



Rethinking safety through
INCLUSION
+
WELLBEING

SELECT LOGISTICS SITE ACCESS TRAFFIC MARSHALLING PLAN



LAING O'ROURKE

THE POWER OF EXPERIENCE

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SITE ACCESS TRAFFIC MARSHALLING PLAN (SATM) STRUCTURE

The SATM Plan is divided into the following chapters	Page No.
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The SATM Plan contains the following figures	Page No.
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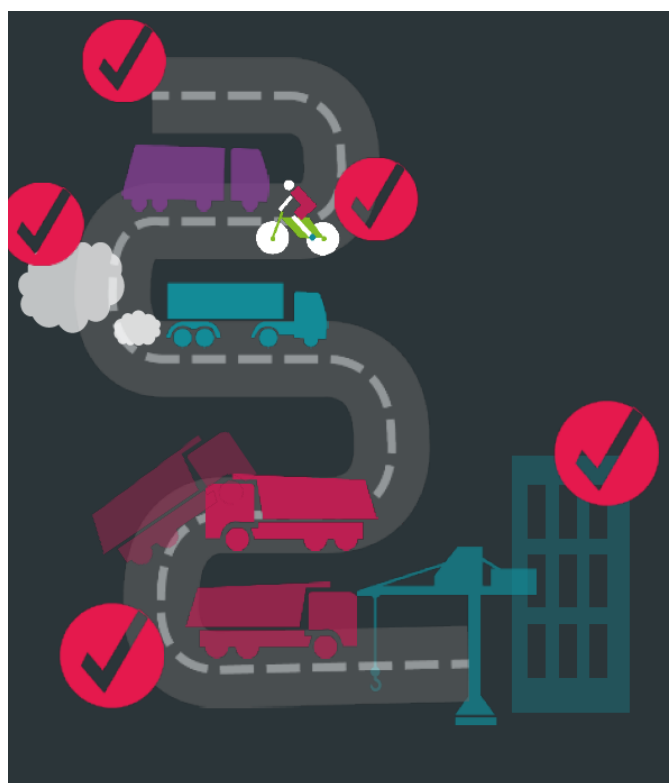
1.0 PRINCIPLES OF TRAFFIC MANAGEMENT

Why Manage Traffic Efficiently?

- The UK population is set to be 70 million by 2027.
- People need places to live, work and socialise.
- People also need ways of getting around.
- Construction activity has increased by almost 50% in the last five years.

Benefits to society – what effect does this increased construction traffic have on: Road safety? Environment? Traffic Volumes?

- Safer roads leading to fewer incidents, fatalities, and injuries.
- Less conflict between different road user groups.
- Minimise emissions and improved air quality.
- Minimise congestion and improved road network management.
- Less opposition to development and less complaints.



Managing Traffic Safely – Accidents involving vehicles or mobile plant on construction sites each year result in:

- 7 workers killed.
- 93 workers seriously injured.

Most of these incident's result from the inadequate separation of pedestrians and vehicles





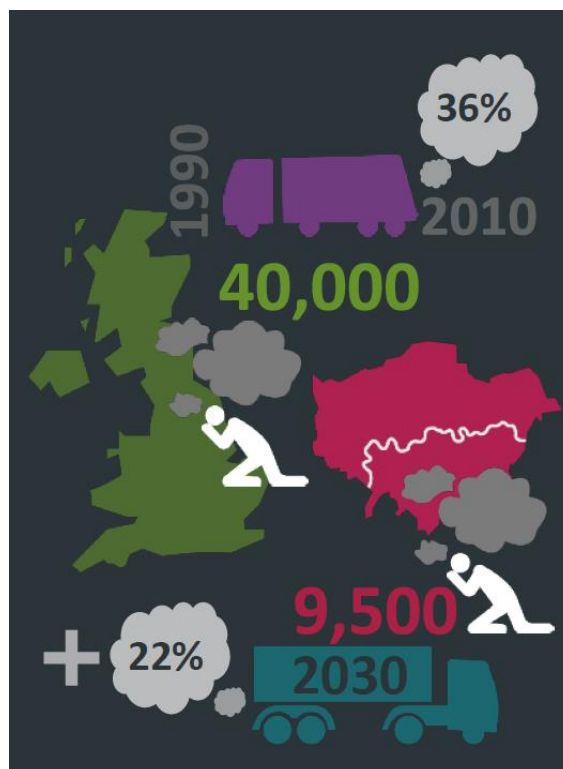
Managing Traffic Sustainably

Between 1990 and 2010 HGV emissions rose by 36%

Poor air quality contributes to:

- 9,500 annual premature deaths in London
- 40,000 premature deaths across the UK

By 2030, HGV emissions are set to increase by a further 22%



Minimising Community Impact

The Site Access Traffic Marshal role is part of Construction Logistics Plan (CLP)

The CLP is a planning condition designed to reduce the negative effects of construction traffic on local communities.

Negative effects include:

- Road risk
- Environmental impact
- Congestion

Traffic Control Measures

Key issues in dealing with traffic management on site are:

- People on site & Vehicle movements
- Keeping people and vehicles apart
- Effective communication Visibility





Safeguarding Workers and the Public

The safety of people – site staff, visitors or the public is the top priority:

- **Visiting Drivers** must be briefed and managed appropriately.
- **Public** need information, they generally don't know what is going on.
- **Site Staff** should be fit and competent to operate vehicles and machinery.
 - NEVER ASSUME THEY ARE

Monitoring Vehicle Movements

Good planning can help to minimise vehicle movements around a site:

- Entering and exiting the work site must be controlled.
- Parking and loading facilities should be provided and used effectively.
- Site traffic routes be designated and used.
- Storage areas must be clearly communicated.



