Science and Technology Facilities Council

SAFE MOVEMENT OF VEHICLES ON STFC SITES

STFC Safety Code No 2

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Revisions

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1	Launch	December 2012
1.1	Amendments to audit checklist	May 2013
1.2	Add document retention requirements	December 2014
1.3	Minor additions to 4.2.1 and 4.2.2	March 2018
1.4	Minor changes to reflect launch of SHE Assure	October 2018
1.5	Minor change to text of training Appendix	December 2019
1.6	Added Workplace checklist in new Appendix 5	November 2021
1.7	Minor change to para 3.2	March 2022
1.8	Changes to reflect Assure name change	April 2022
1.9	Minor updates to reflect legislation changes	August 2023

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Safe Movement of Vehicles on STFC Sites

1. Purpose

Accidents involving vehicles result in a significant number of workplace injuries and deaths in the UK each year. In the majority of cases, the underlying cause is a failure to identify, assess and control the risks that arise from activities involving vehicles and the movement of vehicular traffic on sites.

With regard to pedestrian and vehicle safety, the Workplace (Health, Safety & Welfare) Regulations, 1992, require the STFC to:

- Organise their sites so that pedestrians and vehicles can circulate safely.
- Provide traffic routes that are suitable for the pedestrians or vehicles using them, and are sufficient in number, in suitable positions and of sufficient size, so far as is reasonably practicable, to prevent incident. To be suitable, traffic routes should:
  - Be usable without causing danger to the health and safety of persons at work near them;
  - In the case of vehicle routes, be sufficiently separated from doors or gates and pedestrian routes that may lead into them; and
  - Where vehicles and pedestrians use the same route, there is sufficient separation between them;
- Ensure all traffic routes are clearly identified.

In addition to these principal legal duties, this code addresses the duties imposed by:

- The Health and Safety at Work etc. Act, 1974; and
- The Management of Health and Safety at Work Regulations 1999.

The STFC operates several large sites for which the management of vehicular traffic is an important aspect of site safety and is committed to preventing incidents involving vehicles on its sites.

The Highway Code applies to all traffic movement on STFC sites. Road design and standards found on the public highways are employed on STFC UK sites.

2. Scope

This code applies to all staff, tenants, contractors, facility users and visitors on STFC sites and the movement of all vehicles on STFC sites within and outside of buildings, including but not limited to cars; lorries; electric vehicles; Fork Lift Trucks (FLTs); bicycles; motorcycles etc.

It does not apply to travel on public highways on Council business, see SHE Code 8, Travel on Council Business.

For information on the provision and use of mobile work equipment such as Fork Lift Trucks, see SHE Code 4: Safety and safe use of work equipment.

3. Definitions

3.1 Traffic Route

A route for pedestrian traffic, vehicles or both and includes doorways, gateways, loading bays or ramps.

3.2 Vehicle

Including but not limited to cars; lorries; electric vehicles; Fork Lift Trucks (FLTs); bicycles; motorcycles etc. as defined as a road legal vehicle within the Highway Code.

4. Responsibilities

4.1 Head of Estates shall:

4.1.1 Ensure that the management of vehicle and pedestrian movements on STFC sites is planned, implemented and reviewed by competent people and that sufficient resource is available to implement the requirements of this code.

4.2 Site Estates managers shall:

4.2.1 Ensure that a suitable and sufficient documented site vehicle transport risk assessment is completed for their site and stored in Evotix Assure, see SHE Code 6: Risk Management, for guidance, and Appendix 1.

The scope of the site vehicle transport risk assessments shall encompass all vehicle movement outside of buildings and assumes the standards and controls of road design and traffic management found on public highways and defined in the Highway Code are adhered to.

