





Site Audit Risk Assessment

RAMS045-CEN

Document Owner (QHSE Manager)	Steve Usher	
Checked & Approved (Technical Manager)	Phil Thompson	
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1 Document Summary

- 1.1 This risk assessment covers hazards associated with conducting an audit of a temporary traffic management site, including exposure to live traffic, moving plant, uneven surfaces, and adverse weather conditions.

2 Training

- 2.1 Personnel carrying out TTM site audits must:
- Have completed a Practical Audit Course NHSS12, or
 - Be competent as a Manager, Supervisor, or Foreman, and
 - Have read and understood this risk assessment before conducting any audits.

3 Vehicle

- 3.1 If taking a vehicle onto site, it must be:
- White or silver in colour
 - Fitted with 360-degree amber beacons
 - Displaying the Hatton Traffic Management logo
 - Marked with 'Highway Maintenance' and rear chevrons



Note If using a Company car or personal car they are not to be parked on-site and must be left in a safe location near the works.

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.
If you are not entering a site then High visibility jacket/long sleeve vest and Safety Boots/shoes will suffice, as long as you keep to footways/foot paths.

5 PRE Audit

- 5.1 Confirm site location, work activities, and obtain a briefing from site supervisors.
- 5.2 Check for CAD drawing, Task Briefing Sheet (filled out with all data required entered) if a Traffic Management Operative (TMO) and vehicle is on site.

6 Operational Notes

- 6.1 Park vehicle in a safe place so it’s not obstructing works or and other road users.
- 6.2 Sign in (if required) and report to the site Manager/Forman/Supervisor.
- 6.3 Obtain a site briefing if required, including any ongoing works and potential hazards.
- 6.4 Ensure all required PPE is worn before entering the site.
- 6.5 Maintain situational awareness at all times.

- 6.6 Follow designated pedestrian walkways where available.
- 6.7 Observe and document compliance with TTM setup requirements (signage, barriers, cones, visibility, etc.)
- 6.8 Monitor for noise hazards and compliance with hearing protection requirements.
- 6.9 Be aware of potential driving incursions and ensure proper traffic control is in place.
- 6.10 Communicate with the site team if immediate safety concerns are identified.
- 6.11 Engage constructively; explain observations and provide feedback professionally.
- 6.12 Ensure all findings are based on compliance with regulations and best practices.
- 6.13 Know the site's emergency procedures before beginning the audit.
- 6.14 If an incident occurs, follow the site's emergency protocols and report it immediately.
- 6.15 Record all findings in the audit report.
- 6.16 Discuss key findings with the lead operative/Forman on site.
- 6.17 Escalate any serious safety concerns to management for immediate action.

Note Ensure site is safe before leaving the site.

7 Digital Requirements

- 7.1 Field Service Tablet or Phone required to carry out Audit
- 7.2 Audit to be carried out through the Notify AI App or Big Change

8 Emergency Procedures

The below sets out the requirements in the event of an accident or near miss

- 8.1 Accident
 - Move to an area of safety.
 - Inform, in person or by telephone, the Works Supervisor or nearest located Area Manager as soon as is safe to do so.
 - Do not disturb or remedy the scene, as further evidence may need to be gathered.
 - Note down as much information as possible regarding how the accident has occurred, describe the injuries or damage.
 - Record details of any other people present who may have witnessed the accident.
 - Record details of any vehicles involved (registration plates, no. of passengers in each vehicle etc)
 - If appropriate, note the weather conditions / road conditions (dry, slippery etc)
 - Take as many photos as possible of location / equipment involved etc.
 - Make any sketches if appropriate.
 - Note down any police incident number, if appropriate.

- Complete the HS017-CEN_Incident_Investigation_Form and send to the QHSE Department).
- Provide a statement and assist with any investigation into the root cause of any unplanned event.

8.2 Near Miss

- Report using the Notify IM App, include all information and photographs, if possible, include as much information of the near miss and your name.
- Make a note of the details of the near miss such as location of the near miss, if and how the risk was removed, details of any other people / vehicles involved to provide the management with further information on request.
- Take photos of the near miss if appropriate, to assist in any later investigation / correction procedures.
- Or make notes, take photographs, and report the incident to a supervisor as soon as possible, to allow corrective action to be taken.

Note A copy of all documentation in relation to the incident, MUST be sent to the QHSE department within 24 hours of the incident.

Reports over 24 hours should include an email message identifying the reason for the delay.

9 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.
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

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

10 Risk Assessments

10.1 The following risk assessments are based on TM 12D Works and. The following operational hazards and risks provide a general indication of what may be encountered during normal TM 12D works and applies to all highways and roads, except motorways and any dual carriageways with a speed limit of 50 mph or more:

- 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

10.2 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.

10.3 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.

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

10.5 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.