Route to and From Site

To ensure construction traffic uses the safest and most appropriate routes to site:

- A suitable, risk assessed route must be specified in a Construction Logistics Plan
- This must be communicated to all suppliers, contractors, and drivers.
- These routes should always be used unless unavoidable diversions occur.

Getting On and Off Site Safely

To reduce the risks associated with vehicles turning or reversing when entering or exiting the site:

- Access to and exit from the site must be properly managed, clearly marked, and free from obstacles.
- A qualified Site Access Traffic Marshal must be available to assist with vehicle manoeuvring.



Minimising Vehicle Reversing

Vehicles reversing are a major cause of fatal accidents and should be minimised where possible:

- Know the traffic one-way system, especially around storage areas.
- If turning circles are installed, make sure drivers are briefed on them.
- Brief drivers that traffic marshals must be used when reversing.
- If you see a vehicle reversing without a traffic marshal, take immediate control.



Fit for Logistics

The condition of the site must be suitable for all vehicles. This includes:

- Vehicles designed for the road and that are fitted with side guards.
- Not marshalling vehicles onto ground that they are not suitable for

Delivering Safely

To reduce risk of injury when loading and unloading vehicles:

- Vehicles should be loaded and unloaded on-site where possible.
- This is not always possible due to space constraints, but
- All loading and unloading activity must be segregated from the public.

Keeping People and Vehicles Apart

The following arrangements help keep pedestrians and vehicles apart:

- Designated access and exit points.
- Designated and marked walkways.
- Designated and marked crossings.
- Fixed or temporary barriers

Staff and drivers must be well briefed, and areas must:

- Have clear visibility.
- Be free from obstructions.



Communicating Instructions

Make sure that all drivers and visitors know the traffic rules of the site:

- Brief drivers and visitors on the site rules and traffic system
- Ideally drivers and visitors should have site rules issued to them.
- Point out and explain any road signs and limits in use.
- Explain emergency procedures and actions in the event of an incident.

Spotting Hazards and Risks Early

The risks are greater when visibility is affected in any way. Therefore, you must:

- Give clear and understandable signals to drivers.
- Know the vision aids that can help drivers manoeuvre safely.
- Ensure all drivers and visitors to the site wear PPE.
- Report any lighting that is not working, especially where drivers and pedestrians are on shared routes.



2.0 RESPONSIBILITIES OF THE SITE ACCESS TRAFFIC MARSHAL

The three types of Traffic Marshal are:

1. Vehicle and Plant Marshal (banksmen): Responsible for the safe movement of plant and vehicles on a construction site
2. Highways Traffic Management Operative: Works to Chapter 8 of the Traffic Signs Manual for temporary highways schemes
3. Site Access Traffic Marshal: The interface control point between the public highway and the construction site



The Site Access Traffic Marshal manages the boundary entry and exit point where the construction site meets the public highway and is the:

- Controller of entry and exit through the site boundary point.
- Communication link between drivers, visitors, and the site
- Site ambassador to the public
- Eyes and ears of moving vehicles, plant, and machinery





Role and Responsibility

Job Description

1. Managing the risk at the construction site entry and exit points.
2. Knowing the site traffic management system in relation to the construction phase plan
3. Knowing the delivery schedule and reporting any deviations and any unscheduled deliveries
4. Communicating with drivers, site staff and visitors on the site traffic management system
5. Communicating with drivers and guiding vehicles to ensure manoeuvres are conducted safely.
6. Implementing temporary segregation methods to safeguard the public.
7. Checking drivers and vehicles for compliance to contractual work-related road risk requirements
8. Taking appropriate initial action in the event of an accident, collision, or dangerous occurrence

The Site Access Vehicle Marshal is required to have the following relationships:

- Project construction management teams
- HSE teams
- Security staff
- Other site personnel
- Delivery drivers



Keeping People Safe

Schedule deliveries to prevent vehicle overcrowding of the site and surrounding roads:

- Know when vehicles are on route and when to expect them via scheduling system.
- Take steps to prevent vehicle overcrowding.
- Know what work activities are taking place and where.
- Control vehicle movement as per the traffic management plan
- It is an offence to obstruct the highway without lawful excuse.



PPE Requirements for Site Access Traffic Marshals

- Hard Hat – Yellow
- Orange high visibility jacket or vest including reflective strips.
- Orange high visibility trousers including reflective strips.
- Safety boots with steel cap toes and reinforced midsole
- Gloves and safety glasses
- Stop Works Sign

At no times must earphones be worn



Ensuring a Safe Environment

Preparatory checks at the site access point are:

- Information and instruction are available to you.
- Temporary segregation methods for vehicles and pedestrians
- Security of the site and defined boundaries
- Traffic management route and signage
- Loading, unloading areas, reversing areas, turning areas and any lorry holding areas.
- Ensuring visibility and lighting is adequate.



3.0 DIRECTING AND CONTROLLING VEHICLES

Checks and Observations

- Check the area around and behind is clear of obstructions and pedestrians.
- Check the location and ground is suitable and safe to be manoeuvred or reversed into
- Ensure any audible or visual warning devices are activated.
- Consider height restrictions such as overhead cables, bridges, and gantries.
- Manoeuvres kept to a minimum distance and conducted at a maximum speed of 5mph.
- Continually look out for pedestrians and other obstructions

Points to Note

- Heavy goods vehicle reversing and manoeuvring on site are a high-risk activity.
- Sites should be designed to minimise the need to reverse.
- Where reversing is required, all round vision is essential wherever achievable.
- Rear view cameras are often fitted to assist safe reversing, drivers may rely on these.

