Road Closure / Diversion
Local Authority Roads (12D)
RAMS017-CEN

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1 Document Summary

1.1 This generic RAMS document covers the installation, operation, and collection of temporary Road Closure & Diversion on a Local Highways Authority Road Network. It applies to all highways and roads, except motorways and any dual carriageways with a speed limit of 50 mph or more.

1.2 This document has been put together using guidelines set out in the following documents.

- Safety at Street Works and Road Works
- Traffic Signs Manual Chapter 8 Part 1 2009
- National Highways Sector Schemes 12D

1.3 This method statement applies to all highways and roads with a speed limit of 60mph and below.

1.4 This Code applies to works carried out by or on behalf of both highway authorities and statutory undertakers.

1.5 Local highway authorities have a statutory duty to co-ordinate all works in the streets for which they are responsible. Similarly, Undertakers have a statutory duty to co-operate with the highway authority and with other undertakers.

1.6 A Temporary Traffic Regulation Order (TTRO) will be required to undertake any form of road closure.

1.7 Liaison with the highway authority and other authorities or statutory bodies may be required in planning the works to obtain any necessary licences, approvals and temporary traffic regulation orders/notices in advance of the works commencing. No works are to be installed without the relevant licences and approvals in place.

1.8 No works are to be installed without the relevant licences and approvals in place.

1.9 A Task Briefing will be given for all works, detailing any site-specific information relevant to the specific works being undertaken.

1.10 If any risks, operational or environmental, are identified when carrying out the on site-specific risk assessment that compromises safety you **MUST** inform the Contract Manager immediately and prior to the deployment of any traffic management equipment.

1.11 If at any point throughout your work, you encounter an unsafe situation you **MUST** stop work and contact your manager or supervisor immediately for guidance.

1.12 All Incidents, Collisions, Near Misses and Accidents are to be reported through the Notify IM app immediately.

1.13 All Incidents, Collisions, Near Misses and Accidents are to be reported directly to the client.

1.14 This method statement is to be read in conjunction with RAMS Appendix A (Standard Clauses)

1.15 RAMS Appendix A (Standard Clauses) is to be attached / sent along with this method statement.

Note Any deviation from these RAMS or any linked documents mentioned below, must be agreed with the QHSE Manager.

2 Training

2.1 TM Operatives working under this method statement must have undergone suitable training and competency assessments to satisfy the requirements of the nationally recognised standard.

- NHSS 12D M1/M2 Working on Single Carriageways.

3 Vehicle

3.1 At a minimum, a traffic management maintenance/inspection or installation vehicle will be used in accordance with Chapter 8 Traffic Signs Manual.

- Conspicuous colour
- Reflective Markings (Chevrons on the rear of the vehicle)
- Roof mounted 360 beacon + rear strobe LED's
- "HIGHWAY MAINTENANCE" SIGN
- High visibility fluorescent yellow retroreflective strip alongside of the vehicle
- Company Livery
- Work lights
- Reverse Bleeper

3.2 A full digital check shall be carried out and recorded prior to leaving the yard, depot or at the shift changeover point. Any defects are to be reported accordingly.

3.3 The vehicles shall be loaded to ensure the equipment is secure and in such a manner so as to enable safe unloading in the correct order on site.

3.4 All drivers are to have driving licences checked on a regular basis (usually, every 6 months) prior to commencing any work, with a record being kept with the employee's HR Department and made available at request by main client.

3.5 All vehicles should carry a fire extinguisher for minor incidents. Major incidents would require the assistance of the fire service (contactable on 999 or 112 emergency calls only) other means of communication on site will be via a mobile phone, but, not during the installation of any TM equipment.

4 Personal Protective Equipment (PPE)

4.1 Minimum requirements on site for these RAMS for all personnel are:

Hard Hat	Eye Protection	Hi-Vis Clothing	Safety Gloves	Safety Boots
				
Colour dependent on role, with 4-point chin strap that meet EN397 & EN12 492 standards.	Safety glasses or goggles	Long sleeve Hi-Vis Jacket EN 20 471 class 3	Minimum of cut level F	(laced only) metatarsal if required by client / contractor

Head torch to be worn for night working and poor visibility	To be worn for task specific work or when required by client / site	Hi-Vis trousers EN ISO 20 471 class 1		S3 steel toe cap with ankle support

Black	White	Blue
		
SMSTS Managers and SSSTS Supervisors	General use, Managers, Clients and Competent Operatives	Trainee workers and Site visitors

Note The above PPE requirements apply to either Yellow or Orange (this could depend on Client's requirements). PPE is to be clean, fit for purpose and identifiable with the company logo.

5 Advance Warning Signs

5.1 Advance notice of road closure signage (AWS) will be required, these will be installed at a timescale determined by the contract specification. Advance notice of closure signs will be manufactured and installed on-site at the actual closure points.

5.2 The text on these signs is to be agreed with the client or Highway Authority in advance. Additional advance warning signs may be required. The size and text height of these signs will be applicable to the road speed of the carriageway, in accordance with **Traffic Signs Manual Chapter 8 Part 1 Design, Appendix 1, Table A1.2 Sizes of signs.**

5.3 These signs will remain in place until works are completed. They will be removed along with the rest of the equipment on completion of the scheme. It may be necessary to state the Local Authority or Client contact details on the advance warning signs.

5.4 Signs will be weighed down with at least 4 sandbags due to the duration they are expected to on site.

EXAMPLE 1

EXAMPLE 2

6 Diversion Route Placement

6.1 When approaching a priority junction or roundabout TSM Chapter 7 requires a sign to be placed in advance of the junction. The distance in advance is the same as the distance for the placement of the permanent signs; therefore, the temporary sign is required to be either beside or under the existing sign.

6.2 Signs are required to be placed on the exit point of a priority or major roundabout junction. Micro or mini roundabouts do not need this when signs are placed in advance.

6.3 Permanent signs are in the customers visibility line, and this condition is required to be met by temporary signs. Signs should be placed below or adjacent to the sign without obstructing the permanent sign.

6.4 When a customer leaves a town the customer service standard requires a sign to be placed to reassure customers. Signing principles already use the sign with distances on to do this.

6.5 When there is no junction or decision point for 2km it is good practice to place a sign to reassure customers that they remain on the same route.

6.6 When approaching a grade separated junction traffic shall be advised to leave at the next exit by a sign at each permanent advance sign of the junction to allow traffic time to change lanes and connect with the action in sufficient time.

