

**Monitoring of Passenger Transport
 Title: and Working on the Public Highway**

PCoP: T:1
Author: Tim Brettell

Date: February 2019
Post: Transport Inspector (H&S)

CONTENTS:-	Page
Introduction	1
Moving Traffic	1
Surveys/Inspections/Bus stop maintenance	2
Physical and Verbal Abuse	3
Travel	4
PPE and other Equipment	4

First Issue Date:	July 1998
Re-issue Dates:	01/99, 02/06, 03/08, 05/12, 03/16, 02/2019
Revision No:	5
Last Reviewed:	February 2019
Next Review Due:	February 2022
Reviewer:	Tim Brettell

PLACE HEALTH AND SAFETY MANUAL

1. Introduction

This Safety Code of Practice details the hazards and risks associated with the monitoring of passenger transport contracts and bus stop timetable replacement/maintenance. This work is largely undertaken by the Inspection Team which forms part of the Transport Services Group within the Place Directorate, but may be carried out by other members of the group. This Code of Practice covers the on site work undertaken by the Group.

It is impossible to foresee all eventualities which may occur and staff must therefore be aware that situations may arise which are not covered by this code. Staff who encounter such situations should bring them to the attention of their line management, who will provide advice to staff in such situations. If necessary they will arrange for this code to be revised with any additional advice. Staff should always remember that they are responsible for their own safety and the safety of their colleagues and the general public.

Other Safety Codes of Practice have been prepared and these provide further guidance on certain aspects of the job. These may be found on the [LCC website](#).

2.1 Moving Traffic on controlled sites e.g. schools, social service establishments etc

Where work has to take place in proximity to moving vehicles extra care is necessary. Reversing vehicles can present a particular risk as do accessing and egressing vehicles. High visibility, long sleeved jerkin or jackets must be worn in situations where there is a risk to the inspectors from moving vehicles. (Refer to CPA 5 for the [Codes of Practice](#) regarding high visibility clothing)

2.2 Moving Traffic on Public Roads for short duration stops (15 mins or less)

I. Scope

This covers short duration stops when undertaking Pick Up or Drop Off (PUDO) assessments / bus stop timetable replacement on or next to a live carriageway.

II. Application

Staff, who as part of their duties, have to carry out short duration PUDO assessments or bus timetable replacement on or next to a live carriageway.

III. Hazards identified

- Traffic in the vicinity
- Inclement weather
- Uneven or slippery surfaces
- Heights – falls from or down

PLACE HEALTH AND SAFETY MANUAL

IV. Personal Protective Equipment (P.P.E)

- PPE MUST be worn where provided and conform to the standards documented in **CPA5** which can be found by following this link: [Codes of Practice](#)

V. General

Every opportunity should be taken to park the vehicle **OFF** the carriageway in a suitable area e.g.; side road, lay-by, drive way, gate entrance etc, leaving enough room to maintain pedestrian access.

If stopping on a live carriageway please refer to **CPA6** within the [Codes of Practice](#)

VII. Procedure whilst undertaking PUDO assessment / timetable change

- Walk at all times to reduce the risk of tripping or falling, take particular care if climbing embankment slopes.
- If it is essential to cross the highway, wait for a gap in the traffic which is long enough to allow walking across briskly, looking and listening for traffic. Be prepared to wait for a gap in the traffic. On heavily trafficked roads it may only be possible to cross during off-peak periods.
- Walk straight across the road avoiding cats eyes or other trip hazards
- If carrying tools or equipment ensure they are securely held and unlikely to be dropped. Ensure any equipment does not obscure your high visibility clothing

3. Surveys/Inspections/Bus stop maintenance

The type of survey/inspection/bus stop maintenance work being undertaken will present a number of hazards and there is a need to reduce the associated risks to the lowest possible level. Each task will be planned in advance by LCC officers, who will assess the hazards and risks of each survey. The following items will need to be considered when planning such surveys:-

Length of time needed to undertake the task

If the length of time needed to undertake the task mean staff having to work long hours, ensure breaks are provided. Plan where staff will take breaks and how long the breaks will be. If the task involves staff having to drive long distances and for excessive hours, consider deploying two staff members to share the driving.

Locations in which the tasks are to be undertaken

- Will the location of the task be in areas where staff may be subject to physical or verbal abuse?
- Are the locations well lit?
- Are the locations subject to moving vehicles?
- Are locations subject to heavy flows of passengers at specific times?
- Is the location of the task adjacent to a live carriageway?

PLACE HEALTH AND SAFETY MANUAL

- Is the location of the task isolated? Can help be summoned easily if required?
- If a mobile phone is used, can it be used at the task location?
- Can staff vehicles be parked safely, so as not to interfere with third parties or cause an obstruction of a public highway? (Short duration stop. pg 1. para 2.2)

Times tasks are to be undertaken

- At what times of the day will tasks be undertaken?
- Avoid where possible working in any hours of darkness

Nature of transport being surveyed

- What type of transport is to be surveyed?
- Does the type of transport present a particular risk?
- Have staff been advised of the operation of the mode of transport being surveyed?

How task is to be conducted

- Is the task to be conducted on a particular type of transport?
- Is the task to be conducted by observation only?
- Will members of the public be approached as part of the task?
- How many staff are required to undertake the task safely?
- Will staff need to report in at regular intervals?

Weather conditions during the task

Consideration to cancel the task **MUST** be given if weather or visibility may cause risk to the member of staff. The task **MUST** be called off at any point that the staff member feels unsafe due to inclement weather.

4. Physical and Verbal Abuse

Staff should refrain from entering into arguments with third parties. If a member of staff is physically and/or verbally abused while carrying out their work they should report this to their line manager. If staff feel threatened then they should abort the task. Any instance of verbal or physical aggression **MUST** be reported to line manager and recorded via the [PO3](#) form on GEORGE.

If there is a past history of aggression/violence when dealing with a particular member of the public or family then at least two members of staff to attend, consideration to be given to call for police assistance in extreme cases prior to entering a premises.

PLACE HEALTH AND SAFETY MANUAL

5. Travel

Staff should be aware that more people are killed and injured on the highway than in the workplace. Report any accidents or incidents to your line manager and record via [PO3](#) form via GEORGE

When driving never respond or make calls from a mobile phone. Bring the vehicle to a halt in a safe location, turn off engine and then respond or make a call as necessary. Please refer to CPA15 within the [Codes of Practice](#)

Never drive whilst under the influence of drink or drugs. If taking prescribed medication consult with your GP to ensure you are fit to drive for work purposes.

6. P.P.E and other equipment

Staff should have with them at all times when out driving for work purposes:-

- Mobile phone
- Long sleeve, high visibility jerkin or jacket to BS EN 471 1994
- Personal alarm
- Protective footwear
- Personal first aid kit (available from Business Support)
- Lone Worker Device (if applicable)