

HS42 Workplace Transport | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

- 1.1.1. This Standard Operating Procedure (SOP) details the processes and procedures for workplace transport at SOAS University of London.

2. Main Content

2.1. Driving for Work

- 2.1.1. Road traffic legislation imposes specific requirements on employers in respect of vehicle use and maintenance.
- 2.1.2. Employers also have a responsibility under Health and Safety legislation to ensure so far as reasonably practicable the health and safety of their employees and others who may be affected by their work activities.
- This includes the activity of driving on public roads.
- 2.1.3. There is a strong business case for managing work-related road safety. Fewer road incidents mean:
- Fewer days lost to injury.
 - Fewer repairs to vehicles.
 - Fewer missed orders.
 - Reduced running costs.
- 2.1.4. HSE wants to achieve:
- Effective management by employers of the risks from driving for work, and working together with their employees.
 - Good partnership working between HSE and other organisations that are

well placed to raise awareness of work-related road risk.

- A sensible and proportionate approach to the issues.

2.2. Contractors

2.2.1. When the university engages contractors or agency workers, it should establish their competence before they do any work.

2.2.2. The same health and safety standards that apply to permanent employees also apply to agency workers and contractors.

2.2.3. They are likely to need specific job and familiarisation training, and some supervision and monitoring.

2.2.4. The site operator (who has overall control of the site) or main employer will need to give the contractor appropriate health and safety information about, for example:

- The workplace.
- Routes used.
- The vehicles and equipment on site.
- Risks from the activities on site and the controls in place.
- Other people on site, such as the other contractors or visiting drivers.

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue