughout this policy to the Director of Estates & Facilities with the Director of Estates, Facilities & Sustainability.
3. Addition of point 4.4
4. Monitoring Table updated.
5. Addition of Trust policies to section 9.
6. Renumbering of 9.2 to 9.3

KEY WORDS

Vehicle, safety, mobile, automated, volunteer

1 INTRODUCTION AND OVERVIEW

- 1.1 This document sets out the University Hospitals of Leicester (UHL) NHS Trusts Policy and Procedures for Workplace (Site) Transport, and sets out to promote a consistent approach with regard to the safety of pedestrians and work vehicles on Trust property.
- 1.2 This policy defines the Trust requirements for workplace transport safety at work.

2 POLICY SCOPE

- 2.1 This policy applies to Trust employees who manage or operate automated vehicles on or in Trust property in order to carry out their work. It does not extend to vehicles used on Public Highways.
- 2.2 The principle duties relate to the provision and operation of workplace transport vehicles, transport systems, the circulation of vehicles and pedestrians and the provision facilities, signs and signals.
- 2.3 Vehicles and equipment operated by Trust staff, or by agency workers, or by Volunteers authorised by the Trust.

3 DEFINITIONS AND ABBREVIATIONS

- 3.1 There are two categories of vehicles that operate on and off Trust property.

Firstly where vehicles are driven on the public highway and then subsequently driven on Trust property. The legal requirements for such vehicles is specified in the Road Traffic Act and subordinate legislation. Vehicles in this category include cars, vans and lorries, etc. These vehicles are not covered by this policy, but are subject to the traffic arrangements, prohibitions and instructions particular to the traffic infrastructure of each Trust site.

Secondly, where vehicles only operate on Trust property, they are covered by the Health & Safety at Work, etc Act 1974 and subordinate legislation.

Equipment in this category, include; tugs, gardening tractors, lawnmowers, automated trolleys, people movers, fork lift trucks and automated x-ray machines.

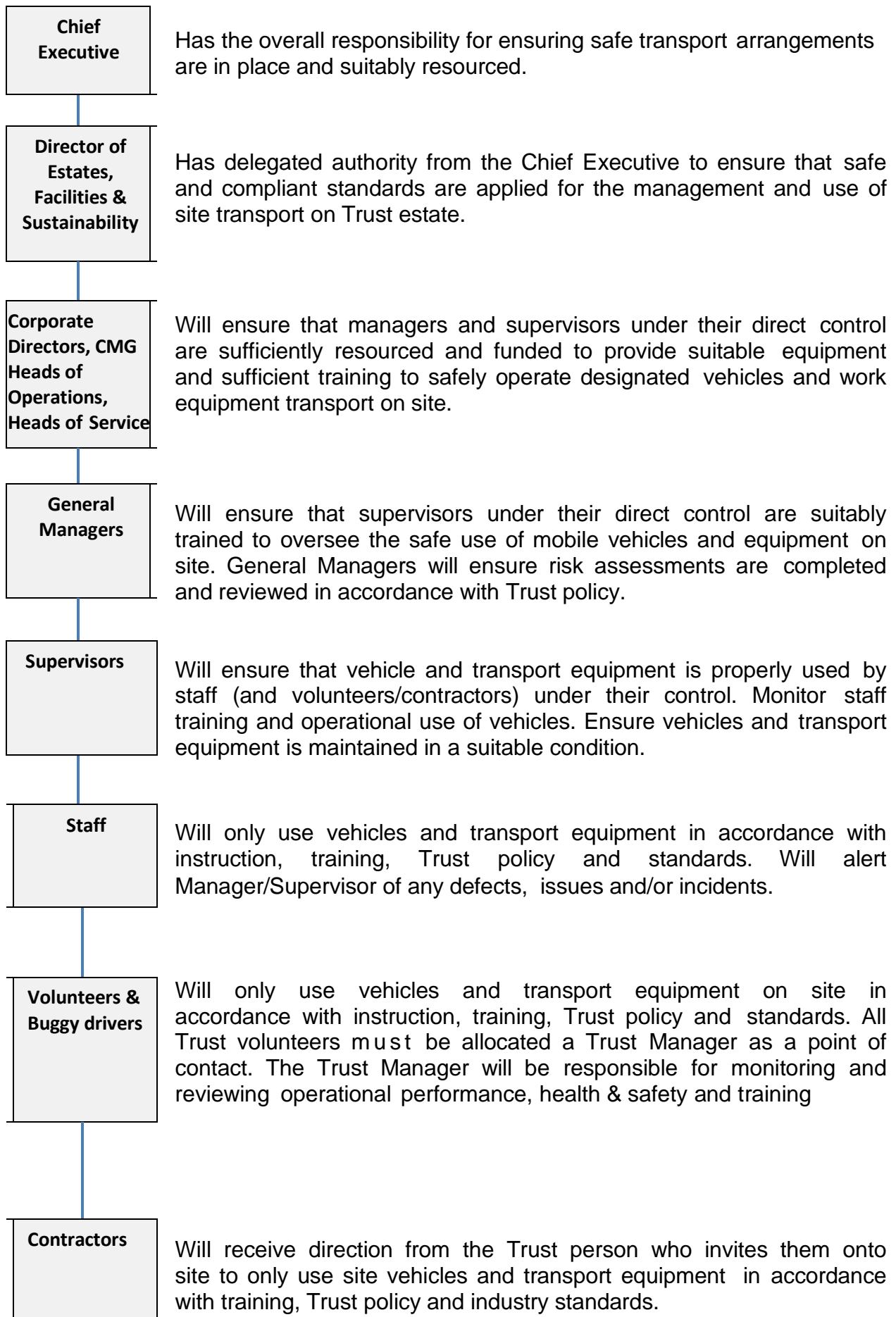
Authorised operators of any such equipment can include Trust employees and volunteers and agency workers authorised by the Trust.