This risk assessment should address but not be limited to the following aspects:

- The number and location of reported vehicle incidents on the site;
- Ensuring segregation of pedestrian, cyclist and vehicular traffic were possible;
- Establishing a site speed limit;
- Safe parking of staff, contractor, tenants, facility user, and visitor vehicles on or adjacent to site;
- Movement of delivery vehicles on site;
- Loading and unloading of vehicles, and the need for vehicles to reverse;
- Maintaining access for emergency service vehicles at all times to all areas of the site;
- The establishment and maintenance of pavements, speed signs, road signals, road markings, any height restrictions, street and pedestrian lighting etc. in general and in particular during periods where ice and snow may be a hazard or when road closure is necessary; and
- Compliance with Equality Act 2010 in relation to pedestrian routes.

See audit checklist included in HSG 136 Workplace transport safety: an employers' guide for additional information on areas to be considered, an example checklist to prompt risk assessment consideration can be found in Appendix 5.

4.2.2 Ensure that control measures identified by this risk assessment are prioritised and implemented, in particular those changes or modifications to road layout and vehicle movement following vehicle related incidents.

4.2.3 Review site transport risk assessments at regular intervals prior to any significant change in site activity, e.g. construction work, open days etc., following site vehicle incidents, and as appropriate modifying or introducing further controls, see SHE Code 6, Risk Management.

4.2.4 Periodically monitor compliance of vehicle movement on site with Highway Code and site vehicle controls and speed limits.

4.3 **Managers responsible for the movement of vehicles within buildings shall:**

4.3.1 Ensure that a suitable and sufficient documented vehicle transport risk assessment is completed for the movement of vehicles within that building and stored in Evotix Assure, see SHE Code 6: Risk Management and Appendix 1.

This risk assessment should address but not be limited to the following aspects:

- Ensuring segregation of pedestrian and vehicular traffic were possible;
- Loading and unloading of vehicles, and the need for vehicles to reverse; and
- Compliance with Disability Discrimination Act 2005 in relation to pedestrian routes.

Where there is multiple occupation of any building, for example by STFC Departments, contractors, tenants etc. the vehicle transport risk assessment should be agreed by all parties.

See audit checklist included in HSG 136 Workplace transport safety: an employers' guide for additional information on areas to be considered, and example checklist to prompt risk assessment consideration can be found in Appendix 5.

4.3.2 Ensure that control measures identified by this risk assessment are prioritised and implemented.

4.3.3 Review transport risk assessments at regular intervals and prior to any significant change in activity within the building, e.g. construction work, open days etc., following vehicle incidents, and as appropriate modifying or introducing further controls, see SHE Code 6, Risk Management.

4.3.4 Periodically monitor compliance of vehicle movement within buildings.

4.4 **Managers and Contract Supervising Officers shall:**

4.4.1 Ensure that, where any contract, activity or project they manage may impact the safe movement of vehicles or pedestrians on site, or access by emergency services to site buildings, they must discuss and agree with the Site Estates Manager how any impact to vehicle movement and pedestrian safety will be mitigated before the activity commences. Any such additional controls should be documented as part of the overall activity risk assessment, and communicated to relevant groups (such as Site Security), see SHE Code 6, Risk Management and Appendix 1.

Specific issues that should be considered:

- Free movement of Emergency vehicles around site;
- Additional traffic volume from contractor vehicles;
- Additional parking for contractor vehicles; and
- Impact of abnormally heavy vehicles on road surface or buried services.

An example checklist to prompt risk assessment consideration can be found in Appendix 5.

4.5 **Staff, tenants, facility users, visitors and contractors driving or walking on site shall:**

4.5.1 Follow the Highway Code and all STFC site traffic rules and signage regarding:

- Access to site;
- Speed limits;
- Height restrictions; and
- Parking restrictions.

4.5.2 Walk on pavements or marked pedestrian routes when available and use designated pedestrian crossings.

4.5.3 Report any defects with traffic and pedestrian routes e.g. potholes to the Site Services Group.

4.5.4 Report any vehicle related incidents, including fuel spills, or near misses through Evotix Assure, see SHE Code 5: Incident Reporting and Investigation.