The Eyes and Ears of the Driver

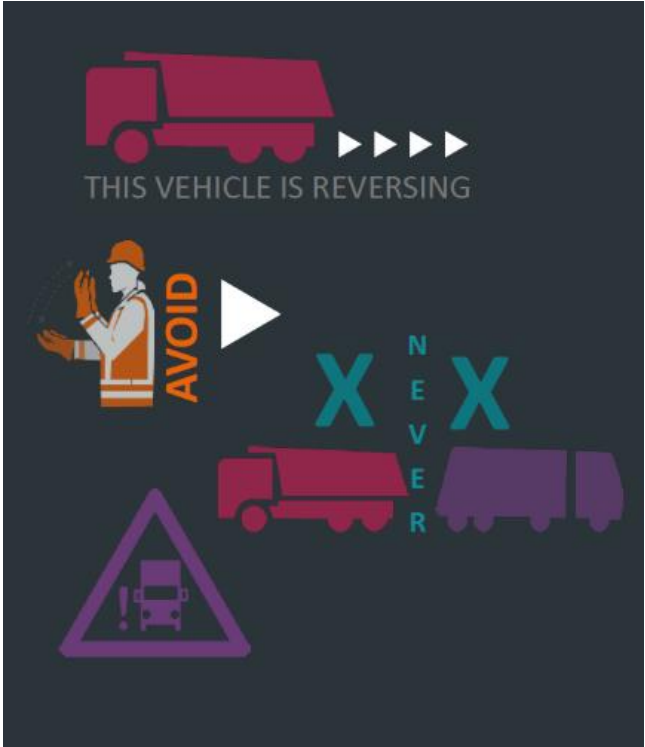
Establish communication and a 'set of rules' between you and the driver. Make sure:

- The driver understands the signals used and encourage them not to do their own thing.
- The driver is not distracted in any way i.e., music in cab, headphones etc.
- The driver follows any instruction given, particularly if shunting is required.
- You maintain eye contact if you lose sight of the driver shout 'STOP'.
- You keep all round observation for others.



For your own safety:

- Never walk behind the vehicle when it is reversing.
- Never walk backwards.
- Never stand between two vehicles
- Know the vehicle blind spots and stay out of them.



Approved Hand Signals – A Common Language





Speak to the driver:

- If you don't understand the dynamics of the vehicle, particularly articulated and drawbar trailers.
- To check if the vehicle or trailer has rear wheel steer – this adds another complex

Darkness and Poor Visibility

High traffic flows are reduced at night. However, there are other factors such as:

- Limited vision
- Fatigue
- Difficulty in judging distances

Stay visible – ensure there is adequate lighting, consider light sticks and higher visibility clothing.

Ensure the driver can communicate until they have left the site.

The General Public

- Hand signals in the Highway Code and are different to the HSE approved signals.
- A member of public may not be familiar with the approved hand signals.
- This is one of the reasons you aren't authorised to direct traffic on the highway.
- The signal for STOP is the same for the Highway Code and HSE Safety Signals



4.0 DIRECTING AND CONTROLLING TRAFFIC

Powers to Stop and Direct Traffic

The power to stop or direct traffic is covered under the Road Traffic Act 1988:

- The Act only gives power to police and traffic officers to direct traffic both vehicles and pedestrians.
- It is an offence to obstruct the highway without lawful excuse.
- Stopping traffic without authority is an obstruction of the highway.
- The Site Access Traffic Marshal does not have the power to stop or direct traffic unless to use the Stop Works sign.

Portable Signs – Using Them Correctly

If portable traffic signs are used by Site Access Traffic Marshals:

- Should be located at the specific vehicle approach point.
- Should have received specific training on communication and dispute resolution.
- Must be competent to communicate effectively with members of the public.

Alternatively, additional authorised signing may be used to advise road users.



Stop – Works

STOP – WORKS sign can only be operated by qualified Traffic Marshals and:

- On single carriageways with clear visibility for drivers to the sign
- For the short periods, no more than 2 minutes in any 15 minutes
- Must be held by a Traffic Marshal wearing high visibility clothing.
- Must be illuminated by its own lighting during darkness.



You have legal authority under the Road Traffic Act to stop traffic, provided you:

- Are wearing the approved PPE.
- Have undergone approved training.
- Are using the Stop – Works sign correctly.
- Have approval from the relevant Highway Authority



STOP – GO Signs

'STOP – GO' signs can only be operated by qualified Traffic Management Operatives

The Site Access Traffic Marshal does not have authority to use Stop-Go signs.

Dealing with Varying Traffic Volumes

The traffic volumes on roads can be categorised as:

- **Fairly quiet** – adequate natural gaps in the flow of traffic to enable the marshalling of site vehicles without needing to stop the traffic.
- **Moderately busy** – there will be occasions when you cannot find a natural gap in the traffic and will, therefore, have to stop the traffic to marshal the vehicles safely onto or off site.
- **Very Busy** – no natural gaps in the flow of traffic and the traffic will always have to be stopped. In this situation, although traffic is heavy, in urban areas it can be relatively slow moving due to its sheer volume.