6.7 A confirmation sign shall be provided at the decision point at the exit.

7 Incursions

7.1 An incursion into a works area whether intentional or unintentional is wholly unacceptable. Contractors are expected to implement a series of measures to comprehensively eliminate, reduce or control unintentional or authorised entry in to work zones by members of the public or emergency services.

7.2 Incursions are classified as:

- Intentional incursion where the road user seeks to gain a benefit.
- Intentional incursion where the road user is seeking information.
- Intentional incursion where the road user is seeking refuge.
- Unintentional incursion where the road user follows a works vehicle into the works in error, also known as a follow in.
- Unintentional incursion where a road user enters the works area because of confusion.
- Unintentional incursion where a road user enters the works area or traffic management because of a collision or to avoid a collision.

7.3 Where incursions are expected additional measures can be put in place to eliminate & reduce the possibility of incursions happening such as a vehicle incursion system or CCTV monitoring.

7.4 TM Operatives shall not be used as the primary means of preventing incursions.

7.5 Traffic management vehicles shall not be used to barricade a site or operate as the gate. This only increases the risk to the operative from a determined intentional incursion or the road user who is impaired or confused.

8 Road Closure Detail

8.1 When fully closing a road temporary barrier and additional signing will be installed at each closure point.

- Barrier system to run full width of the carriageway.

Note Where the verge offers the opportunity for vehicles to drive around the closure, additional barrier should be installed.

- Road Closed & CCTV in operation signs to be installed.
- Close spaced cones to be installed with road danger lamps.

9 Pre-Works

9.1 Prior to leaving the depot the TM Operative(s) MUST ensure the following:

- They have the correct PPE to undertake the works in accordance with the Task Briefing and any client specific requirements.
- They have in their possession their relevant Lantra training record card.
- All the required documentation is available on the Field Service System for the works they are to undertake.
- They understand what is required of them through the Task Briefing, if in doubt they are to speak to their Supervisor/Manager.

Note Depending on the client's requirements the TMO's working on these works maybe required to attend a daily briefing.

- They understand RAMS and other associated documentation for the works.
- Completed, Vehicle Daily Walk around check, including trailer if required.
- Kit is suitable for the works to be undertaken; defected kit is not to be used.

Note The TM Operative is to ensure that the local depot telephone number is clearly visible on the rear of the site signs. This is to ensure there is a form of contact in the event of traffic light failure.

A full sequence of lights MUST be carried out to ensure that all signal heads are working.

- Kit that is required for the works is as per the traffic management plan and spares.
- Kit is securely loaded on to the vehicle; vehicle must not be overloaded.
- All traffic light batteries are fully charged.

10 Arriving On Site

10.1 On arriving on site, the TM Operative MUST

- Park your vehicle in a safe area
- Carry out the on-Site Risk Assessment using the Field Service System
- Take Pre installation Photos – from a safe location.

11 Install (Diversion Route Signing)

11.1 Upon reaching the location of the first diversion sign switch on amber beacons, Indicate and pull over to left hand verge, and stop.

11.2 Exit the vehicle from the near side and begin to install the diversion signing on to the nearside verge.

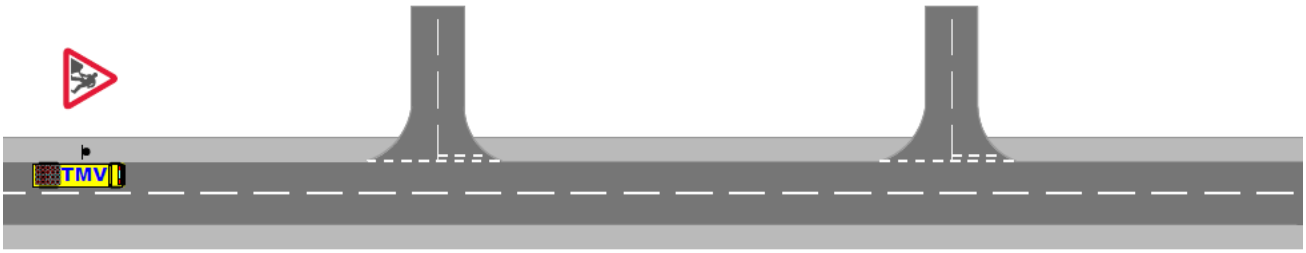
11.3 Proceeding with the flow of traffic proceed around the diversion route and install all diversion signing as per the traffic management plan.

11.4 Dependent on the size of diversion and the number of signs required more than one TM Operative may be required.

12 Install (Road Closure)

12.1 Upon reaching the site switch on amber beacons, indicate and pull over to left hand verge, and stop at the position of first sign location.

12.2 Exit the vehicle from the near side and begin to install the road works ahead sign.

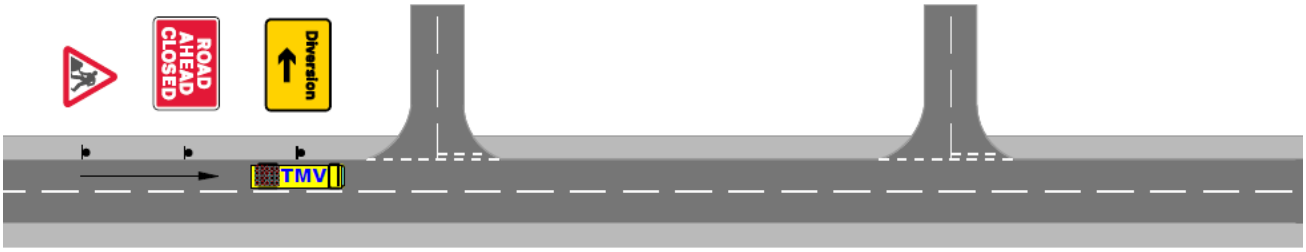


12.3 Place a minimum of 1no sandbag on to each sign to ensure the sign remains upright. (Additional bags to be added depending on sign size, speed of road and weather conditions).