4 ROLES

Responsibilities within the Organisation

- 4.1 **The Chief Executive of the Trust** has overall responsibility for ensuring that transport management arrangements are put into place at each site and are suitably maintained. This includes the safety of drivers, passengers, pedestrians and vehicles and equipment.
- 4.2 **The Director of Estates, Facilities & Sustainability** is the delegated person with overall responsibility for the management of this policy.
- 4.3 **Heads of Service and General Managers** are responsible for ensuring compliance with this policy, and other associated policies, legislation and approved codes of practice for site transport related activities under their control.

Fig. 1 Roles & Responsibilities for UHL site transport



4.4 **Health and Safety Team** will provide advice, guidance and information concerning all aspects of workplace transport.

5 POLICY IMPLEMENTATION AND ASSOCIATED DOCUMENTS

5.1 There are a number of specific health and safety duties that apply to the Trust in relation to workplace transport, these include, so far as reasonably practicable to:-

5.1.1 Manage and supervise workplace transport using risk assessment methodology to ensure risk is identified and eliminated or controlled to the lowest practicable level.

5.1.2 Provide and maintain safe workplace transport equipment.

5.1.3 Take all reasonable/practicable precautions to ensure the health and safety of workers and members of the public who might be affected by the Trust's workplace transport facilities, vehicles and activities.

5.1.4 Provide suitable traffic circulation systems and appropriate signs and signals to vehicles and pedestrians.

5.1.5 Provide vehicles that are fit for purpose and maintained in a satisfactory condition.

5.1.6 Provide skilled and trained operators to use these vehicles.

5.1.7 Ensure, where required by law that workplace transport equipment is tested and inspected by a competent person.

5.2 Each Clinical Management Group (CMG) and Corporate Directorate (Directorate hereafter) shall be responsible for the safe management of transport activities under its control. The transport activities covered by this policy are:-

- a. Automated vehicles and automated mobile equipment operated by the CMG/Directorate.
- b. CMG/Directorate staff that manage, supervise and operate automated vehicles and automated mobile equipment.
- c. Contractor's using automated vehicles and automated mobile equipment on Trust property
- d. Vehicles purchased, leased, or hired.