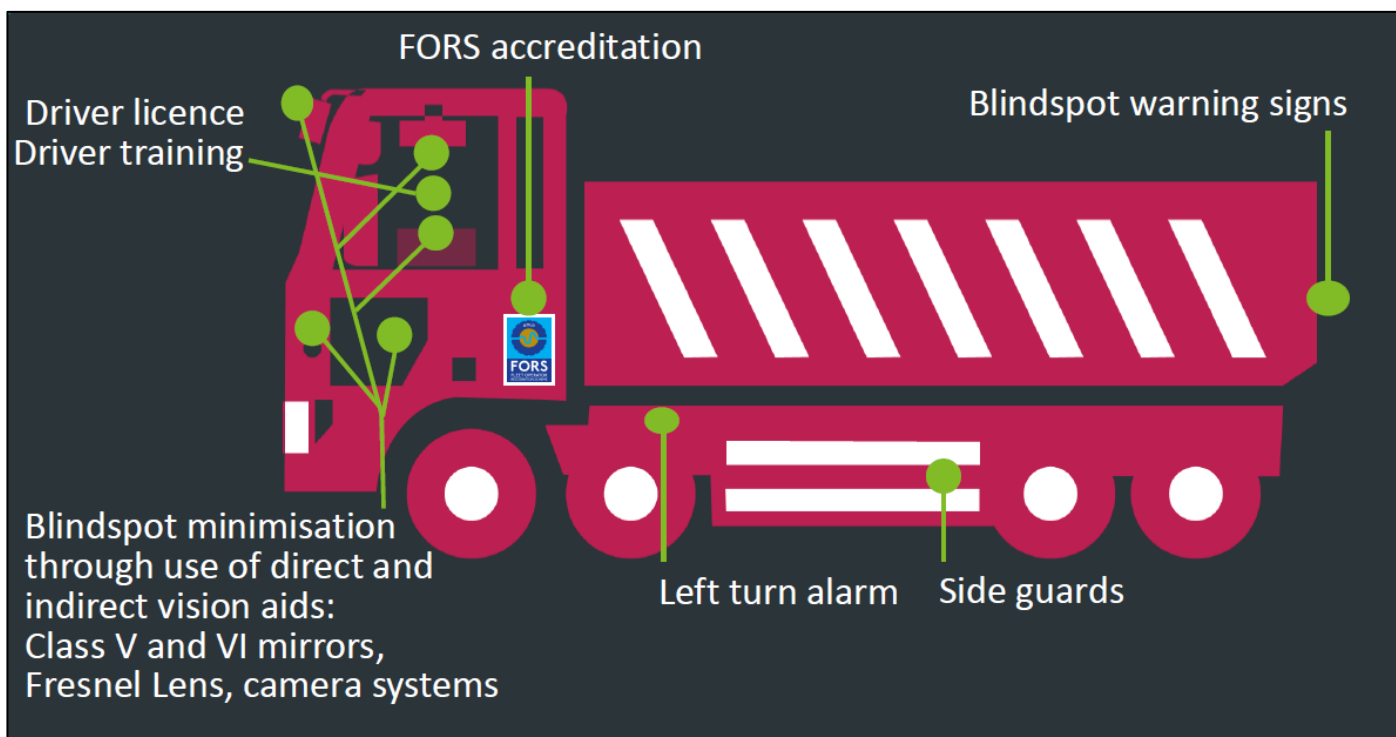
5.0 VEHICLE SAFETY REQUIREMENTS

The Case for Managing Road Risk

- In London, over 50% of cyclist deaths involve an HGV.
- Nationally, over 30% of cyclist killed or seriously injured involve an HGV.
- The HGV represents less than 4% of road traffic.
- Construction sector initiatives have contributed to cutting cyclist road deaths by over half.

What is FORS?

- FORS is the UK's leading fleet accreditation scheme.
- Focuses on road safety, operational efficiency, and environmental protection.
- Includes specific requirements on vulnerable road user safety.
- Helps improve performance and demonstrate best practice.
- FORS Silver incorporates all the contractual road risk requirements as required by CLOCS.





CLOCS Compliance – A Step by Step Approach

Principle Contractor Responsibilities

- Ensure the project's potential impact on the community has been properly risk-assessed.
- Develop and/or implement the agreed CLP and ensure it remains suitable and sufficient.
- Procure site and fleet operations that comply to the requirements of the CLOCS Standard
- Ensure site arrangements enable the safest fleet operations including, but not limited to, 'last mile' routing, level access/egress, stable loading/ unloading areas, effective delivery management systems and competent site access traffic marshals.
- Ensure effective and efficient site access gate checks of HGVs and their drivers to ensure they always comply to the CLOCS Standard. Noncompliance's must be immediately risk-assessed, appropriately mitigated, and addressed through procurement processes.
- Ensure effective independent monitoring of the project's compliance with the CLOCS Standard is undertaken approximately every 6 months and appropriate action taken to address non-compliance.
- Review information on all collisions resulting in harm (and near miss incidents) that occur on journeys associated with the project and ensure they are quickly investigated, and actions taken to prevent recurrence.



6.0 PROTECTING MEMBERS OF THE PUBLIC

Interacting with the General Public

Issues relating to vehicles entering or exiting from or onto the public highway include:

- Vehicles crossing pedestrian walkways (pavements)
- Slowing of vehicles on the road network on the approach to site
- Vulnerable road users, particularly cyclists and pedestrians
- The public not understanding what is going on.
- The public disregarding instructions

Those Requiring Extra Care

Vulnerable road user means those requiring extra care:

- Anyone using roads without a vehicle around them to offer protection.
- This generally means pedestrians, cyclists, and motorcyclists.
- Any special needs of people should be kept in mind, such as:
 - Prams
 - Wheelchairs
 - Visual impairment
 - Mobility impairment



We are all pedestrians at some point of our journey. Pedestrians may:

- Not be very mobile. Such as children, the elderly or disabled.
- Be distracted. Such as adults in control of children or animals, people chatting or on their phones.
- Pay less attention if they are familiar with their surroundings, or not familiar enough.