5. References

5.1 The Workplace (Health, Safety and Welfare) Regulations 1992.

5.2 INDG199 Workplace transport safety: an overview

5.3 HSG 136 Workplace transport safety: an employers' guide.

5.4 HSG 6 Safety in Working with Fork Lift Trucks.

5.5 MISC 614 Preventing Falls from Boom Type Mobile Elevated Work Platforms

5.6 Highway Code

5.7 UK Traffic signs manual

Appendix 1. General Guidance

1 Separation of Vehicles and Pedestrians

A key principle for safely managing Workplace Transport risk is to separate pedestrians from vehicles where ever possible.

Where staff are not engaged in vehicle activities, or where visitors may have access to STFC sites, they should as far as possible, be kept away from workplace vehicle routes and loading, unloading and parking areas. Safe routes for car drivers should be provided and clearly signposted. Lift trucks are especially dangerous to pedestrians, and as far as possible they should be kept apart. If lift trucks have to operate in common areas, a safe system of work should be developed, and its operation monitored.

Consider what kind of vehicles move around the site, including less-common vehicles (such as emergency services) and how much room they need to move safely. Then do what is practicable to keep vehicles in their areas, and pedestrians clear of them.

Segregation of persons from vehicles should ideally be achieved by the use of physical segregation, such as barriers or footbridges. Where this is not possible, clearly marked pedestrian walkways should be installed.

2 Vehicle Activities

Visiting Drivers

Visiting drivers should be told the layout of the workplace, the route they need to take, and relevant safe working practices (e.g. for parking and unloading), as they may not have visited the site before. Foreign drivers may have different visibility from their cabs (if their vehicles are left-hand drive). They may be unfamiliar with UK signs or speed limits. It may be helpful to provide instructions in other languages. Make sure all visiting drivers report on their arrival and receive instructions about the site layout and rules. If visiting drivers are unfamiliar with English, provide basic safety information in languages they use.

Loading and Unloading

Loading and unloading can be dangerous. Loading and unloading areas should be clear of other traffic, pedestrians and people not involved in loading or unloading. Ensure the vehicles and trailers have their brakes applied and all stabilisers properly positioned, before beginning loading or unloading. Where loading or unloading involves working at height, SHE Code 9 – Working at Height should be followed (see also specific information on 'falls from vehicles' from the HSE).

Where loading and unloading has to take place outside any designated area, this should be kept to a minimum and the vehicle moved to a designated parking area as soon as possible.

There must be safeguards against drivers accidentally driving away before any delivery is complete. Measures could include:

- Traffic lights;
- The use of vehicle or trailer restraints; or
- Vehicle keys or paperwork can be held by the person in charge of loading or unloading until it is safe for the vehicle to be moved.

These safeguards would be especially effective where communication problems could arise, e.g. where drivers do not have English as their first language.

Vehicle Movements

As far as possible, all vehicles which are routinely used on site should be designed with a number of safeguards to reduce the risk of collisions. These should include side-mounted and rear-view mirrors attached to the outside of vehicles to provide the best all-round visibility, or even CCTV, to eliminate blind spots during reversing and reversing alarms.

A one way system can assist with reducing the risk of collision from vehicle movement.

Reversing manoeuvres can be particularly hazardous and should be minimised where possible.

Where reversing is necessary, a clearly identifiable 'reversing area' should be identified and non-essential staff kept clear as far as possible. Where necessary, a 'Banksman' (signaller) should be used to assist reversing vehicles. This person should be adequately trained and wear appropriate high visibility clothing.

Other Vehicle Related Activities

Lorry drivers may undertake other activities such as coupling and uncoupling, sheeting and tipping. Drivers require training to undertake such work safely. The audit checklist included in HSG 136 Workplace transport safety: an employers' guide provides further guidance.

Where cranes and mobile platforms are driving around site, particular care should be taken to ensure that the appendages to such vehicles, for example crane's hook, are safely stowed/attached.

Fork Lift Trucks (FLTs) and Mobile Elevated Work Platforms (MEWPs)

Safety controls associated with the management and operation of FLTs and MEWPs are detailed in SHE Code 4: Safety and safe use of work equipment.

Battery Operated Buggies

The STFC own and employ a number of electric 'golf-buggy' type vehicles for use on site, particularly those undertaking deliveries, etc. These can be relatively silent and accelerate quickly. Both drivers and pedestrians should be aware of this when moving around site.