5.3 Each CMG/Directorate will consider the requirements and prohibitions placed upon the Trust when putting into place their plans, organisation and arrangements to implement, monitor and review their transport procedures. The CMG/ Directorate must assess the risks posed by workplace transport under its control, including; risks to staff, visitors, patients, the Trusts' undertakings, property and the environment.

5.4 Any Trust Manager who invites, or arranges for a contractor to carry out work on-site involving the use of automated vehicles and/or automated mobile equipment must verify that all drivers and mobile equipment operators are fully trained (and certified, where appropriate). They must also ensure, so far as reasonably practicable, that the contractor's vehicles and automated mobile equipment are

suitable for use, adequately maintained and suitably insured. Their insurance shall give full cover for each incident and **not** an aggregative type policy.

- 5.5 Trust vehicles shall be purchased in accordance with Finance and Procurement Vehicle Purchasing Policy.
- 5.6 There are two vehicle leasing criteria:-
- Leasing of vehicles/equipment for the Trust use; Finance and Procurement arrange for the leasing of vehicles/equipment. The lease shall be in accordance with Finance and Procurement Policy.
 - Leasing of vehicles for the exclusive use by a member of staff; the lease shall be in accordance with Finance and Procurement Policy.
- 5.7 Vehicles/equipment must be hired in accordance with the Finance and Procurement Policy.
- 5.8 Environmental issues should be taken into consideration when purchasing, leasing or hiring vehicles and equipment, including vehicle/equipment emissions and suitable 'green' alternatives.
- 5.9 The Trust's Incident Reporting procedures must be followed where there is an accident/incident "at work".
- 5.10 Estates & Facilities are responsible for the external and internal traffic infrastructure at each Trust site.
- 5.11 The Workplace (health, safety and welfare) regulations (regulation 17) relates to the organisation of traffic routes and places a duty on every workplace to be organised in such a way that pedestrians and vehicles can circulate in a safe manner.
- 5.12 Traffic routes in workplaces shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions, and sufficient size.
- 5.13 Traffic routes shall be suitably marked and sign posted, with physical measures and controls to create safe traffic routes and pedestrian ways.
- 5.14 A speed limit for the workplace shall be introduced; the speed limit shall be suitable for the traffic routes and pedestrian ways within the workplace.
- 5.15 Persons responsible for arranging for traffic to enter Trust properties for deliveries of goods, equipment, contractor's equipment or patient transport etc. should consult with an estates & facilities representative regarding the maximum length and weight of vehicle permitted on site.

6 EDUCATION AND TRAINING REQUIREMENTS

- 6.1 Operators & Volunteer operators of automated vehicles and automated mobile equipment on Trust premises shall be trained on all relevant aspects of the work equipment and the operating environment.
- 6.2 Staff shall carry out vehicle safety checks in accordance with their training. All drivers and operators must observe site rules, traffic signs and signals and ensure that keys are not left unattended in vehicles and automated mobile equipment.
- 6.3 Sections 239-253 of the Workplace Transport Safety Guidance for Employers HS (G) 136 provides guidance for the selection of drivers and automated mobile equipment operators.

6.4 Training needs will depend on the individual's previous experience and type of work will be doing. A risk assessment must be carried out by the responsible manager to help determine the level and amount of training needed for each type of work. Training needs will usually be greater when drivers and operators are newly recruited. References should be checked, where applicable.