10.6 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						

10.7 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
Audit Vehicle	Auditor	Unsafe vehicle parking or inadequate visibility	4	2	8	M	<ul style="list-style-type: none"> a. When going on site properly specified traffic Management van to be used, with, 360 Amber beacons (switched on), have Highway maintenance sign on rear with reflective chevrons and company logo. Park in designated parking areas. b. If company car or own vehicle is to be used then it is to be parked in a designated location that is not on site and does not obstruct the works or other road users or pedestrians. c. Vehicle walk around check to be completed, view to the front to be clear at all times (clean windscreen to obstructions on the dashboard) d. Auditor to have the correct vocational licence for the vehicle they are driving. 	2	2	4	L
Live Traffic	Auditor	Struck by passing vehicles	4	4	16	H	<ul style="list-style-type: none"> a. Full PPE is to be worn when auditing on site as per Section 4 PPE, clients PPE requirements to be followed if different from Section 4 PPE. b. PPE is to be clean and worn correctly. c. Auditor to keep with in coned/barriered area when on site away from moving traffic. d. If auditing from out of the Site, auditor to keep to Footways/Foot Paths. e. Auditors are prohibited from carrying out carriageway crossing on National Highway Roads. 	1	4	4	L

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Site Plant & Equipment	Auditor	Collision with moving plant (e.g., excavators, road rollers)	3	4	12	M	<ul style="list-style-type: none"> a. Auditor to coordinate with the Site Manager, Supervisor, or Foreman. b. Auditor to be briefed on site works and movements of plant if required. c. Auditor to stay clear of exclusion zones. d. Full PPE is to be worn when auditing on site as per Section 4 PPE, clients PPE requirements to be followed if different from Section 4 PPE. e. PPE is to be clean and worn correctly. 	1	4	4	L
Slips, Trips & Falls	Auditor	Uneven ground, debris, and weather conditions	4	4	16	H	<ul style="list-style-type: none"> a. Auditor to wear the correct footwear for the audit. b. Auditor to walk within safe walking routes, footways/footpaths. c. In Poor weather or at night Auditor to have their safety helmet head torch switched on. d. Auditor not to work on verges or in water. e. Auditor to constantly observe where they are walking. f. Only enter and exit the vehicle once it has come to a complete stop. g. Auditor to ensure that their hands and footwear are dry and free from mud or snow and are dry before entering the vehicle. h. Auditor to use 3 points of contact when entering or exiting a vehicle cab. i. Auditor to face the vehicle when entering or exiting. j. Auditor to use designated steps, handholds and grab rails provided on the vehicle. If vehicle larger than a small van. k. Auditor not to use unstable objects like the steering wheel or door frame as anchor points. l. Auditor to ensure 3 limbs are anchored at all times m. Auditor not to break the 3 points of contact until they have reached their destination, they are stable with both feet on the ground. 	1	4	4	L

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							n. Auditor to be mindful of the ground area to ensure there is no mud, snow, ice, uneven surface or verges.				
Weather Conditions	Auditor	Reduced visibility, wind, rain, or extreme temperatures	4	2	8	M	<ul style="list-style-type: none"> a. Auditor to wear the appropriate clothing to the weather conditions (Must be Hi-Visibility Clothing. b. Auditor to monitor weather conditions and cease audit if weather becomes to extreme. c. Scheduling audits during safe conditions. d. Head torch to be switched on in reduced visibility conditions or/and at night. 	1	2	2	L
Lone Working	Auditor	Delayed emergency response	4	2	8	M	<ul style="list-style-type: none"> a. Auditor to ensure that they have communicated with their Line Manager with regards to when and what site they are auditing. b. Auditor to ensure they have a mobile phone, it is fully charged, and they have their Line Managers contact number. c. Auditor to inform their Line Manager when they are back at the depot or home whichever is their end journey. d. Auditor to read Lone Working Policy. 	1	2	2	L
Public Interactions	Auditor	Aggressive drivers or pedestrians	4	2	8	M	<ul style="list-style-type: none"> a. Do not engage in an argument – remain calm and composed. b. Use a neutral tone and avoid escalating the situation. c. Keep body language non-threatening (e.g., open posture, no sudden movements). d. Maintain a safe distance from aggressive individuals. e. If in a vehicle, stay inside and lock doors if necessary and call the police. f. If threatened, withdraw to a safer area (e.g., behind a barrier, inside a site compound) and call the police. g. If a road user is frustrated about delays or diversions, politely explain that you cannot change the traffic setup but will pass concerns to the appropriate team. h. Avoid standing in front of vehicles or obstructing aggressive individuals. 	1	2	2	L

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Noise	Auditor	Hearing damage, difficulty in communication	3	2	6	M	<ul style="list-style-type: none"> a. Auditor to remove themselves to a quieter place. b. Auditor to apply ear plugs or other ear noise protection PPE c. Auditor to postpone audit until noise risk as ceased or lowered. 	1	2	2	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 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	<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	L/W/NR/EH	Water source and ocean Pollution, Deforestation, soil erosion and land quality & Biodiversity loss. Material	2	3	6	M	<ul style="list-style-type: none"> a. Supplier of the vehicle carries out the maintenance and not on our sites. 	1	3	3	L

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fuels (natural resources) Emissions to land or water from spillage of fuel or oil		resources & Land despoliation, supply chain issues & inequal disruption to impacts					<ul style="list-style-type: none"> 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 				
PPE - Use of fossil fuels (natural resources)	NR	Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	1	2	2	L	<ul style="list-style-type: none"> 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