



Risk assessment and method statement

Traffic management risk assessment

Site traffic management and road works signing. Pre-filled with typical hazards, controls and sequence: edit it for this site.

PROJECT

SITE ADDRESS			
ACTIVITY		RAMS REFERENCE	
Site traffic management and road works signing			
CONTRACTOR CARRYING OUT THE WORK		PRINCIPAL CONTRACTOR	
PREPARED BY	APPROVED BY	REVISION	DATE

Revision record

Reissue and rebrief when the sequence, the programme, the team or the conditions change. If you would have written it differently had you known, it needs a new revision.

REV	DATE	WHAT CHANGED	BY

THE WORK

The activity, the place and the people

Pre-filled for this kind of work. Make every line specific to this site: this sequence, this access, these people, this weather.

Scope of the activity

What is being done, and what is not included.

MHSWR REGULATION 3(1)

Management of vehicles, plant and pedestrians at [site], including deliveries, site routes and plant working areas, and signing, lighting and guarding of works on [road name] under [permit or licence ref]. Largest vehicle: [type]. Not included: [abnormal loads or motorway works, covered by a separate Chapter 8 design].

Location and access

Where on site, how people and materials get there, and the restrictions.

Vehicle gate on [road], pedestrian gate at [location]. Lorry holding area at [location]; deliveries booked through [name] between [times]. One-way route as shown on the traffic management plan [drawing ref]. Working hours [08:00 to 17:00].

Programme and interfaces

When the work runs, and who else is working nearby.

CDM REGULATION 15(2)

START DATE

DURATION

WORKING HOURS

INTERFACES WITH OTHER TRADES

Trades sharing routes and plant areas: [trades]. Other contractors and utilities working on the highway nearby: [names]. Changes to routes agreed with the site manager and briefed before they take effect.

Documents this RAMS relies on

Traffic management plan drawing [ref, date]; highway permits, licences and traffic regulation orders [refs]; road works layout [ref]; drivers' training cards; vehicle check records; construction phase plan.

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING NEEDED	CONTACT
Traffic plan author		Competent to plan site traffic routes to HSG144 and, for highway work, to design the layout to the code or Chapter 8.	
Drivers and plant operators		Trained, competent and authorised for the machine, with a card from a recognised scheme such as CPCS or NPORS, experience and familiarisation.	
Signallers and banksmen		Trained in the signals and safe positions, authorised by site management and easy to pick out on site.	
Street works supervisor and operative		Street works that break up the street are supervised by a person holding the prescribed supervisor qualification, with at least one qualified operative on site at all times: NRSWA section 67.	
Road works operatives		Trained and competent to set out, maintain and remove signing, lighting, guarding and temporary traffic control.	
Portable signals		Anyone placing portable traffic signals has a full understanding of their requirements and correct operation.	

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METHOD STATEMENT

The sequence of work

The order the team will work in on the day, with the controls built into each stage. If the sequence changes on site, revise the RAMS and brief it again.

STAGE	WHAT IS DONE, AND HOW	CONTROLS AT THIS STAGE	BY
Plan the site layout	Draw the traffic management plan: gates, vehicle routes, one-way system, turning areas, walkways, crossing points, parking, storage and loading areas, and plant working areas.	Reversing designed out where possible; people and vehicles separated on the drawing.	Site manager
Agree highway approvals	Where the work or the site access affects the highway, obtain the permits, licences, temporary traffic regulation orders or notices, and portable signal approval needed from the highway authority.	Road works layout designed by a competent person to the code, or to Chapter 8 where the code does not apply.	Contracts manager
Set up the site	Fence walkways, put up route and speed signs, mark crossing points, light routes and loading areas, and fit goalposts under any overhead lines.	Signs follow standard road signs; stop blocks at excavation edges; routes firm and drained.	Supervisor
Induct and brief	Tell every driver and worker the routes and site rules at induction. Display the site map at the gate and in welfare areas, and send delivery instructions to suppliers with each order.	Briefing signed; drivers' training cards checked; signallers named.	Site manager
Control deliveries	Book each delivery to a slot. Hold lorries in the waiting area until called, meet them at the gate, and walk or signal them to the unloading point.	Footway crossing controlled by a signaller; pedestrians kept out of the unloading area.	Supervisor
Run the site each day	Drivers carry out daily vehicle checks. Plant keeps to the routes and the speed limit, and reversing is done only where planned, with a signaller where visibility is limited.	Only authorised drivers; nobody rides on plant except in a safe place provided for it.	Drivers
Set out road works	Park the works vehicle safely, put on high-visibility clothing, then set out signs, cones, lights and barriers in the order the code sets, starting with the advance signs.	Safety zone kept clear; footway width kept; layout checked against the plan.	Operatives
Check and change	Walk the routes and road works layout each day and after bad weather. Update the plan as the site changes, and brief every change to drivers and workers before it takes effect.	Routes checked and maintained under regulation 27(4); plan drawing dated.	Site manager
Close down	Remove road works signing in the reverse order it was set out. At the end of each day, park and immobilise plant, remove keys and lock the site.	Highway left safe and clear; site secure against unauthorised access.	Supervisor