Such vehicles should be equipped with a flashing light and horn to warn of their approach and be fitted with the standard vehicle indicators required by the Highway Code to indicate braking, reversing and turning.

Bicycles

The STFC sites are of such a size that STFC own and employ a number of bicycles, and staff cycle to work and cycle around the site. While this mode of transport is to be encouraged, it is important that cyclists, drivers and pedestrians are vigilant and follow the Highway Code.

3. Designing Traffic Routes

General Principles

Every workplace traffic route must be constructed so that the driving surface is suitable for the purpose for which it is used. The build quality of outdoor traffic routes should be similar to that required for public highways. General principles for safe traffic routes are:

- They should be wide enough for the safe movement of the largest vehicle permitted to use them (including visiting vehicles, especially emergency service vehicles);
- Routes should also be wide enough to allow traffic to pass oncoming or parked vehicles where these are permitted;
- They should take vehicle height into account. Potentially dangerous obstructions, such as overhead electric cables, or pipes containing hazardous chemicals need to be protected using 'goal posts', height gauge posts or barriers;
- They should be planned to give the safest routes. Try to avoid routes that pass close to such things as unprotected fuel or chemical tanks or pipelines, unprotected road edges, loading bays, or anything that is likely to collapse or be left in a dangerous state if hit by a vehicle;
- They should avoid sharp or blind bends; and
- They should avoid underground ducts and drains which might collapse under vehicles.

Pedestrian-operated equipment such as pallet handlers and stackers should be taken into account when planning traffic routes.

Allowance should be made for bicycles which are used widely on site. Where possible, cycle lanes should be present.

Vulnerable parts of the workplace (such as cast-iron columns, partitions or pipes) need to be protected from vehicles.

Traffic routs should be kept clear of obstructions.

Entrances and Gateways

Entrances and gateways need to be wide enough for your vehicles, and where possible, should be able to accommodate a second vehicle without causing a blockage. Traffic routes must also keep vehicle routes far enough away from doors or gates used by pedestrians, or from pedestrian routes that lead to or from them, so that pedestrian safety is not threatened.

Visibility

Forward visibility needs to be good enough to allow drivers to see and avoid hazards. Adequate visibility is related to vehicle speed and the distance drivers need to stop or change direction safely to avoid hazards. Additional factors affecting visibility are available light, dust, bad weather, the height of the driver above the road and the arrangement of vehicle windows.

There should be enough visibility at junctions and bends to allow drivers and pedestrians to see on-coming traffic. Avoid sharp or blind bends, and where they are unavoidable, consider measures such as mirrors to aid vision around corners. When visibility at a junction cannot be improved sufficiently, stop signs or traffic signals may be appropriate. Alternatively, consider using a one-way system.

Speed Restrictions

Limiting vehicle speed is an important part of traffic control. The best way is to use fixed features, traffic calming features, which stop drivers travelling too quickly. Examples include speed humps or 'sleeping policemen' (but avoiding overturns), narrowing routes by use of bollards, raised kerbs or chicanes, and 'rumble' strips or areas.

However, the wrong traffic calming feature can sometimes increase risk and should be assessed and those most appropriate for the traffic using the site employed. Traffic calming measures should be clearly visible. Many features can be lit or made reflective. Speed humps are often used to control speed but need to be used with care as they can create hazards of their own and be a source of vibration that can affect scientific equipment.

Speed limits are also widely used, but they need to be sensible and practicable, or drivers will break them. Speed limits need to be appropriate for the vehicles using the route, the route layout, including how tight the bends are, and visibility at junctions. Common problems with speed limits are that they are inappropriate, poorly signed, or not enforced.

Pedestrian Routes

The most effective way of protecting pedestrians is to provide separate routes away from vehicles. Good examples of complete segregation include footbridges and subways. Protective barriers clearly marked pedestrian and vehicle routes, and raised kerbs can all help. Building entrances should have separate doorways for vehicles and pedestrians, with vision panels on all doors. Barriers or guard rails may be useful at building entrances and exits, at corners, and to prevent pedestrians walking straight onto roads.