Cyclists, there are lots of them in towns and cities. They may be:

- Difficult to see.
- Fast moving and change position quickly
- Unpredictable
- Experienced reduced vision due to poor weather

Look out for cyclists, especially when marshalling vehicles out of site.



Motorcyclists may be:

- Difficult to see.
- Fast moving and change position quickly
- Unpredictable
- Experienced reduced vision due to poor weather

Look out for motorcyclists, especially when marshalling vehicles out of site.



Vulnerable road user means those requiring extra care:

- Check before marshalling vehicles off site.
- Be patient, professional and them extra care.
- Make your intentions clear.



In the interest of safety, communicate with the public with a professional attitude:

- Explain why they should follow instructions, it's for their own safety.
- Good communication is key coupled with a positive attitude.
- Be particularly vigilant in the early mornings and late at night.
- Alcohol and peer pressure are just some of the reasons why the public might need persuading.



Difficult Pedestrians

Many pedestrians are generally in a hurry and don't want to be delayed unnecessarily.

- You need to marshal a vehicle onto the highway and have deployed the scissor barrier across the pavement.
- An annoyed pedestrian is shouting verbal abuse as you are making him late for his meeting.
 - How would you handle this situation?
 - What steps if any would you take to calm them down?
- Ensure pedestrian safety is number one priority.
- Remember that you have no legal power to obstruct the public.
- Encourage the pedestrian to stay in the safe zone.
- If the pedestrian is insistent, stop the vehicle manoeuvre and allow access.

Resolving Difficult Situations

- Think before reacting.
- Listen actively.
- Attack the problem not the person.
- Accept responsibility but don't place blame.
- Use direct communication – say what you mean.
- Look for interests – safety.
- Assure a fair process.



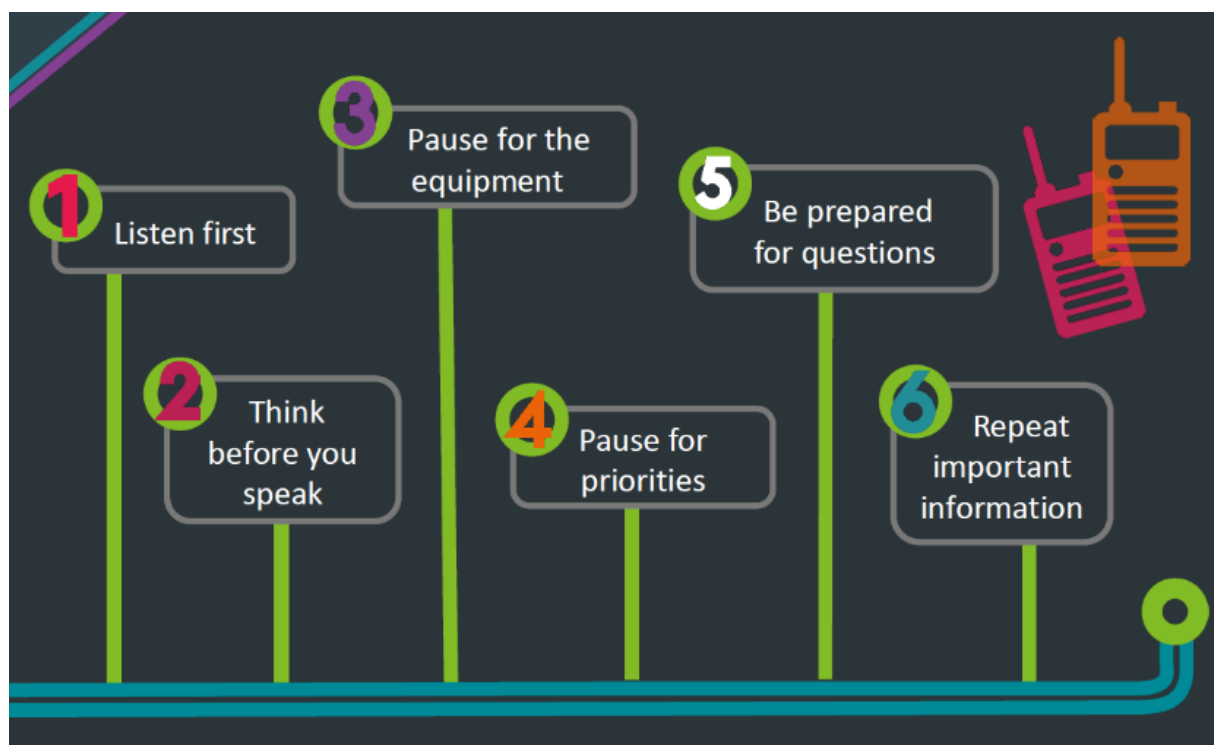
7.0 CONTROLLING VEHICLE MOVEMENTS

Communicating at a Distance

- Two-way radios are the common method of communicating with supervisors, other Traffic Marshals and Lorry Holding Areas
- A common understanding of terminology and the radio voice procedure should be followed.
- All your communications should be professional – avoid humour, obscenities, jargon, or casual conversation.