CDM REGULATION 15(2): PLAN, MANAGE AND MONITOR THE WORK

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RISK ASSESSMENT

Hazards, controls and the risk that remains

Each significant hazard rated before and after its controls, as likelihood times severity. The ratings are typical: check them for this site.

	LIKELIHOOD		SEVERITY		
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

1 to 4 low
 5 to 12 medium
 15 to 25 high

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
People on foot struck by site vehicles	Operatives, visitors and delivery drivers on foot, where walkways and vehicle routes meet.	4 x 5 = 20 High	- Separate pedestrian gate and fenced walkways from the gate, parking and welfare to the work, kept apart from vehicle routes. - Marked crossing points with a clear view of traffic, and barriers that guide people to them. - High-visibility clothing worn; pedestrians kept out of plant working areas and loading areas.	2 x 5 = 10 Med	Site manager
Reversing vehicles	Anyone behind a reversing lorry, dumper or excavator, including the person directing it.	4 x 5 = 20 High	- One-way system, turning areas and drive-through unloading, so the need to reverse is designed out. - Where reversing remains: a trained signaller in a safe position and in sight of the driver; the driver stops if sight is lost. - Cameras, mirrors, proximity sensors and reversing alarms in working order on site vehicles.	2 x 5 = 10 Med	
Site entrance and the public footway	Members of the public on the footway and road as vehicles enter and leave the site.	3 x 5 = 15 High	- Gate placed for good sight lines; vehicles cross the footway under the control of a signaller, with barriers. - Lorry holding area and booked delivery times, kept away from school and shopping peaks where the site is near them. - Wheel washing and road sweeping keep mud off the public highway.	1 x 5 = 5 Med	Site manager
Deliveries and unloading	Drivers and operatives at the unloading point, from moving plant and falling loads.	3 x 4 = 12 Med	- Deliveries booked to a slot, with site instructions and the route sent to the supplier when the order is placed. - Unloaded on level ground away from traffic, pedestrians and overhead hazards; loads checked before restraints are released. - Loading bays with a separate exit for pedestrians; drivers wait in a safe, agreed place.	2 x 4 = 8 Med	
Plant falling into excavations	Drivers of dumpers and excavators near trench edges, spoil heaps, slopes and water.	3 x 5 = 15 High	- Stop blocks or barriers at excavation edges and tipping points, fixed so they cannot move. - Routes kept clear of edges and steep gradients; rollover protection and seat belts used where fitted.	1 x 5 = 5 Med	
Poor routes: surfaces, gradients and bends	Drivers and people nearby, from soft, rutted or steep routes and blind corners.	3 x 4 = 12 Med	- Routes firm, drained, wide enough for the largest vehicle, and maintained as the site changes. - Speed limits set for the site and signed; mirrors at blind corners; as few junctions as possible. - Routes checked regularly and kept clear of stored materials, as regulation 27 requires.	2 x 4 = 8 Med	
Overhead lines and structures	Drivers of tippers, excavators and lorry loaders passing under power lines, gantries or scaffold.	2 x 5 = 10 Med	- Barriers set 6 m horizontally from the nearest wire on either side of overhead lines; passageways with non-conducting goalposts and the clearance height signed. - Tipper bodies, booms and jibs lowered before moving; low headroom marked on the traffic plan.	1 x 5 = 5 Med	
Untrained or unauthorised drivers	Everyone near plant driven by someone not competent or not authorised to drive it.	3 x 5 = 15 High	- Only trained, competent and authorised people drive plant; training cards checked for validity, with experience and familiarisation on the machine. - Keys controlled and removed when vehicles are parked and left. - Nobody drives when impaired by drink, drugs or ill health.	1 x 5 = 5 Med	