Where pedestrian and vehicle routes cross, well-marked and signposted crossing points should be provided. Use dropped kerbs where the walkway is raised above the driving surface. Provide barriers, rails or deterrent paving to direct pedestrians to designated crossing points.

Signage and Markings

The law requires that road signs used to warn or inform traffic workplaces should be the same as those used on public roads, wherever a suitable sign exists. Road signs are set out in the Highway Code. Use route markings to indicate traffic lanes, route edges, priority at junctions, stop lines, pedestrian crossings and so on, and to instruct drivers (e.g. 'SLOW'). Use warning signs to indicate hazards along the way. Traffic lights, speed sensors and flashing warning signs can be used to control traffic flow and speed.

White road markings should be used to regulate traffic flow, and yellow ones parking, using the same types of marking as on public roads. Markings can be made reflective for improved visibility. Place signs so that people have time to see them, and take appropriate action before they reach the hazard. All signs and markings should be clearly understandable, be easily noticed, clean and well-maintained, so that they are visible at all times. Where overhead clearance is limited, consider the use of warning signs. Reflective (and preferably illuminated) signs should be used when they have to be visible in darkness.

Lighting

Every workplace must have suitable and sufficient lighting. Roads, manoeuvring areas, junctions, pedestrian routes and areas, and places where there is regular movement of vehicles or mobile plant all need particular attention.

Where drivers have to reverse towards strong lights, take care that the lights are not placed so that they dazzle the driver, either directly or through mirrors. Measures may be needed to avoid sudden changes in lighting levels, e.g. when moving from a dark warehouse to bright daylight.

Height Restrictions

Where there is a height restriction such as a pipe-bridge, height limiting signs should be clearly visible. If considered necessary, a robust 'goal-post' should be in place to protect a vulnerable overhead installation, such as a gas pipe.

Car Parking

Carelessly parked vehicles can create a risk of injury and can obstruct access by emergency vehicles. Such parking may also obstruct emergency exists, for example for those in wheelchairs. Vehicles should only be parked in dedicated or marked parking areas. Pedestrian areas and walkways between car parks and offices should be clearly marked, kept in good repair and (as far as possible) segregated from vehicle routes. Parking areas should be level, firm, well lit, well drained and clearly marked where appropriate.

4. Safe Vehicles

Suitability

All vehicles must be safe and suitable for the work they are being used for. This should include having suitable and effective service and parking brakes, suitable external mirrors and additional aids (e.g. CCTV), where necessary, to provide visibility when manoeuvring. Motorised vehicles should also have horns, lights, reflectors, head lights, braking lights, reversing lights and turning indicators. Any load should be safe and secure.

Further details of vehicle design features are included in the audit checklist included in HSG 136 Workplace transport safety: an employers' guide.

Inspection and Maintenance

STFC drivers must carry out a number of basic safety checks before using motorised vehicles or on a routine basis. These will vary from vehicle to vehicle but may include:

- Tyres and tyre pressures;
- Brakes;
- Fuel, water and oil levels;
- Any hydraulic lifting systems;
- Audible warning signals;
- Lights;
- Mirrors; and
- Operator restraints.

There must be a regular preventive maintenance programme for each vehicle, carried out at set times or mileages.

For certain vehicles such as FLTs, MEWPs and Cranes, there are statutory inspection requirements under the Lifting Operations and Lifting Equipment Regulations, (LOLER), see SHE Code 26: Safe use of lifting equipment and lifting accessories.

5. Safe Drivers

All drivers of road vehicles on STFC sites must be in possession of a valid UK driving license or recognised equivalent.

Drivers of FLTs and other specialist vehicles must have a relevant licence and current medical, see SHE Code 4: Safety and Safe use of work equipment.

STFC staff driving any road vehicles or FLTs and other specialist vehicles must be in possession of a current STFC 'Permit to Drive'.

All persons who regularly drive vehicles around the site (other than to and from work), should receive basic instruction regarding site driving rules, such as correct routes and speed limits.