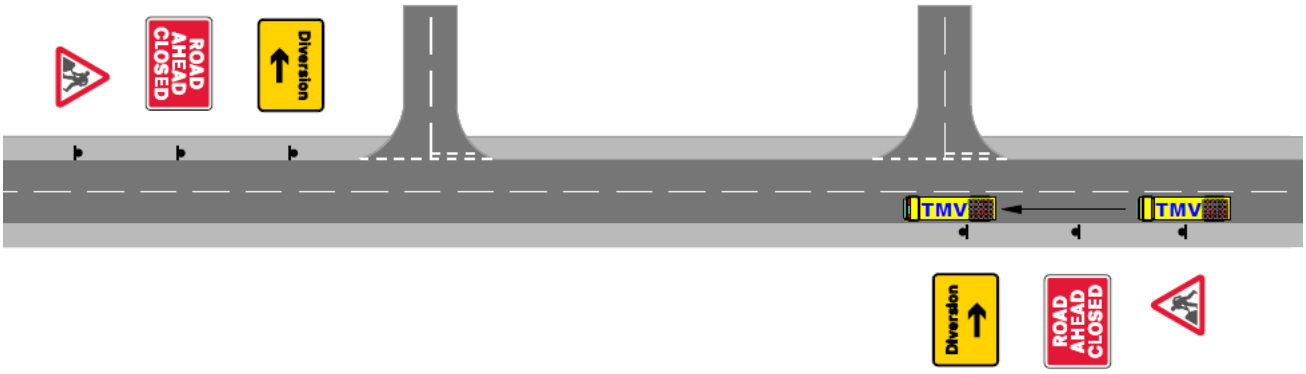
Note Signs are too be positioned in such a way as not to reduce the minimum footway width to less than 1 metre, or block/restrict cycle lanes. Where minimum distances and a setback of 0.45m from the

signs to the carriageway edge cannot be maintained, an alternative location for the sign must be sought. Signs may be placed on the carriageway or half on half off the footway where the carriageway width is not reduced below 6.75m for two-way traffic, and the minimum footway width is not restricted.

12.4 The TM Operative will proceed along the route towards the proposed full closure point and install the Road Ahead Closed Signing and any advance diversion signing.

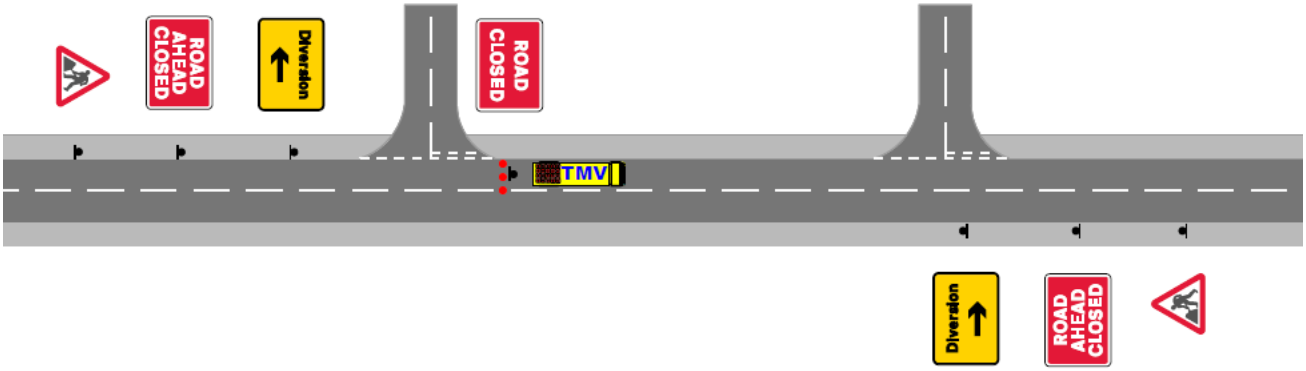


12.5 Find a safe location to turn around and repeat the above operation on the opposite leg approaching the full closure point where required.

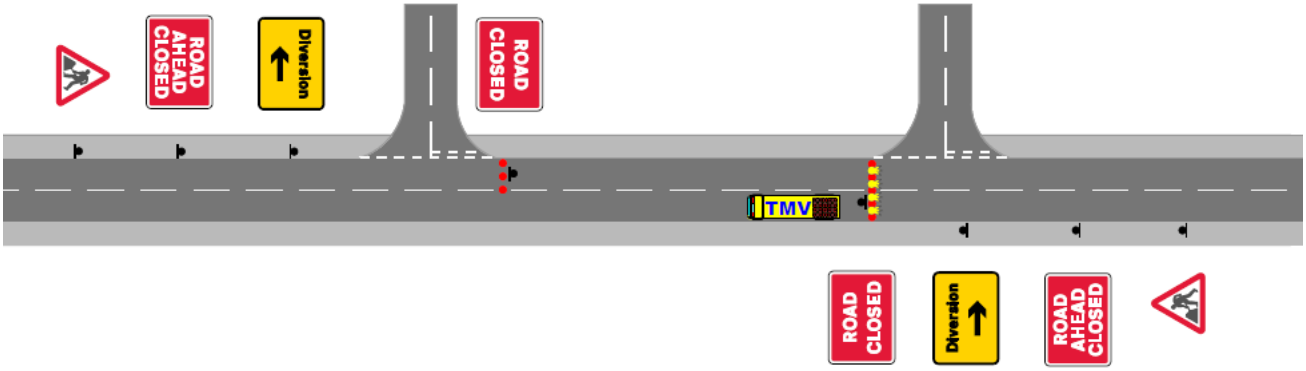


12.6 Any side roads will be dealt with as per the above procedure as works progress.

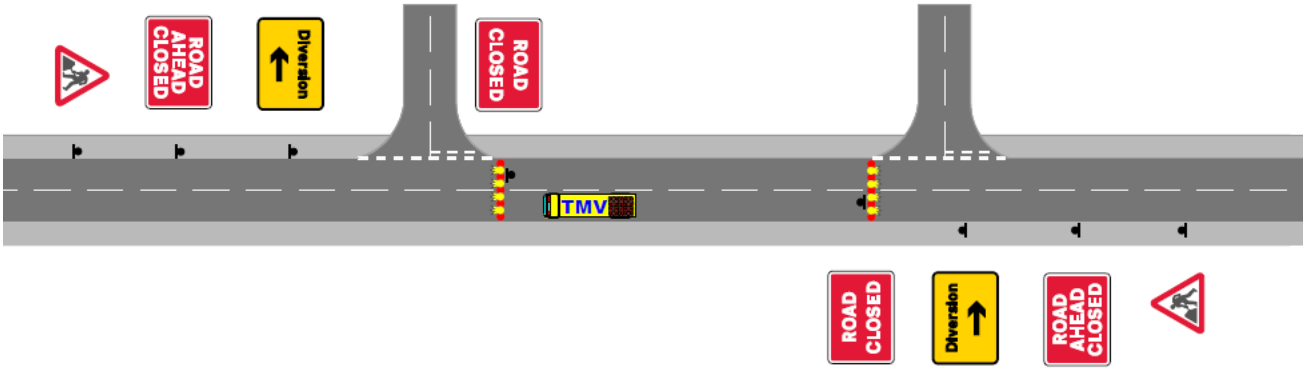
12.7 Once all the advance signing is in place for all approaches to the road closure the TM Operative will stand the Road Closed sign at the point of closure on the nearside verge and install cones to close the entry side of the carriageway. (Do not fully close at this point)