7 PROCESS FOR MONITORING COMPLIANCE

7.1 The standards for monitoring this policy are shown in the Policy Monitoring table set out below.

POLICY MONITORING TABLE

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements
Staff are following the arrangements	Line Manager	<ul style="list-style-type: none"> - Observations - Ensure that workplace transport risk assessments are in place and regularly reviewed - Inspection of staff training records 	As set by local manager. This may be influenced by concerns or incidents reported	<ul style="list-style-type: none"> - Notify any concerns to individual staff member / team. - Report concerns with CMG Head of Operations - On-going concerns to be reported to Health & Safety Team
Policy arrangements are in place, applied and are effective	Line Manager	<ul style="list-style-type: none"> - Investigation of concerns, incidents and near-miss events 	As required	<ul style="list-style-type: none"> - Report on Datix. - Report concerns to CMG Head of Operations - On-going concerns to be reported to Health & Safety Team
	Health & Safety Team	<ul style="list-style-type: none"> - Investigation of RIDDOR Reportable events. - Review the policy at the required time period. 	As required	<ul style="list-style-type: none"> - Report RIDDORs to HSE as required - Local Health and Safety Committee - UHL Health and Safety Committee
		<ul style="list-style-type: none"> - Spot check inspection / audit 	Ongoing	<ul style="list-style-type: none"> - Appropriate Board Level Committee

8 EQUALITY IMPACT ASSESSMENT

- 8.1 The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.
- 8.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

9 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES

9.1 The following is the principle legislation and supporting guidance applicable to transport safety in the workplace:-

- a. A guide to Health and Safety at Work etc. 1974 HSE Books 1990 ISBN 0 7176 0441 1
- b. Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) Stationary Office ISBN 0 11 085625
- c. Management of Health and Safety at Work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and Guidance L21 HSE Books 2000 ISBN 0 7176 2488 9
- d. Workplace (Health, Safety and Welfare) Regulations. Approved Code of Practice and Guidance L24 HSE Books 1992 ISBN 0 7176 0413 6
- e. Provision and Use of Work Equipment Regulations 1998 (SI 1998/2306) Stationary Office ISBN 0 11 079599 7
- f. Traffic Signs Regulations and General Directions 2002 (SI 2002/3113) Stationary Office ISBN 0 11 042942 7
- g. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) HSE Books ISBN 0 7176 65747
Workplace Transport Safety (guidance for employers) HS (G) 136.

9.2 Trust Policies

Cleaning and Decontamination for Infection Prevention Policy	B5/2006
Control of Substances Hazardous to Health (COSHH) Policy	B10/2002
Core Training (Statutory and Mandatory) Policy	B21/2005
Health and Safety Policy	A17/2002
Health & Safety of Young People at Work Policy and Procedure	B52/2006
Incident and Accident Reporting Policy (including the investigation of serious, RIDDOR and security incidents and the maternity risk management policy)	A10/2002
Infection Prevention Policy	B4/2005

Latex – Allergy in Patients and Staff Policy	B29/2005
Lone Worker Policy	B27/2008
Managing the Health, Safety and Welfare of Contractors Policy	B24/2004
Noise Control Policy	B7/2004
Personal Protective Equipment at Work Policy	B9/2004
Risk Management Policy	A12/2002
Safer Handling Policy – Risk Assessment	B65/2011
Safer Handling Policy – Training	B56/2011
Security Policy	A14/2002
Sharps Safety Policy	B8/2013
Stress Management Policy and Procedure	B20/2005
Management of Violence, Aggression and Disruptive Behaviour Policy	B11/2005
Waste Management Policy	A15/2002
Work Equipment Policy	B8/2004
Work at Height Policy	B67/2011

9.3 Occupational Health

Drivers/operators of Trust vehicles and mobile equipment on Trust sites must notify Occupational Health if at any time during employment they suffer from the following:

- Epilepsy
- Diabetes
- Angina, raised blood pressure, heart disease, recurrent faints, dizzy spells, giddiness
- Neurological illness, e.g. any type of stroke, Parkinson’s disease, multiple sclerosis
- Severe head injury, brain surgery
- Visual impairment
- Psychiatric illness or receiving medication for anxiety, depression etc.
- Drug/alcohol dependency or:
- Any condition for which a doctor has advised them not to drive, whether temporarily or permanent

10 PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

- 10.1 This document will be reviewed on a three yearly basis unless earlier revision is required following internal audits and/or external guidance. The Health and Safety Team will be responsible for initiating the regular review of this policy.
- 10.2 Following ratification by the Trust Board and UHL Policy and Guidelines Committee new versions of this document will be uploaded onto SharePoint by Trust Administration and previous versions will be archived automatically through this system. Access for staff to this document is available through UHL 'INsite'.