





Signs

RAMS020-CEN

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1	01/12/2025	Phil Thompson	New draft

Note Under no circumstances is this document to be modified in any way without the QHSE Managers consent. Uncontrolled when Printed or Downloaded

1 Document Summary

- 1.1 This generic RAMS document covers the installation, maintenance and collection of general Chapter 8 signage including speed limit signage.
- 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, except motorways and any dual carriageways with a speed limit of 50 mph or more.
- 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 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.
- 1.7 No works are to be installed without the relevant licences and approvals in place.
- 1.8 A Task Briefing will be given for all works, detailing any site-specific information relevant to the specific works being undertaken.
- 1.9 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.
- 1.10 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.
- 1.11 All Incidents, Collisions, Near Misses and Accidents are to be reported through the Notify IM app immediately.
- 1.12 All Incidents, Collisions, Near Misses and Accidents are to be reported directly to the client.
- 1.13 This method statement is to be read in conjunction with RAMS Appendix A (Standard Clauses)
- 1.14 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. Head torch to be worn for night working and poor visibility	Safety glasses or goggles To be worn for task specific work or when required by client / site	Long sleeve Hi-Vis Jacket EN 20 471 class 3 Hi-Vis trousers EN ISO 20 471 class 1	Minimum of cut level F	(laced only) metatarsal if required by client / contractor 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 Pre-Works

5.1 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.

6 Arriving On Site

6.1 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.

- Carry out traffic counts where required
- Take Pre installation Photos – from a safe location.

7 Siting of Signs

- 7.1 Signs are to be placed where they will be clearly seen and cause minimum inconvenience to drivers, cyclists, pedestrians and other road users alike, and where there is minimum risk of their being hit or knocked over by traffic. Where there is a grass verge, the signs should normally be placed there.
- 7.2 If no verge is present, the placing of signs on the footway is permitted but in no circumstances must the width of the footway be reduced to less than 1 m, preferably not less than 1.5 m.
- 7.3 Speed limit repeater signs should be located immediately adjacent to traffic lanes where practicable. At sites where it is impractical to erect speed limit repeater signs immediately behind the coning within the works area, the signs shall be located on the near side verge or central reservation as appropriate. Care should be taken to ensure that these signs are not regularly obscured by site activities. If there is a risk of obscuration, consideration should be given to providing repeater signs larger than the dimensions given in Table 2 and to mounting them at a greater height than normal.

Note Signs are to be off-loaded from the nearside, or non-live side of the vehicle only. Carried around to the rear of the installation vehicle, in preparation for crossing the carriageway.

8 Reduction in Sign Visibility Distance

- 8.1 Where road works are situated near a bend in the road, and especially a left-hand bend, it is essential that adequate advance warning is given to approaching drivers because of the reduced visibility.
- 8.2 An indication should be given of the path that must be followed to avoid any obstruction in the carriageway.
- 8.3 These remarks apply to all works, including those of a temporary nature, for example, those for which the supplementary plates are shown in **table 1** below would be appropriate.

Table 1

Grass cutting	Surveying
Tree cutting	Mobile road works
Hedge cutting	Road sweeping
Ditching	Gully emptying
Weed spraying	Gritting
Sign erection	Salting
Sign maintenance	Snow ploughing
Lighting maintenance	Blasting
Overhead works	On hard shoulder
On slip road	At level crossing

9 Distances

- 9.1 The placement of the first sign is important when sighting to enable the road users for early visibility of what works are ahead.
- 9.2 For the type of road, you are to set up the works on will depend on speed limit of the road.
- 9.3 **Table 2** is to be used for the road that the works are to be installed.

Table 2

Type of Road	Minimum Visibility Distance to 1 st Sign (M)	Distance from First Sign to Start of Lead in Taper (M)	Distance from Last Cone to End of Works Sign (M)	Minimum Size of Signs
Single carriageway – Speed limit 30 mph or less	60	20 to 45	10 to 30	600mm
Single carriageway – Speed limit 40 mph	60	45 to 110	30 to 45	750mm
Single carriageway – Speed limit 50 mph or more	75	275 to 450	30 to 45	750mm
All-purpose dual carriageway – Speed limit 40 mph or less	60	110 to 275	30 to 45	750mm

10 Speed Restriction Signs

- 10.1 When speed restriction signs are to be added to the type of works and road you are installing on, then **Table 3** is to be followed.


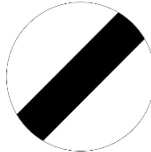
Table 3

Type of Road	Size of Road Terminal Signs	Size of Repeater Signs
Single carriageway road with a permanent speed limit of 50 mph or more)	900mm	600mm
Other roads with a permanent speed limit of 40 mph	750mm	600mm
Other roads with a permanent speed limit of 30 mph or less	600mm	450mm

- 10.2 The recommended maximum spacing of repeated signs is to be selected for the temporary speed limits using **Table 4**.