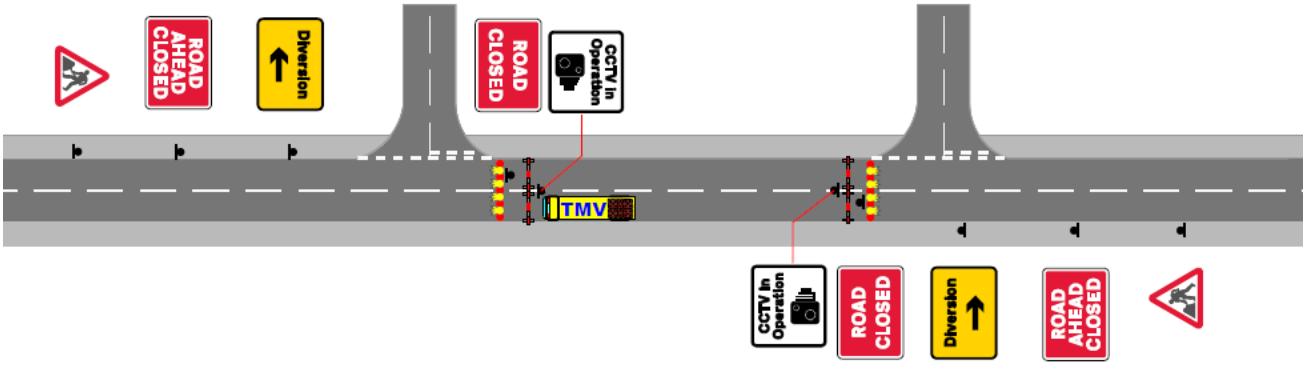
12.8 The TM Operative will then drive to the other end of the works and close off the road completely ensuring the Road Closed sign is clearly visible to the travelling public. A solid line of cones with static road lamps will be placed across the junction.



12.9 The TM Operative will return to the end with the Road closed sign showing and close off the road completely by closing the remaining section of road fully. A solid line of cones with static road lamps will be placed across the junction.



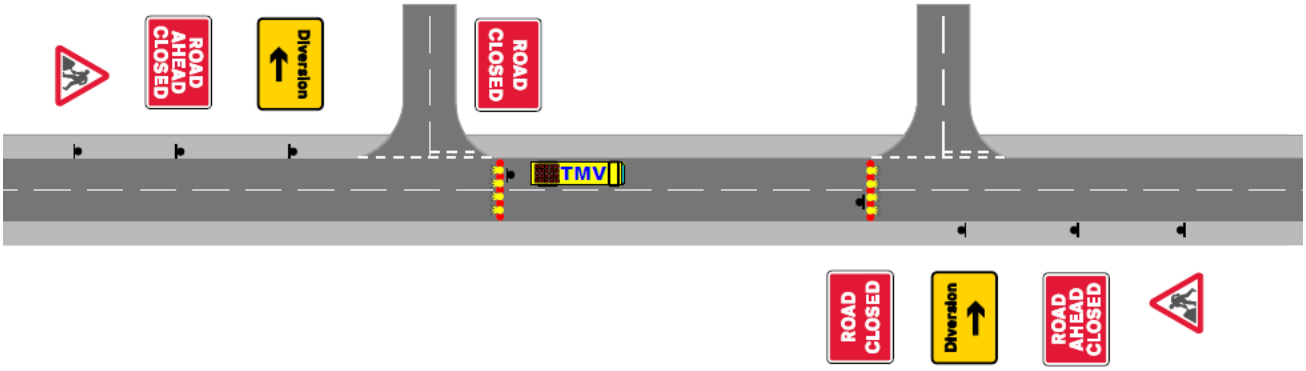
12.10 Once the carriageway has been fully closed a section of pedestrian barrier will be placed across the carriageway at either end of the closure along with Traffic Enforcement Camera signs. (Where applicable)



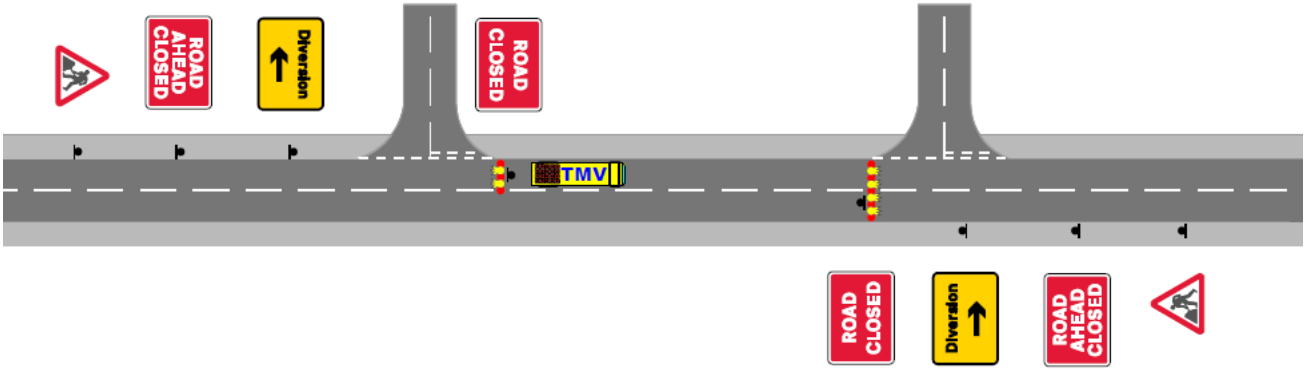
12.11 Take photos of the completed installation from a safe location.