Managers and supervisors must set a good example by following any workplace transport rules, and challenge and investigate unsafe behaviour; for example, by following instructions to separate vehicles and pedestrians, and by wearing high-visibility clothing where needed.

Work patterns should be monitored to ensure that drivers are not rushing to complete their work on time, or working long hours.

Cyclists using STFC bicycles, and staff cycling to and from work, should adopt the following precautions:

- Only follow permitted routes and dismount when going through pedestrian areas;
- Cycle at an appropriate speed for the surroundings, obeying the site speed limits;
- Ensure that the bicycle is in good working order, e.g. tyres inflated, brakes effective;
- Ensure that good quality lights are used during times of poor visibility together with high-visibility clothing; and
- The use of cycle helmets is recommended.

Appendix 2. Training

There are no additional training requirements for this code other than those already defined in SHE Code 8 – Travel on Council Business.

Drivers of vehicles requiring a UK driving licence must be in possession of a valid UK driving licence, or recognised equivalent, to drive any such vehicle on STFC sites and have an approved 'Permit to Drive'.

Appendix 3. Audit Checklist

Ref	Item	Rating	Comments
1 (Section 4.2.1)	Is there a site transport risk assessment in place for all STFC sites?		
2 (Section 4.2.3)	Has the site transport risk assessment been the subject of regular review and following significant vehicle incidents on site?		
3	Do contractor safety plans include assessment of the impact of additional vehicle movement or road closure?		
4 (Section 4.3.1)	Are there transport risk assessments for the movement of vehicles within STFC buildings?		
5 (Section 4.3.3)	Have intra-building transport risk assessment been the subject of regular review and following significant vehicle incidents on site?		
6 (Section 4.5.4)	Is there evidence of reporting of on site vehicle related incidents?		

Appendix 4. Document Retention Policy

Records Established	Minimum Retention Period	Responsible Record Keeper	Location of Records	Comments/Justification
Site transport risk assessment (para 4.2.1)	Current + 5 years	Estates Team	Evotix Assure	SHE Group maintain Evotix Assure

Appendix 5. STFC Workplace Transport Safety Checklist

Location(s):	

	Areas for consideration	Y/N	Commentary
	Layout of Site		
1	Are vehicles and pedestrians kept apart?		
2	Are there designated pedestrian crossing points on all vehicle routes?		
3	Are there suitable designated parking areas for staff/visitors etc.?		
4	Are there suitable assigned loading bays/reversing areas etc.?		
5	Are there any designated one-way systems on vehicle routes?		
6	Are all site access points/entrances co-ordinated effectively?		
7	Is there a safe route to the office/reception area for visiting drivers undertaking deliveries?		
8	Are skips and bins located away from busy traffic routes?		
9	Are vehicle maintenance areas situated away from main traffic routes?		
10	Are refuelling and recharging areas stationed away from main traffic routes?		
11	Are vehicle washers positioned away from main traffic routes?		
	Suitability of Vehicle Routes/Yard Areas		
12	Are they of appropriate size for all types of vehicles?		
13	Do they have firm, level, even surfaces of suitable construction to support the weight of loads passing over them, with adequate grip for vehicles?		
14	Are they free from obstructions, potholes and other hazards?		
15	Are they regularly inspected and maintained?		
16	Are there any junctions/sharp bends/blind corners etc., and are they clearly designated?		
17	Is there a formal system of traffic flow and vehicle routing that minimises the need for vehicle reversing and areas where there will be pedestrian/vehicle interaction? Where appropriate, is this system re-enforced by suitable signage and other traffic control measures such as traffic lights, gates, flow plates or barriers?		

