

Site Traffic Management Plan

Template · the document that shows how vehicles and people are kept apart

This is the plan an inspector asks for after an incident, and the one a principal contractor or insurer asks for before giving you work. Complete it, put the drawing in, and issue it to everyone including visiting drivers.

Scope and limitations — read before use

IMPORTANT — SCOPE AND LIMITATIONS. This document is a template and guidance product. It is a starting point, not a finished assessment. Every workplace is different, and only the employer knows their own site, vehicles, people and tasks. The legal duties under the Health and Safety at Work etc. Act 1974, the Provision and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992 and all other relevant law remain with the employer at all times and cannot be transferred to PHW Services or to any document. You must read, adapt and complete this material for your own site, satisfy yourself that it is suitable and sufficient, and seek competent advice where you are unsure. PHW Services does not warrant that using this pack will prevent an accident, prevent enforcement action, or achieve compliance in any particular case. Nothing in this pack is approved or endorsed by the Health and Safety Executive.

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1. Site details and scope

Field	Entry
Company	
Site address	
Plan prepared by	
Date / version	
Areas covered by this plan	
Hours of vehicle operation	
Site speed limit	mph
Person responsible for this plan	
Review date	

2. Site drawing

Attach or draw your yard here. It does not need to be to scale or professionally drawn — a clear hand sketch, photographed, is perfectly acceptable and far better than nothing. Mark all of the following:

Mark on the drawing	Done
Vehicle entrance and exit, and direction of flow	
The one-way route, with arrows	
Pedestrian walkways and the pedestrian gate	
Crossing points where people must cross a vehicle route	
Loading and unloading areas	

Reversing areas and turning circle	
Parking bays, and the driver waiting area	
Speed limit signs and other signage positions	
Blind corners and where mirrors are fitted	
Overhead power lines, low structures and their clearances	
Fuel or charging points	
Fire assembly point and first aid point	

3. The rules on this site

Vehicle movement

- The site operates a one-way system in the direction shown on the drawing.
- The site speed limit is as stated above and applies to every vehicle including visitors.
- Reversing is only permitted in the designated reversing areas shown on the drawing.
- Where reversing is necessary, a trained marshal must be used, or the area must be confirmed clear and no pedestrians permitted to enter.
- Drivers must use the designated route and must not take short cuts across pedestrian areas.

People on foot

- Pedestrians must use the marked walkways at all times.
- Cross vehicle routes only at the marked crossing points, and only after making eye contact with any approaching driver.
- High visibility clothing must be worn by anybody in the yard.
- Nobody is to enter a loading or unloading area while it is in progress.
- Never walk behind a vehicle that is manoeuvring, and never assume the driver has seen you.

Loading and unloading

- Only takes place in the designated loading areas.
- An exclusion zone is maintained around the operation.
- The vehicle driver goes to the designated safe waiting area unless the procedure says otherwise (see WTS-04 and WTS-06).
- Trailer brakes applied and wheels chocked where the trailer is uncoupled.
- No load is left in a position where it could fall or be struck.

Machines

- Only people authorised in writing may operate a forklift or item of plant (see WTS-07).
- Pre-use checks are completed and recorded before the machine is used.
- Keys are removed and the machine isolated when it is left unattended.
- Defective machines are taken out of use and reported immediately.

4. Signage schedule

Order what is missing and mark it off when it is up. Signs must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Sign or marking	Where	In place? Y/N	Action / date
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Site speed limit	At the entrance and repeated through the yard		
Site traffic rules board	At the vehicle entrance, readable from a cab		
One-way direction arrows	Along the route		
Pedestrian walkway markings	Along all walkways		
Pedestrian crossing points	At each crossing		
No pedestrian access	Loading areas and reversing areas		
Reversing area	At each designated reversing area		
Blind corner mirrors	At each blind corner		
Overhead hazard and clearance	At any low structure or power line		
High visibility clothing must be worn	At every entrance to the yard		
Report to reception	At the visitor and driver entrance		
Driver waiting area	At the waiting area		
Fork lift truck operating	At the boundary of the operating area		

5. Issue and briefing record

Everyone who works in or visits the yard must be told what is in this plan.

Name	Role / company	Briefed by	Date	Signature

6. Review

Review this plan when	Date reviewed	By whom
The layout, buildings or storage arrangements change		
New vehicle or machine types come on site		
After any accident or near miss involving a vehicle		
Volumes or working hours change significantly		
At least annually in any case		

Prepared by	Approved by	Date	Next review