Transmission Guidelines – Some Basic Rules



Phonetic Alphabet

Clear and Accurate Spelling

	ALPHA		JULIET		SIERRA
	BRAVO		KILO		TANGO
	CHARLIE		LIMA		UNIFORM
	DELTA		MIKE		VICTOR
	ECHO		NOVEMBER		WHISKEY
	FOXTROT		OSCAR		X-RAY
	GOLF		PAPA		YANKEE
	HOTEL		QUEBEC		ZULU
	INDIA		ROMEO		



8.0 INCIDENT MANAGEMENT

Incidents that need prompt action include:

- Health and safety incidents
 - Workplace accidents
 - Road traffic collisions
 - Fire breakouts
 - Environmental spillages
- Protest and demonstrations
- Security breaches

- Report initial details to management as soon as possible.
- A positive culture towards reporting accidents, collisions, incidents and near misses is to help prevent recurrence.
- By reporting them, we get to understand them and can put measures in place to reduce them.

Prevent further injury

Ease the situation

Reduce the consequences

Security Measures – Preventative Measures

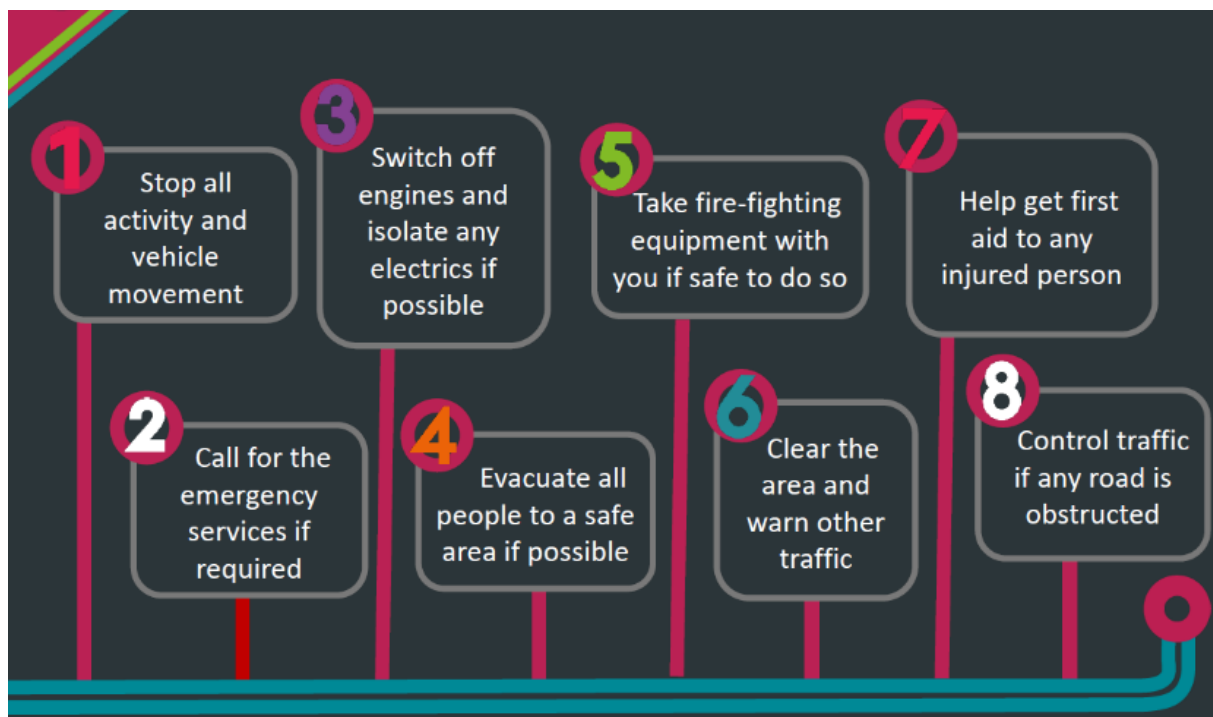
Everyone has a duty to be vigilant and to observe for anything unusual.

As the Site Access Traffic Marshal, you are the eyes and ears at the site boundary.

Anything suspicious must be reported at the earliest opportunity.



Actions in the Event of an Incident – Making the Scene Safe



Documenting the Details

Get names and contact details of any third parties involved in the incident and any witnesses.

Take photographs of the scene of the incident showing:

- Position of any equipment and vehicles
- Damage to any equipment, vehicles, and property
- Surrounding area, including site features, street furniture, and traffic signs





Suspicious Events – Maintaining Vigilance

Unusual activities that must be treated as suspicious and reported includes:

- Anyone attempting to access unauthorised areas.
- Attempts to disguise identity.
- Vehicles looking out of place.
- Erratic driving.
- Vehicles appearing overweight.
- Vehicles and packages left unattended.
- Delivery or contractor vehicles arriving at unplanned times.
- Vehicles emitting suspicious odours.
- Damage to perimeter hoarding.

Types of Protest – The Range of Tactics

Protests can create a risk to staff, the public and the protesters themselves. Some tactics used are:

- Protest walks, sit ins, rallies, and marches.
- Targeting traffic and vehicle movements – laying in front of vehicles.
- Throwing heavy objects, hazardous materials, and fireworks.

Protests and campaigns can be:

- Organised or spontaneous, Legitimate, and illegitimate, Violent, and peaceful

Dealing with Protestors – Not Everyone is Supportive



References – [Construction Logistics – Site Access Traffic Marshal, Glen Davies](#)

9.0 MARSHALLING POSITIONS AND DUTIES

Within this section provide details that are specific to the gate location. Details should include but not limited to – traffic marshal position, equipment required including Stop Works board, duties required to marshal vehicle, interface with public including requirement of stopping traffic and pedestrians.