13 Removal (Road Closure)

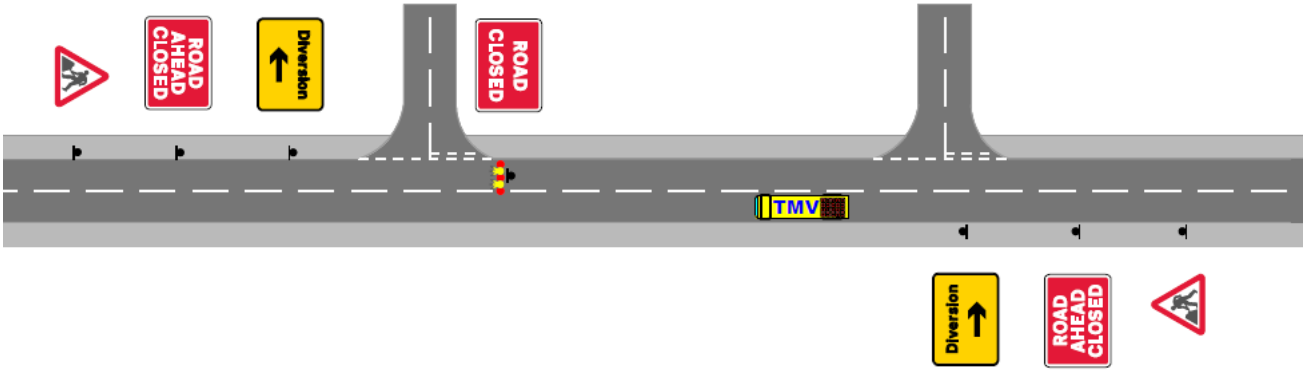
13.1 Once all works are complete the TM Operative will remove the sections of pedestrian barrier and Traffic Enforcement Camera signs from both ends of the road closure. (Where applicable)



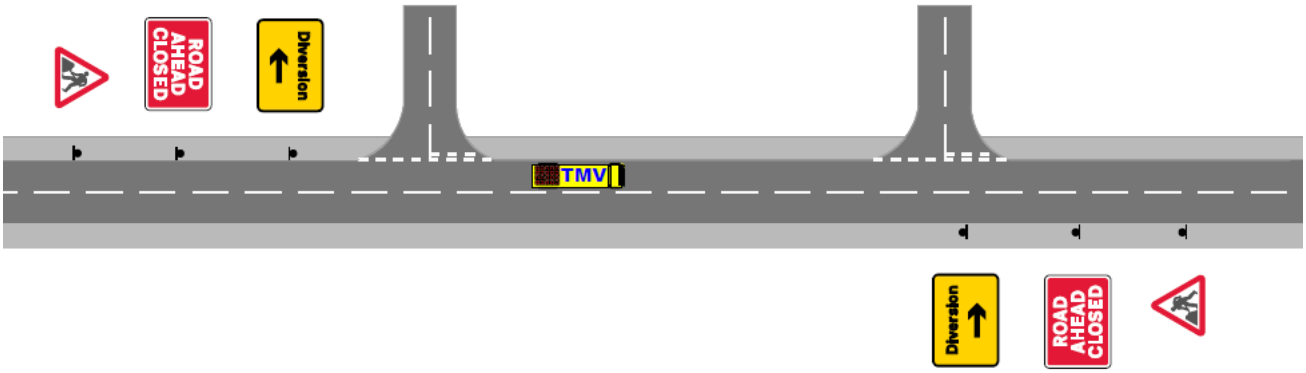
13.2 The TM operative will proceed to the start of the works and remove the coning and lamps on the exit lane. Coning on the entry lane and road closed sign must remain in place at this stage.



13.3 The TM Operative will proceed to the end of the works and fully remove the cones, lamps, and road closed sign. This will allow traffic to flow freely in one direction.



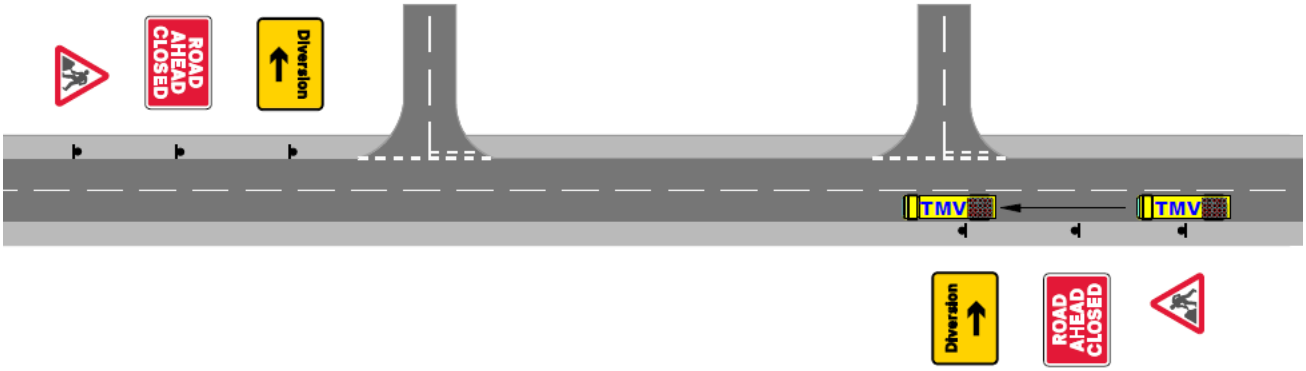
13.4 The TM Operative will proceed with the flow of traffic to the entry side of the works and ensure the vehicle is parked in a safe location.



13.5 Proceeding with the flow of traffic find a safe place to turn around and proceed back to the works site.

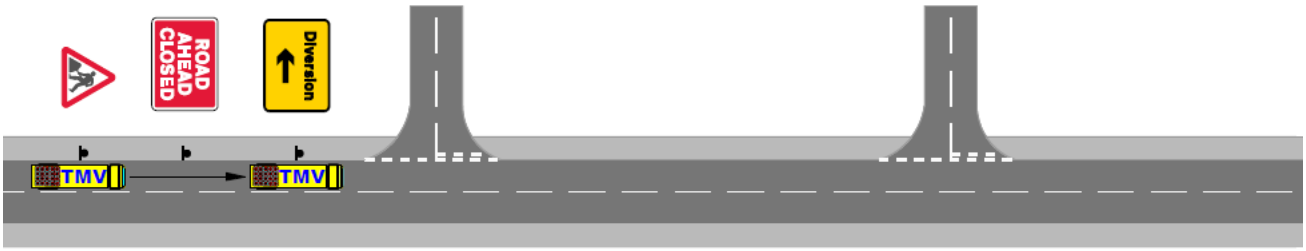
13.6 Upon reaching the site switch on amber beacons, Indicate and pull over to left hand verge, and stop at position of first sign location.

13.7 Exit the vehicle from the near side and begin to remove the road works ahead sign. The TM Operative will then proceed along the route towards the proposed site removing the Road Ahead Closed Signing and any advance diversion signing.