	Areas for consideration	Y/N	Commentary
18	Do roadways and yard areas drain freely?		
19	Are gullies and drains regularly inspected and cleared of debris?		
20	Is there a formal system for snow clearance and deploying rock salt or grit to roadways and yard areas during winter months?		
21	Are vulnerable items of plant and equipment adjacent to traffic routes adequately protected from vehicle impact?		
22	Are there suitable measures to prevent vehicles falling from raised roadways, ramps and weighbridges?		
	Safety Features		
23	Is there a formal speed limit on site and/or in specific areas, and if so are such speed limits enforced?		
24	Are there any additional safety features provided such as speed humps, fixed mirrors etc., and if so are they clearly marked and maintained in good condition?		
25	Are all warning signs and road markings clean, legible and suitably positioned?		
26	Is there a programme of regular re-painting of road markings?		
27	Is all work areas adequately lit?		
28	Are there any pedestrian doorways which lead directly onto vehicle routes, and if so are they provided with guard rails/barriers/warning signs?		
	Pedestrians		
	Do all employees:		
29	Wear hi-visibility clothing whilst on site, and are signs displayed around the premises stating this?		
30	Adhere to pedestrian walkways when moving around the site?		
31	Refrain from using mobile phones or other similar devices whilst moving in areas where vehicles operate?		
32	Wear suitable footwear when working in areas where vehicles operate?		
	Employees		
	Do all employees:		
34	Wear hi-visibility clothing whilst on site, and are signs displayed around the premises stating this?		
35	Adhere to pedestrian walkways when moving around the site?		

	Areas for consideration	Y/N	Commentary
36	Refrain from using mobile phones or other similar devices whilst moving in areas where vehicles operate?		
37	Wear suitable footwear when working in areas where vehicles operate?		
	Third Parties		
38	Do visiting drivers receive instructions and information regarding the site prior to their arrival?		
39	Are all visitors/delivery drivers asked to report to reception upon arrival to site, and are there signs displayed stating this on all site entrances?		
40	Do employees know that any unauthorised personnel should be taken to the reception area?		
41	Are children and pets/animals prohibited from being brought onto site unless authorised?		
42	Are visitors aware that they are responsible for children and pets/animals which they bring onto site?		
43	Are safety rules and instructions for visiting drivers provided in a format that they can be understood, by those whose first language is not English?		
44	Do all visitors wear hi-visibility clothing whilst on site?		
45	Is there provision for visitors arriving without suitable Personal Protective Equipment?		
46	**Drivers - Training, Experience and Health**		
47	Are all vehicle operators (including temporary/agency staff) deemed competent, and are they authorised to drive appropriate company vehicles?		
48	Do certificates/driving licences get regularly inspected and are copies retained on file?		
49	Are all visiting drivers/contractors assessed for competency?		
50	Are instructions provided to individuals regarding how to perform each vehicle operation on site?		
51	Is information provided on safe operating procedures, potential hazards etc.?		
52	Is there a planned programme of refresher training for all vehicle operators to ensure their continued competence?		
53	Is there a suitable assessment of a driver's health prior to being given authorisation to drive, including periodic assessment in accordance with nationally published guidance? (This should include as a minimum a simple eyesight check, for example using a Snellen chart.)		

	Areas for consideration	Y/N	Commentary
	Driver Behaviours		
54	Are vehicle operators supervised by management whilst on site, and are safety rules enforced by local management?		
55	Do drivers make good use of the warning horn when working in areas where there may be pedestrians?		
56	Do all vehicle operators make use of the designated areas such as parking, loading etc.?		
57	Do vehicle operators follow the site's safe operating procedures? (*This should specifically include rules for the wearing of seat belts whilst operating vehicles, and the prohibition of mobile phones whilst driving.)*		
58	Are vehicles always left in a safe and secure condition with keys removed?		
59	Do all vehicle operators drive with due care and attention and adhere to the traffic management signs whilst on site?		
	Suitability of Vehicles		
60	Have vehicles been appropriately specified to take account of their working environment and the nature of the loads they will handle?		
61	Are vehicles fitted with flashing beacons, audible warning of reversing and where necessary, cameras or other reversing aids?		
62	Are all vehicles fitted with suitable braking and lighting systems?		
63	Do all vehicles have suitable means of access/egress?		
64	Are all vehicles fitted with suitable operator protection devices such as safety cabs, weather protection, Roll-Over Protective Structures (ROPS) or Falling-Object Protective Structures (FOPS)?		
65	Have lift trucks been de-rated when such attachments are used?		
66	Are all moving parts suitably guarded (e .g. chain/belt drives etc.)?		
67	Do vehicles have suitable operator restraints fitted (e. g. seat/lap belts)?		
68	Are devices fitted to prevent the vehicle from being operated without the driver being at the controls?		
69	Are suitable attachments provided for lift trucks where awkward loads are handled?		
	Inspection and Maintenance		
70	Are all vehicles inspected on a daily basis/before each use by the operator?		