Gate ____

Insert picture of gate and marshal in required position

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Gate 1



- All Deliveries and vehicles to site must contact Elliot Hutchings 07350401025 or Gareth Williams 07917040708 before proceeding on the single track road to the site compound
- Site speed limit is **10 MPH**

Project: _____			10.0 - RISK CONTROL								
Operation: Site Access Traffic Marshalling			Work Location: Site Wide			Method Statement No:			Date Task Starts: Ongoing		

Key to Risk Rating:		Severity (S)					Likelihood (L)		Severity (S)		
		1	2	3	4	5	1	Very Unlikely	1	Minor injury, no lost time, no damage	
Likelihood (L)	1	1	2	3	4	5	2	Unlikely	2	Minor injury, less than or equal to 3 days lost time, minor damage	
	2	2	4	6	8	10	3	Likely	3	Reportable injury, 3+ days lost time, temporary disruption to operations	
	3	3	6	9	12	15	4	Very Likely	4	Major injury, damage, theft	
	4	4	8	12	16	20	5	Certain	5	Fatality, major damage, industry disruption	
	5	5	10	15	20	25	Risk Rating (RR) = Likelihood (L) x Severity (S)				

Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitoring Responsibility
			S	L	R		S	L	R		

01	General operations	Cuts and abrasions infections Musculo skeletal injury Sharps/needles Slips, trips and falls	3	3	9	- Safety footwear and gloves to be always worn. - Wash hands following site works. - Cut/abrasion to washed/cleaned ASAP then covered/protected. - If sharps (needles etc.) are identified mark the area and inform the Supervisor so the area can be isolated until the hazard is removed - Follow site access routes. - Do not walk where the ground is not visible i.e., areas of thick vegetation or snow	3	1	3	Slinger signaler/ Banksman /Traffic marshal	Supervisor
02	Manual handling	Musculo skeletal injury	3	2	6	- Do not lift more than you are capable and ask for assistance when necessary. - Practice good manual handling techniques – do not twist while lifting, keep back straight and bend knees	3	1	3	Slinger signaler/ Banksman /Traffic marshal	Supervisor
03	Working in public areas	Interface with public – damage to equipment, injury to public	4	2	8	- Carry equipment with care to avoid striking a member of the public. - Do not leave equipment where could form a trip hazard. - Do not leave equipment unattended. - Use barriers to segregate the work area	4	1	4	Slinger signaler/ Banksman /Traffic marshal	Supervisor
04	Working at height	Fall from height	4	2	8	- Ensure trailer do have edge protection to sufficient height. - Use designated access and egress routes for accessing areas.	4	1	4	Slinger signaler/ Banksman /Traffic marshal	Supervisor

05	Working around moving plant and lifting operations	Plant/human collision Falling materials	4	2	8	- All plant to be operated in line with specific safe systems of work related to the task they are undertaking. - All lifting activities to be carried out under the supervision of a slinger/signaler in line with safe systems of work for lifting. - Only set up near plant as a last resort and segregate work area from plant collision zone - Make eye contact and communicate with the plant operator before approaching. - Do not work under suspended loads. - Mandatory high visibility clothing to be always worn	4	1	4	Slinger signaler/ Banksman /Traffic marshal Plant operator Slinger/signaler	Supervisor Crane supervisor
06	Slips & Trips	Material not tidied away	3	3	9	- Keep all materials stored in a safe place. - Be vigilant of any trailing leads. - Stop and take 5 - A Loading/Unloading area which is free (so far as reasonably practicable) from slip/trip/fall hazards is to be provided. This means: - A good standard of housekeeping is to be maintained. - Lighting is to be provided if work is to be done during the hours of darkness. - Footwear is to be in a serviceable condition – boots to be replaced when the treads become worn. - Whilst climbing in/out of/around the item of equipment to be loaded it is necessary to always maintain 3 points of contact. LGV beds to be the subject of ongoing checks: - As part of the driver Circle Check process. - During the scheduled maintenance programme.	3	1	3	Slinger signaler/ Banksman /Traffic marshal	Supervisor
07	Access & Egress	Falling due to unsafe access	4	3	12	- Stick to designated walkways. - Do not create your own access. - If you notice an unsafe access report it to your supervisor - If there isn't suitable access to get to an area speak to your supervisor and ensure there is a suitable access put in place.	4	1	4	Slinger signaler/ Banksman /Traffic marshal	Supervisor
08	Lighting – general & task	Falling/tripping due to poor lighting	3	2	6	- Ensure the area is well light to enable you to carry out your works. - If there is unsuitable lighting, stop work and report it to your supervisor and ensure there is suitable lighting in place before returning to work.	3	1	3	Slinger signaler/ Banksman /Traffic marshal	Supervisor
09	Lifting	Failure of Lifting Equipment	4	3	12	- All lifting equipment and accessories to be certified and inspected prior to use, frequency of inspections to be checked and completed accordingly i.e., 12monthly for crane and Telescopic Forklift, 6 monthly for lifting accessories, damaged equipment to be removed and returned to the stores. - Lifting following approved lift plan and specific RA.	4	1	4	Slinger signaler/ Banksman	Supervisor