13.8 Traffic Cones/signage that was previously walked off to the verge will be picked up as works progress.

13.9 Find a safe location to turn around and repeat the above operation on the opposite leg approaching the full closure.



13.10 Traffic Cones/signage that was previously walked off to the verge will be picked up as works progress.

13.11 Photographs are required to be taken to demonstrate the site has been fully cleared, these MUST be taken from a safe location.

Note It is a legal requirement that all equipment is to be removed from site.

14 Removal (Diversion Route Signing)

14.1 Upon reaching the location of the first diversion sign switch on amber beacons, Indicate and pull over to left hand verge, and stop.

14.2 Exit the vehicle from the near side and begin to remove the diversion signing on to the nearside of the traffic management installation vehicle.

14.3 Proceeding with the flow of traffic proceed around the diversion route and remove all diversion signing as per the traffic management plan.

14.4 Dependent on the size of diversion and the number of signs used more than one TM Operative may be required.

15 Maintenance During the Works

15.1 A minimum of 3 daily site checks should be completed (Start, middle and end of shift) on fully attended sites to ensure compliance. This can be completed by the client (providing they have a competently trained operative) or by Hatton. This will be agreed at planning stage.

15.2 As a minimum, Hatton will always attend weekly and complete a thorough check including diversion routes.

15.3 Any equipment damaged will be replaced and documented and client made aware. Any displaced equipment will be stood up when operations allow.

15.4 Operatives must walk the length of the site visually checking and photographing sections of the site as directed on their field service tablet from a safe location.

15.5 All signs must be standing and appropriate to the scheme. Un-used signs should be removed from site and recorded on the maintenance job card.

15.6 All cones are to have clean and visible reflective sleeves fitted. Replace any damaged or excessively dirty cones.

16 Linked Documents

Document Name
Safety at Streetworks and Road Works Code of Practice (Red Book)
Guidance Note GS6 (Fourth edition) Avoiding danger from overhead power lines.
OF20-CEN Task Briefing Sheet
PY002-CEN Vehicle Policy
PY003-CEN Incident Reporting Policy
PR006-CEN Spillage Procedure
PY007-CEN Lone Working Policy
PY036-CEN Health & Well Being Policy
PY051-CEN Working at Height Policy

PY053-CEN Personal Protection Policy (PPE)
RA015-CEN Working Near Water
RAMS025- Works at or near a level crossing in place.
Traffic Signs Manual Chapter 8 Part 1 & Part 2 2009.
Traffic Signs Manual Chapter 8 Part 3 2016
TR001-DHB (Drivers Handbook)

Note All the above documents can be found on the field service tablets or on SharePoint

17 Risk Assessments

17.1 The following risk assessments are based on Generic TM Works; the following operational hazards and risks provide a general indication of what may be encountered during normal TM works and applies to all highways and roads:

- Collision of plant or personnel with moving vehicles, highway traffic or work vehicles
- Working at night
- Manual handling
- Lone working
- Driving
- Noise
- Uneven ground (slips / trips / falls)
- Violence / abuse from members of the public
- Weather conditions & visibility
- Road layout
- Fatigue

17.2 The list is not exhaustive and operational personnel **MUST** carry out an on-site dynamic risk assessment. Risk assessment to be completed on the Field Service tablet before any sector scheme 12D work is undertaken.

17.3 If any risks, operational or environmental are identified when carrying out the on-site dynamic risk assessment, you **MUST** inform your supervisor immediately and prior to the deployment of traffic management equipment.

Note You **MUST** ensure that any risk(s) that have been identified throughout these works are controlled, and if in any doubt **"STOP"** works and contact your supervisor.

17.4 If at any point throughout your work, you encounter an unsafe situation you **MUST** stop work and contact your supervisor immediately for guidance.

17.5 The risk assessments **MUST** be communicated to all personnel undertaking any traffic management 12D works.

- If ANY risk is **HIGH**, do not proceed with the operation, abandon the job, or look at alternative delivery methods.
- If ANY risk is **MEDIUM**, proceed only with caution, introduce additional control measures where possible.
- If All risk is **LOW**, proceed with work.

17.6 Risk Scoring Methodology & Risk Assessments

Likelihood Categories		Severity Score				
Category	**Description**	**1**	**2**	**3**	**4**	**5**
1	Extremely Unlikely	1	2	3	4	5
2	Unlikely	2	4	6	8	10
3	Occasional	3	6	9	12	15
4	Likely	4	8	12	16	20
5	Expected	5	10	15	20	25

Severity Score Description	
1	Minor Injuries/inconveniences. Employee can continue to work - short term local damage
2	Minor Injuries. Operative requires first aid treatment. Stops work - medium term local/short term regional damage.
3	Reportable/LTI or illness - long term local/regional damage
4	Major injury or illness with long term effects - long term widespread damage
5	Fatalities - Widespread permanent damage

Risk	Action Required
Low	Check that no other risks can be eliminated by modifications of design then proceed with design. Record residual risks
Medium	Reduce risks as far as reasonably practical. Consider alternative design or construction method. If alternatives are not available, specify precautions to be adopted. Record residual risks.
High	Seek alternative solutions. If alternatives are not available, specify precautions to be adopted & advise Senior Management & Supervisor (if appropriate). Record residual risks
Examples of Persons at Risk	Inexperienced
	Vulnerable Road Users (VRU's) including Public, Cyclists, Horse riders.
	Lone workers (LW)
	Operative (OP) (TMO or/and Ganger)
	Site Personnel (SP)
	All

17.7 Risk Scoring Methodology & Risk Assessment Works Environmental

Category	Control	Severity Score				
Likelihood	**Description**	**1**	**2**	**3**	**4**	**5**
1	High degree of control	1	2	3	4	5
2	Medium degree of control	2	4	6	8	10
3	Moderate degree of control	3	6	9	12	15
4	Slight degree of control	4	8	12	16	20
5	Negligible degree of control	5	10	15	20	25

Severity Score Description	
1	All aspects fully controlled or have negative effect upon the environment
2	Aspects exist at recognisable levels, which may impact on the environment; but any change is easily recoverable with no lasting effect
3	Will have an effect on the environment - Damage is short term and is always recoverable
4	Major Impact - Damage is not permanent, but may take some time to remedy
5	High Impact - Risk of severe environmental damage