MHSWR REGULATION 3(6): WITH FIVE OR MORE EMPLOYEES, RECORD THE SIGNIFICANT FINDINGS

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RISK ASSESSMENT, CONTINUED

More hazards, and those specific to this site

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Riding on plant and vehicles	People riding on dumpers, buckets, forks, tailgates or loads.	2 x 5 = 10 Med	- Nobody rides on a vehicle except in a safe place provided for that purpose: CDM 2015, regulation 28(4). - Passenger seats used only where the vehicle is built for a passenger.	1 x 5 = 5 Med	
Darkness and poor visibility	Pedestrians and drivers on dark mornings and evenings, and in fog or heavy rain.	3 x 4 = 12 Med	- Site approaches, routes, crossings and loading areas lit, as regulation 35 requires. - High-visibility clothing for everyone on foot; vehicle lights and beacons working. - Deliveries timed for daylight where an area cannot be lit well enough.	2 x 4 = 8 Med	
Working beside live traffic on the road	Operatives working in the carriageway or footway, struck by passing vehicles.	4 x 5 = 20 High	- Layout set by a competent person to the code: advance signs, lead-in taper, cones, information board and a safety zone. - Nobody enters the safety zone in the normal course of work, and no materials are stored in it. - Warning lights at night and in poor visibility on roads of 40 mph or more; traffic control chosen by the code.	2 x 5 = 10 Med	Supervisor
Setting out and removing signs	Operatives placing and collecting signs, cones and lights, when they are most exposed.	3 x 5 = 15 High	- High-visibility clothing on before leaving the vehicle; vehicle parked safely, off the road where possible. - Signs set out in the order the code sets, starting with advance signs, and removed in reverse order. - Only trained and competent people set out, maintain or remove signing and temporary traffic control.	2 x 5 = 10 Med	
Pedestrians diverted at road works	The public, including disabled and older people, wheelchair users and people with pushchairs.	3 x 4 = 12 Med	- At least 1.5 m of footway kept where possible, and never less than 1.0 m. - Where the footway is lost, a walkway in the carriageway, generally 1.2 m wide, with barriers and ramps at the kerb. - Continuous pedestrian barriers with a tapping rail around the working space.	1 x 4 = 4 Low	
Public and children entering the site	Members of the public, children in particular, getting in out of hours and using plant.	2 x 5 = 10 Med	- Site fenced and gates locked out of hours, with steps taken to prevent unauthorised access. - Plant immobilised and keys held under a key custody procedure. - On part-occupied sites, site traffic kept out of occupied areas and the public routes separated.	1 x 5 = 5 Med	
Vehicle defects	Drivers and people nearby, from brake, steering, mirror or warning device failures.	3 x 4 = 12 Med	- Daily checks by the driver, with defects reported at once and the vehicle taken out of use until repaired. - Inspection and servicing to the manufacturer's instructions, with a maintenance log for each machine.	1 x 4 = 4 Low	

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EQUIPMENT

Plant, equipment and PPE

Plant and equipment

Each item, the checks and certificates it needs, and who may operate it.

PUWER 1998, LOLER 1998

ITEM	CHECKS AND CERTIFICATES	OPERATOR COMPETENCE
Dumpers and excavators	Daily checks by the driver; rollover protection, seat belt, mirrors and alarm working.	CPCS, NPORS or equivalent
Delivery vehicles	Visibility aids and reversing alarm working; driver briefed on the route.	Visiting driver
Pedestrian barriers and fencing	Continuous and joined; checked regularly and after any change.	Operatives
Cones, signs and warning lights	Clean and undamaged; set to the code layout; lights checked before dusk.	Trained operative
Stop/Go boards or portable signals	Approval in place where needed; method chosen from the code.	Trained operative
Goalposts and height barriers	Non-conducting under power lines; clearance height signed; maintained.	Site manager

Personal protective equipment

PPE is the last line of defence, after the controls above. Specify the type, not just the item.