10	Securing load and release securing ratchet/ Strap	Load falling from trailer	3	2	6	- All load to be secure following either manufacturer instruction (tie down points) or select good practice loading& unloading. - Exclusion area to be in place while loading and unloading. - Securing and releasing of loads must always be carried out by the driver	3	1	3	LGV/ HGV Driver	Traffic marshal/ Supervisor
11	Loading heavy or large plant	Incorrect LGV Type for load allocated to the task.	3	2	6	The Logistics Operations Desk has responsibility to ensure that an appropriate vehicle is allocated to each task. Examples of incorrect vehicle type include: - Absence of a winch where one is required. - Absence of a Lorry Loader where one is required. - In cases where an inappropriate vehicle is dispatched no attempt must be made to continue and the Operations Desk is to be made aware of the situation in order that an alternative arrangement can be made	3	1	3	LGV/ HGV Driver/ Slinger signaler/ Banksman /Traffic marshal	Supervisor
12	Loading heavy or large plant (1/2)	Plant falling from ramp or side of trailer	4	2	8	Task to be undertaken only by a suitably trained and competent person, details as follows: - LGV Driver (A49/ A50 with familiarisation training) following the instruction provided on the Loader/Securer course. - CPCS Cardholder for the category of plant to be moved. - Suitably qualified Loader/Driver by prior arrangement. A correctly adjusted seatbelt is to be always worn whilst operating driver operated plant. The loading/unloading area is to be fit for purpose. The LGV is to be positioned in an appropriate manner – in particular loading on a side slope is to be avoided. Loading with the ramp's facing downhill is the preferred means of positioning in order to minimise the angle of ascent.	4	1	4	LGV/ HGV Driver/ Banksman /Traffic marshal	Supervisor
12	Loading heavy or large plant (2/2)	Plant falling from ramp or side of trailer	4	2	8	The LGV is to be prepared for loading in accordance with the manufacturers' instructions – with particular attention to deployment of stabilising legs and suspension lowering/locking procedure as relevant to LGV type. The bucket/boom/blade is to be kept as low as possible during loading in order to maintain a low centre of gravity. Tracks/undercarriage to be dug out of excess mud prior to start of task. Plant is susceptible to slipping during movement on inclines (particularly when wet). In cases where doubt exists over the amount of traction available the following loading methods are to be used: A LGV winch is to be used to generate the required degree of control over the situation whilst the roller negotiates the ramps. Mini excavators (due to their low ground bearing pressure) are	4	1	4	LGV/ HGV Driver/ Banksman /Traffic marshal	Supervisor

						susceptible to slipping between ramp sections on beavertail LGVs. Selection of the correct vehicle type (as shown above) is vital - the use of a LGV with either adjustable ramps or infill between sections will be required if a mini excavator is to be driven. The alternative is to use a Lorry Loader to lift on/off).					
13	Loading and unloading	Pressure to get the job done	3	2	6	The LGV Driver is the person most at risk should a loading/unloading task go wrong. It is therefore essential that he is empowered to call a halt to any task with which he feels uncomfortable. The ethos of the ATQ and Logistics Right Behaviors agendas are to be the guiding factor. Pressures of programme or cost must not be allowed to take priority over Safety.	3	1	3	Site/Depot Management and Logistics Operations Desk to support the LGV driver as necessary.	Supervisor
14	Loading /Unloading	Risk of other tasks/individuals working nearby causing a distraction whilst loading/unloading is being carried out. Risk of others working nearby (but not connected with the task) sustaining an injury in the event of an item of equipment falling slipping from the ramps or flatbed area.	3	2	6	- Loading/unloading is to be carried out in a location away from other tasks which may generate distractions in terms of noise, moving vehicles etc. - Loading/unloading is to be carried out in a location away from other tasks/individuals that could be injured in the event of the loading task going wrong.	3	1	3	Banksman /Traffic marshal	Supervisor
15	Loading /Unloading	Risk of debris (in the form of mud/stones etc.) falling from the load/flatbed during transportation. Unsecured "dunnage".	4	2	8	- Load to be checked for mud accumulation prior to the commencement of loading – this will ensure that debris does not accumulate in a position from which it can fall during road movement. Debris which does fall onto the bed is to be removed prior to road travel. - All equipment, including "dunnage" must be securely stored/ secured. In addition to controlling the risk of debris falling from the LGV during road travel this measure is aimed at reduction in the risk of slips/trips which remain the most frequently occurring incident type.	4	1	4	LGV/ HGV Driver/ Slinger signaler/ Banksman /Traffic marshal	Supervisor
17	General duties	Poor weather condition	5	3	15	- Adequate deicing, snow measure in place. - Supervisor to ensure area is safe to work prior start of the day. - Speed to be adapt to visibility and road condition. - Adequate PPE and facility to be provided to Marshall and banksman. - Adequate lighting	5	1	5	Banksman /Traffic marshal	Supervisor

18	Unloading / loading near site gate	Striking member of the public or other vehicle Striking operative not involve in the operation	5	2	10	• No offloading outside site boundaries allowed, if close the gate temporary barrier to be set up to ensure exclusion zone in place • Enough marshal/banksman to be in place prior start unloading/loading. • If exclusion zone is breach by member of the public operation must stop immediately if safe to do. • Only train, brief and authorised operatives to be within loading and unloading area. • Segregation to be in place	5	1	5	Banksman /Traffic marshal	Supervisor
19	Moving vehicle	Striking existing structure, service	5	2	10	• No movement of plant without a designated marshal • Highlight obstructions and services especially UKPN assets.	5	1	5	Banksman /Traffic marshal	Supervisor
20	Delivery Disruption to the local traffic and highway	Congestion on the road and possible road traffic accident	3	2	6	• Vehicle to use the designated approach road and to respect delivery time. • Only delivery book accepted on site. • Logistic to control incoming and outgoing vehicle.	3	1	3	Banksman /Traffic marshal	Supervisor