Risk	Action Required
Low	Low impact identified - Control measure to be adopted and monitored
Medium	Medium impact identified - Ensure that the aspect & impact assessment is reviewed, further controls may be necessary
High	High impact identified - Re-evaluate the aspect & impact assessment and develop / determine greater controls
Examples of Receptor	Air (A)
	Land (L)
	Water (W)
	Natural Resources (NR)
	Community/Residence/Pedestrians (CRP)
	Operative (O)
	Ecology /Habitat (EH)
	Carbon Footprint (CF)

Key Environmental Issues	
Local effects of Pollution (air quality, noise, waste, lighting, odour	Carbon emissions and greenhouse effect global warming
Water source and ocean Pollution	Deforestation, soil erosion and land quality
Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	Energy Supplies, innovations in food and fuel
	Agricultural issues arising from global trade

Hazard(s)	At Risk	Risks	PRE-RCM Risk score (L x S)				Risk Control Measures	POST-RCM Risk score (L x S)			
			Likelihood	Severity	Risk Score	Risk Level		Likelihood	Severity	Risk Score	Risk Level
Inexperienced TM operatives implementing TTM	TMO/P/SP	Major Injury or long term health effect	5	4	20	H	a. Structured Induction and Site-Specific Training before being allowed to work b. Buddying system with experienced TMOs or Supervisors c. Daily briefings and toolbox talks with clear role allocation and expectations d. Active supervision and mentoring until competence is demonstrated e. Regular competency checks and feedback loops f. Clear stop work authority, ensuring they know they can speak up if unsure	1	4	4	L
TM vehicles operating on public roads and sites	All	Not distinguishable to other motorists, risk of collision and fatal/serious injury	2	5	10	M	a. All TMIV's are marked and equipped as a minimum to the requirements of Traffic Signs Manual – Chapter 8: Part 2 Operations (2009) b. All TMIV's and TM vehicles are checked prior to their use daily to ensure that everything is in working order.	1	5	5	L
TM vehicles operating on public roads and sites	All	TM vehicle pulling off carriageway or into works area and colliding with other vehicles	2	5	10	M	a. TMIV to use beacons, indicators and use relevant access/exit points. High visibility markings remain facing the flow of traffic.	1	5	5	L

TM Vehicles	All	TM vehicle reversing and picking up TM equipment. Colliding with other vehicles, running over/crushing Operatives	5	4	20	H	a. TMO to check site is clear of other vehicles and any other site personnel/members of the public before commencing any reversing operations. b. Always use a banksman when on clients sites to reverse. c. Where available use reversing aids such as reversing cameras.	1	4	4	L
TM Installation and Removal	TMO/SP	Signs falling on TMO(s)/public/SP	4	4	16	H	a. Set up as per method. b. Only TMO's with 12D sector scheme training to be used. c. PPE to be worn, clean and serviceable. as per PPE section d. Carry out TM works at times of reduced traffic flow. e. Use appropriate manual handling. f. Always work from the safe side and be vigilant of any road user.	1	4	4	L
TM Installation and Removal Erecting signs	TMO/P/SP	Signs falling on TMO(s)/public	4	4	16	H	a. Erect signs on firm, level ground. b. Ensure adequate number of sandbags used to secure frame/sign. c. Ensure that signs are visible to the highway user and do not reduce the footway to less than 1 metre. d. Operatives trained in manual handling techniques.	1	4	4	L
Obstruction of pedestrian paths	All	Slips, trips, impact with equipment	3	3	9	M	a. Ensure TTL heads, barriers, and cables do not block pedestrian footways b. Divert footways only with proper signage and safe alternative routes c. Use ramps or coverings over cables to prevent trips d. Brief site team on pedestrian interaction zones e. Inspect the area regularly to keep access clear	1	3	3	L
Contractor's staff straying into the safety zone or carriageway	SP	Serious injury to SP	2	5	10	M	a. Light continuous barrier or second row of traffic cones and safety Line will be placed adjacent to the working space to mark the inside edge of the sideways safety zone (S) and a traffic barrier after the longways safety zone (L) to prevent	1	5	5	L

							any possible straying or parking of vehicles/plant in these areas.				
Vehicle Movement within the Road Closure.	TMO/SP	Collision with Plant or Operatives	2	5	10	M	a. Amber Beacons to be illuminated when driving through the works area. b. Site Speed limit to be kept to 10mph (unless stated otherwise). c. Be aware of plant operating on site. Wait until the plant operator has acknowledged awareness of TMIV or other TM vehicles before passing (particularly excavators when slewing). d. Always gain eye contact with plant operators/signallers/slingers and wait for their instructions. e. Avoid any reversing on site and use a banksman to revers when reversing is required. f. Always use site access and exit points and don't enter/exit site through safety zones.	1	5	5	L
Vehicle Strikes	TMO/SP	Serious injury to TMO & SP	4	4	16	H	a. Use of cones, Barriers and signage to be used. b. Set up as per Section 5, barrier Installation. c. Only TMO's with 12D sector scheme training to be used. d. PPE to be worn, clean and serviceable. as per PPE section	1	4	4	L
Verbal abuse aggression from public	TMO	Stress, injury	4	4	16	H	a. Conflict management training. b. Clear signage to be used. c. TMO not to put themselves in danger, get into a conflict situation. d. TMO to return to their vehicle and lock the door e. Contact supervisor/police if needed f. Report and record all incidents through notify. g. Contact supervisor/police if needed	1	4	4	L

Incorrect access given to unauthorised vehicle	SP/P	Security breach, risk to site works	4	4	16	H	a. TMO to check ID or reason for access b. TMO to use access list if provided c. Escort through works when required d. Supervisor/QHSE team to review process if breached.	1	4	4	L
Trips/slips and falls	TMO/SP	Sprains, bruising, head knocks	3	3	9	M	a. Keep area tidy at all times b. Store any unused TTM equipment on vehicle c. Avoid trailing equipment around access point(s) d. Use cones to mark hazards around near access points. e. PPE to be worn, clean and serviceable. as per PPE section f. Head torch is to be fitted to Hard hat and switched on at night or in inclement weather. g. Mobile lighting to be used when required h. Vehicle work lamps to be used when loading/unloading at night or in inclement weather.	1	3	3	L
Weather exposure (heat, cold, rain)	TMO	Fatigue, dehydration, illness	2	3	6	M	a. Suitable clothing to be worn, PPE, waterproofs in wet weather. b. Shelter breaks c. Water breaks to be implemented in extreme heat. d. Sun cream to be applied to exposed skin in extreme heat.	1	3	3	L
Manual handling of signage/barriers	TMO	Strain/injury	4	4	16	H	a. Team lifts where needed b. Use of mechanical aids (e.g., Tail lift, sack truck or trolley) c. Manual handling awareness undertaken d. Lightweight equipment to be used were possible	1	4	4	L
Lifting SLG items (signs, cones, frames) by hand	TMO	Manual handling injuries (strain, sprain, back injury)	4	4	16	H	a. TMO carries out a full site risk assessment b. TMO not to proceed with work if site unsafe and report to supervisor. c. Manual handling training d. Team lifting for heavy/bulky items e. Use of mechanical aids (e.g., Tail lift, sack truck or trolley) f. Plan load layout in advance to minimise handling	1	4	4	L