Table 4

Type of road and temporary speed limit	Maximum average spacing between repeater signs	Maximum spacing between adjacent signs without the need for additional risk assessment	Maximum spacing between adjacent offside signs on dual carriageways
Dual Carriageways 50/60mph	500m	600m	1km
Single Dual Carriageways 50+mph	450m	540m	900m
40mph (All Roads)	350m	420m	700m
30mph (all-purpose roads with no street lighting)	250m	300m	500m

- 10.3 Temporary speed limit signs at road works on high-speed roads and other roads should comply with **Table 3**.
- 10.4 The initial speed limit signing must be placed on both sides of the carriageway, for both dual and single carriageway roads.
- 10.5 If the termination signing includes signs to diagram 670 or 671 then it must also be placed on both sides of the carriageway, for both dual and single carriageway roads.  
- 10.6 Where side roads join the road works and are subject to a different speed limit from that imposed through the works, temporary speed limit signs must be provided for traffic entering the works site. Any existing Speed limit signs for traffic leaving the side road must be fully covered with opaque material or removed.
- 10.7 Where the limit through the works is:
 - Lower than the limit on the side road; a temporary speed limit sign must be placed on each side of the carriageway of the side road, not more than 20 m from the junction and plainly visible to traffic about to enter the works.
 - Higher than the limit on the side road; temporary speed limit signs need not be provided on each side of the carriageway of the side road for traffic entering the works, provided that there is a repeater sign in the works not more than 100 m from the junction for traffic travelling in each direction. If the repeaters are more than 100 m from the junction, a terminal sign showing the temporary limit must be placed on each side of the carriageway of the side road, not more than 20 m from the junction.
- 10.8 If during the works, any existing speed limit signs require covering, they must be fully covered with opaque material or otherwise removed. It is inadequate and unacceptable to spray masking paint over the numerals on speed limit signs.
- 10.9 If this method is used, the entire sign face including the red border must be completely obscured to prevent the numerals being visible in daylight or in silhouette against the retroreflective background at night.

10.10 Similar principles are to be applied at signalled and signalled junctions, at crossroads and at all roundabouts.

Note You should always try to enable pedestrians to remain safely on the footway if possible. Ideally, the footway should be a minimum of 1.5 metres wide for temporary situations but if this cannot be achieved, the existing footway can be reduced to an absolute minimum of 1 metre unobstructed width. Where the existing footway is narrower than 1 metre, you are not required to provide an alternative footway wider than the existing footway, but you should consider whether this is possible. **Safety at Street Works and Road Works a Code of Practice 2013**

10.11 Signs are to be off-loaded from the nearside, or non-live side of the vehicle only. Carried around to the rear of the installation vehicle, in preparation for crossing the carriageway.

10.12 Once the sign is sited then sandbag(s) are to be used to secure the frame that the sign is on.

10.13 Take any photographs (from a safe location) required to demonstrate the signs have been fully installed.

11 Works Zone

11.1 Where signs are erected in a works zone, due consideration must be made for pedestrians and other vulnerable road users to ensure there is sufficient space on footways and cycleways to accommodate these users.

11.2 Signs on footways must be marked with a traffic cone.

12 End Zone

12.1 MAW end signs will be positioned at a distance depending on the speed limit of the road (**see table 2**)

12.2 An end sign, consisting of a 'Road works ahead' sign in conjunction with a supplementary 'End' plate, indicates the end of works and the end of any temporary restrictions.

12.3 You must place an end sign (in both directions) beyond works that are 50 metres or more in length. (measured between the end of the lead-in taper and the beginning of the exit taper, i.e., excluding the length of the tapers). If there is a series of two or more sites close together, an end sign should only be placed after the last of these sites (in both directions), i.e., end signs should not be placed between closely spaced sites. The sign should be placed 30m from the end of the coning.

12.4 The use of an end sign is optional for works less than 50 m in length unless there are two or more such sites close together.

12.5 End signs are not necessary at works on minor roads restricted to 30 mph or less that do not carry a significant volume of through traffic or many large vehicles.

13 Maintenance During the Works (If required)

13.1 Visual site checks will be carried out periodically during the operations, or as per contract specification, any signage that is damaged or blown over will be replaced or stood up when operations move or allow.

- 13.2 A minimum of 1 bag is required for each sign installed, the larger of the signs will be weighed down with enough sandbags according to the road speed, weather conditions or by fixing to barriers available with rope, sign lock straps or a suitable alternative method.
- 13.3 Any sandbag that is damaged is to be replaced and any sand spilt from the damaged sandbag is to be cleaned up.

14 Collection of TM Equipment

- 14.1 All signage and will be collected using the TMIV supplied making sure that all signs/sandbags installed are collected and free of the carriageway when leaving site.
- 14.2 Any permanent signs that have been covered or greyed out is to be uncovered or/and put back to the original state.
- 14.3 Take any photographs (from a safe location) required to demonstrate the site has been fully cleared.

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

15 Linked Documents

Document Name
ARTSM Guidance on the Use of Portable Traffic Signals
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

16 Risk Assessments

16.1 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

16.2 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 work is undertaken.

16.3 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.

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

16.5 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.

16.6 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						

16.7 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Set up as per method. b. Only TMO's with 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Strikes	TMO/SP	Serious injury to TMO & SP	4	4	16	H	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	MO	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Adequate breaks b. Rotate duties c. Fit-for-work checks d. Avoid excessive overtime e. Reporting of fatigue to supervisor 	1	2	2	L
Reinstating moved traffic management equipment	TMO	Struck by vehicle, manual handling injury	4	4	16	H	<ul style="list-style-type: none"> 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 – CO2, SOx, NOx and particulates emissions	A/CRP/O	Air Pollution – Green House gases = Global Warming and Climate Change	2	3	6	M	<ul style="list-style-type: none"> a. Driver Behaviour Monitored, Speeding, Cornering, harsh braking and vehicle idling b. Euro VI vehicles used c. CO2, NOx & PM monitored and reported to Senior Management d. Driving assessments carried out at induction. e. Vehicle policy in place 	1	3	3	L

							<ul style="list-style-type: none"> 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 				
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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	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	<ul style="list-style-type: none"> 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 	1	3	3	L

Failure to comply with Duty of Care Avoidance of disposal of waste							d. Weekly walk around checks are carried out within the depots to ensure waste is in the correct areas				
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