	Areas for consideration	Y/N	Commentary
71	Is a suitable checklist used to ensure consistency of inspection?		
72	Are fault/defects always reported immediately to management with a suitable system implemented to prevent use of the vehicle where safety critical defects are identified?		
73	Are windscreen wipers, mirrors, lights etc. in good condition and working order?		
74	Are all vehicle operator seats kept in good condition?		
75	Are all vehicles regularly maintained and serviced at appropriate intervals and suitable records retained?		
76	Are the rectification of identified faults and defects demonstrable within the documentation?		
77	Are statutory examinations of vehicles and ancillary lifting equipment carried out?		
	Loading/Unloading		
78	Are all loading and unloading operations carried out in designated areas, which are firm, level and free from hazards (e. g. overhead cables, trees etc.)?		
79	Are suitable measures adopted to prevent vehicle drive-away during loading and unloading?		
80	Where loading docks are used, are suitable extending dock levellers provided and are these subject to periodic inspection and maintenance?		
81	Are there suitable measures to prevent falls from the dock or vehicle during loading and unloading?		
82	Where appropriate, do loading areas provide a suitable refuge or exit point for individuals who may become trapped?		
83	Are suitable measures deployed to prevent the loads shifting during transit?		
84	Are all loads checked before leaving site (e.g. even, stable, secure etc.)?		
85	Are there appropriate procedures in place including trained employees, for the securing and unloading of curtain-sided vehicles?		
86	Are there suitable procedures in place including trained employees, for re-evaluating the safe methods of unloading vehicles where goods have shifted in transit?		
89	Are there measures to prevent interaction with site vehicles and visiting drivers during the loading and unloading process?		
90	Are clear protocols established determining who		

	Areas for consideration	Y/N	Commentary
	has control of the vehicle and trailer during various stages of loading and unloading?		
91	Are vehicles/trailers suitably parked/stabilised so as to prevent unexpected movement?		
92	Are adequate procedures in place including trained employees, for the use of tail lifts?		
93	Do scheduling teams plan to avoid busy periods of deliveries and collections with shift changeovers, when there will be an increase in the numbers of individuals arriving and leaving the site?		
	Reversing		
94	Are all reversing manoeuvres carried out in designated areas?		
95	Are suitable wheel-stops/reversing guides/floor markings/mirrors etc. provided?		
96	Are non-essential personnel always excluded from areas where reversing takes place?		
97	Are suitably trained 'signallers', 'banksmen' or 'reversing assistants' used to support with reversing where required?		
	Coupling/Uncoupling		
98	Are there suitable procedures in place including trained employees, for the coupling and uncoupling of semi-trailers? *(Employees must understand the rules for the application of parking brakes during coupling and uncoupling, as well as other general safety precautions to be adopted during this activity.)*		
99	Do coupling and uncoupling activities take place on firm ground, in well-lit areas?		
100	Is there safe access to the 5th wheel of tractive units?		
	Refuelling and Recharging		
101	Does the refuelling of diesel, petrol or LPG powered vehicles take place outside, or in a well ventilated area?		
	Have adequate precautions been taken to: • Minimise the risks of fire during refuelling and recharging? • Minimise the risks to the environment during refuelling? • Minimise manual handling risks during refuelling and recharging? • Minimise the risks of electric shock during recharging?		
102	Are there suitable procedures in place including trained employees, for refuelling and recharging tasks?		

	Areas for consideration	Y/N	Commentary
	Further Comments:		

Date:	
Completed by: **(name, job title & signature)**	