Loading on uneven or unstable ground (site)	TMO	Slips, trips, falls	4	4	16	H	a. Pre-check ground stability b. Maintain clear access and egress c. Use suitable footwear with good grip as per PPE requirements S3 Standard with laces fastened up fully.	1	4	4	L
Lifting above shoulder height onto flatbed	TMO	Musculoskeletal injuries, falling items	4	4	16	H	a. Hard Hat to be worn and fastened up. b. Use drop-down tailgates or steps c. Use two-person lift or mechanical hoist if available d. Store heavier items lower on vehicle	1	4	4	L
Poor visibility during loading (early morning/night)	TMO	Trips, vehicle collisions	4	4	16	H	a. Adequate task lighting, vehicle lights, work lights on rear of vehicle. b. Wear Hi-Vis PPE c. Site lighting in depot d. Position vehicle in well-lit area	1	4	4	L
Traffic movement during site loading	TMO	Hit by vehicle	4	4	16	H	a. Temporary Traffic Management in place b. Use of Lookout/Signaller/2ndTMO c. Exclusion zones around loading areas to be used where required d. Vehicle beacons and hazard lights to be switched on when outside the works area	1	4	4	L
Unsecured items during transit	TMO P	Falling load during transit	3	1	3	L	a. Use of vehicle-specific securing systems (straps, ratchets) b. Regular checks during journey, retighten straps when required c. Use a Load configuration plan	1	1	1	L
Poor visibility/night work	TMO/SP	Reduced safety, increased accident risk	2	4	8	M	a. Use of reflective clothing b. Illuminated signage c. Adequate lighting	1	4	4	L
Fatigue (long hours, low alertness)	TMO	Reduced concentration, increased error risk	3	2	6	M	a. Adequate breaks b. Rotate duties c. Fit-for-work checks d. Avoid excessive overtime	1	2	2	L

							e. Reporting of fatigue to supervisor				
Reinstating moved traffic management equipment	TMO	Struck by vehicle, manual handling injury	4	4	16	H	a. Conduct task during low traffic flow b. Use buddy system c. Wear full PPE d. Follow safe manual handling practices e. Use IPV	1	4	4	L
Environmental Risk assessment											
Use Of Vehicle – C02, S0x, N0x and particulates emissions	A/CRP/O	Air Pollution – Green House gases = Global Warming and Climate Change	2	3	6	M	a. Driver Behaviour Monitored, Speeding, Cornering, harsh braking and vehicle idling b. Euro VI vehicles used c. C02, NOx & PM monitored and reported to Senior Management d. Driving assessments carried out at induction. e. Vehicle policy in place f. Drivers' handbook in place g. TBTs, Alerts and Memos given to Drivers h. Vehicle serviced and maintained regularly i. Vehicles renewed on a 3 yearly cycle	1	3	3	L
Use Of Vehicle – Use of fossil fuels (natural resources)	NR	Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	2	3	6	M	a. TBTs, Alerts and Memos given to Drivers. b. Vehicle serviced and maintained regularly. c. Vehicles renewed on a 3 yearly cycle. d. FORS Silver accreditation in place e. 14001 Accreditation in place. f. Fuel, MPG, Ltrs mileage reports reviewed by Senior Management	1	3	3	L
Refuelling of Vehicle/Plant - Use of fossil fuels (natural resources)	W/L/H	Water source and ocean Pollution, Deforestation, soil erosion and land quality & Biodiversity loss	2	3	6	M	a. Vehicles are filled up in a controlled environment. b. TBT given regarding Spillages/pollution c. Weekly walk around checks are carried out by the DM's	1	3	3	L

Vehicle Plant Maintenance - Use of fossil fuels (natural resources) Emissions to land or water from spillage of fuel or oil	L/W/NR/EH	Water source and ocean Pollution, Deforestation, soil erosion and land quality & Biodiversity loss. Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	2	3	6	M	a. Supplier of the vehicle carries out the maintenance and not on our sites. b. Minor top ups carried out on vehicle and plant, Jugs and funnels used c. Servicing's dates are monitored by the TAF at each depot to ensure the vehicles/plant is serviced on time	1	3	3	L
Disposal of Waste - Failure to follow waste hierarchy Failure to comply with Duty of Care Avoidance of disposal of waste	All	Local effects of Pollution (air quality, noise, waste, lighting, odour) Water source and ocean Pollution, Waste and International waste trade Deforestation, soil erosion and land quality, Biodiversity loss	2	3	6	M	a. Waste is collected from site and brought back to the depot to dispose of within the waste receptacles. b. A Contractor GoGreen manages waste. c. Reports are generated by the QHSE Manager and reported on at the Senior Management QHSE meetings d. Weekly walk around checks are carried out within the depots to ensure waste is in the correct areas	1	3	3	L
PPE - Use of fossil fuels (natural resources)	NR	Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	1	2	2	L	a. PPE controlled and supplied b. Stock off PPE kept c. New PPE is swapped for old and recycled through the supplier where it is reused.	1	1	1	L
Site Works – Noise generation	CRP/EH	Local effects of Pollution (noise)	1	2	2	L	a. TM Vehicles have silent night reversing Bleepers fitted. b. TM Operative not to communicate by shouting, radios to be used. c. Vehicle sound systems levels to be low. d. Vehicle horns not to be activated in a built-up area between the hours of 11.30 pm and 7.00 am except when another road user poses a danger.	1	1	1	L

Site Works – Obtrusive Lighting	CRP/EH	Local effects of Pollution (lighting)	1	2	2	L	a. Lighting is only used for short periods of time when laying out a site. b. Head torches are used at night-time and point in the direction of travel. c. TM vehicle head lights are used for traveling only. d. TM Vehicle work lights are used for loading unloading only and not to be left on. e. TM hazard beacons are only used for warning others of stopping to set up a sight or leaving a site.	1	1	1	L