PPE AT WORK REGULATIONS 1992

ITEM	NEEDED	TYPE AND SPECIFICATION
Safety helmet	☒	To site standard
Safety footwear	☒	Toe protection, grip sole
High-visibility clothing	☒	Worn by everyone on foot
Gloves	☒	For barriers, signs and cones
Eye protection	☐	
Hearing protection	☐	
Respiratory protection Type, and face-fit tested	☐	
Harness or restraint Anchor points identified	☐	

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CONTROLS

Substances, permits, emergencies and the environment

Hazardous substances

Each substance and its COSHH assessment.

COSHH 2002, REGULATION 6

SUBSTANCE	COSHH ASSESSMENT REFERENCE	CONTROLS

Permits and plans

PERMIT OR PLAN	NEEDED	REFERENCE
Hot work permit	☐	
Permit to work	☒	
Permit to dig or break ground	☐	
Confined space entry	☐	
Lift plan	☒	
Temporary works design	☐	

Emergency and rescue

First aid, fire, and how someone is rescued.
The rescue plan belongs in the RAMS, not
after it.

Emergency vehicle access kept clear and marked on the traffic plan, with someone sent to meet the ambulance at the gate. After any collision or near miss, vehicle movements in that area stop until the supervisor has checked it. First aider on site. Accidents reported to HSE where RIDDOR requires.

Environment and neighbours

Dust, noise, vibration, waste, spills and hours
of work.

Wheel washing and road sweeping keep mud and dust off the public highway. Engines switched off when parked. Deliveries timed to limit disruption to neighbours, schools and bus routes. Signs, cones and barriers removed as soon as they are no longer needed.

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TRAFFIC MANAGEMENT PLAN CHECK

Traffic management plan check

Check the plan drawing against each item before work starts and whenever the layout changes. The example entries are for a small housing site off a main road: replace them with your own.

ITEM	WHAT THE PLAN SHOULD SHOW	ON THIS SITE	OK	ACTION
Gates	Separate pedestrian and vehicle gates, with clear sight lines onto the road	Vehicle gate on [road]; pedestrian gate beside it, fenced off	Yes	
Vehicle routes	One-way system or turning area; wide enough for the largest vehicle; firm, drained and signed	One-way loop round the compound; [x] mph signed	Yes	
Walkways	Fenced routes from the gate, parking and welfare to the work, kept clear	Walkway to plots 1 to 6 crosses the haul road	No	Marked crossing with barriers
Crossing points	Marked crossings with a clear view of traffic; barriers guide people to them	One crossing by the welfare cabins	Yes	
Reversing	Where reversing remains: the area, the signaller, visibility aids and stops	Skip lorry reverses into the bay	Yes	Signaller named for skip swaps
Deliveries	Booking, holding area, unloading point away from people, instructions to suppliers	No holding area; lorries wait on the main road	No	Holding area in the compound
Plant areas	Plant areas fenced; stop blocks at excavation edges; parking and keys	Dumper route beside the drainage trench	No	Stop blocks fitted
Overhead hazards	Power lines, gantries and scaffold over routes; goalposts and clearance signs	None over the routes	Yes	
Lighting	Routes, crossings and loading areas lit for dark mornings and evenings	Compound lit; haul road unlit	No	Tower lights from November
Public highway	Footway crossing controlled; mud kept off the road; road works layout to the code	Signaller at the gate; wheel wash on exit	Yes	
Changes	Plan dated, updated as the site changes, and each change briefed	Plan revision B, dated [date]	Yes	

CDM 2015, REGULATIONS 27, 28 AND 35; HSE HSG144 (2009); SAFETY AT STREET WORKS AND ROAD WORKS (2013)

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Briefed before the work starts

BRIEFED BY	REVISION BRIEFED	DATE AND TIME

[illegible]

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