

Yard Inspection and Monitoring

Weekly walk round, quarterly review and incident reporting · this is what stops the pack going stale

Everything in this pack decays. Markings fade, barriers get moved, habits slip and people start cutting the corner again. Five minutes a week is what keeps it real.

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.

Contains public sector information published by the Health and Safety Executive and licensed under the Open Government Licence v3.0. This pack is not an HSE publication, is not approved or endorsed by HSE, and does not reproduce the HSE logo. Always refer to the current HSE guidance and legislation at hse.gov.uk, which may have changed since this pack was written.

1. Weekly walk round

Do it at a busy time, not when the yard is empty. Watch what people actually do.

#	Check	OK	Not OK	Action / by when
1	Pedestrian walkways clearly marked and visible			
2	People actually using the walkways, not cutting across			
3	Barriers and guardrails in place and undamaged			
4	Signage in place, clean and readable			
5	One-way system being followed			
6	Speed limit being observed, including by visiting drivers			
7	Loading areas clear of pedestrians during operations			
8	Reversing only in designated areas, marshal used where required			
9	High visibility clothing being worn by everyone in the yard			

10	Yard surface sound — no new potholes, ruts or spillage			
11	Lighting all working			
12	Mirrors at blind corners in place, clean and correctly aimed			
13	Vehicles and machines parked in designated areas only			
14	Machines left with forks down, keys out and isolated			
15	Pre-use check sheets being completed			
16	Wheel chocks available and being used			
17	Driver waiting area in use and not obstructed			
18	No unauthorised person operating a machine			

Checked by	Signature	Date	Actions closed (date)

2. Quarterly review

Review point	Findings	Action
Any accidents, injuries or near misses this quarter involving vehicles?		
Any changes to the yard layout, buildings or storage?		
Any new vehicle or machine types on site?		
Any new people needing training or authorisation?		
Any authorisations or refreshers due or overdue (check WTS-07)?		
Weekly walk round actions all closed out?		
Is the traffic management plan still accurate?		
Any changes in law or guidance to take account of?		
Anything reported by employees or drivers?		

Reviewed by	Signature	Date	Next review

3. Accident and near miss report

A near miss is free information about the accident you have not had yet. Record them and act on them.

Field	Entry
Date and time	
Location on site	
People involved (including visitors)	
Vehicles or machines involved	
What happened	
Injury? (none / first aid / over-7-day / specified injury)	
What was the immediate cause	
What was the underlying cause	
Immediate action taken	
Action to prevent recurrence	
RIDDOR reportable? (see below)	
Reported to HSE — date and reference	
Risk assessment and traffic plan reviewed? (date)	

4. RIDDOR — what has to be reported

Under RIDDOR 2013 certain things must be reported to HSE. The categories are easy to misjudge, so check the current guidance on the HSE website before deciding not to report. Broadly they include:

- The death of any person arising from a work activity.
- Specified injuries to workers, which include fractures other than to fingers, thumbs or toes, amputations, any injury likely to lead to permanent loss of sight or reduction in sight, crush injuries to the head or torso, serious burns, and loss of consciousness from head injury or asphyxia.
- Injuries to workers which result in them being unable to do their normal work for more than seven consecutive days (not counting the day of the accident).
- Injuries to members of the public or people not at work where they are taken directly to hospital for treatment.
- Certain dangerous occurrences, which include the collapse or overturning of lifting equipment, and the failure of any load-bearing part of it.
- Occupational diseases where a doctor diagnoses a specified condition linked to work.

Over-seven-day injuries must be reported within 15 days. Deaths and specified injuries must be reported without delay. Keep a record of any injury causing more than three days' incapacity even where it is not reportable.

This is a summary for orientation only. Always check the current RIDDOR guidance at hse.gov.uk before deciding whether something is reportable.