

Access / Egress – Points to consider

- Safe access from gate/car park to canteen or office
- Walkways free from slips & trips (housekeeping)
- Lighting is adequate
- Signage is directional and adequate
- Delineation is suitable and sufficient
- Emergency access (confined space or emergency services)
- Physical segregation, are the barriers strong enough
- Safety zones (highway, plant, pedestrian access)
- Designated turning areas, are they appropriate
- One way systems if feasible
- Traffic management plan must be in place
- Speed limit/restrictions
- Warnings (goal posts, high level restrictions / hazards)
- Designated crossing points, appropriate warning signage
- Restricted areas (client access, confined space)
- Material storage / waste management
- Public interface (inc children)
- Safe parking
- Security
- Cable mgmt (temp electrics, compressor hoses)
- Inclement weather
- Scottish Water vehicle management
- Liaison with Scottish Water Ops is essential
- General access into workspace/area (excavations, chambers, structures)

Access / Egress – Points during Inspection

- 1. Induction:** (contents of and proof of briefing)
 - Site Access & Egress philosophy explained in induction process – 1pt
 - Proof of Briefing – 1pt
- 2. Competent:** (proof of training & experience)
 - Person who wrote or approved TM plan has 5 day CITB, NRSWA supervisor or equivalent – 3pts
- 3. Method Statement:** (Traffic Management Plan must contain)
 - Must detail how reversing vehicles are minimised and controlled on site– 1pt
 - Must show pedestrian routes to the work place – 1pt
 - Must be displayed in prominent position, canteen or site notice board – 1pt
- 4. Risk Assessment:**
(RA for a task details the following for access to or within workplace)
 - Is access / egress identified as a risk – 1pt
 - Is it correctly identified at least medium/high – 1pt
 - Does the control measure produce the best method of access (hierarchy) – 3pts
- 5. Briefing:** (in place)
 - Operatives briefed on TM plan – 3pts
 - Risk assessment – 2pts
- 6. Equipment & Material:**
 - Correct equipment, signage, cones, barriers, scaffold etc incl quality of access equipment – 3pts
- 7. Risks Controlled from Equipment & Material:**
(Risks / works observed from material/equipment)
 - Are the hazards associated with the equipment being used detailed in the RA, i.e. ladder, steps – 5pts
- 8. Equipment Inspected/Examined:**
 - Contractors own general site inspection (including traffic management, carried out within last week) – 1pt
- 9. Personal Protective Equipment (PPE):**
 - Adequate PPE (hi vis vest (class 3 in highways), hard hat, gloves, boots etc) – 1pt
- 10. Worker describes risks Risks/Hazards:**
2 hazards while accessing workplace
 - Reversing vehicles – 1pt
 - Slips and trips in walkways – 1pt
- 11. Worker describes Control Measures:**
 - Pedestrian routes, crossing points, housekeeping, barriers – 2pts
- 12. Activity carried out Safely:**
(SWS General Observations/Personal Comments)
 - Poorly maintained barriers, poor lighting, mud on road, uneven surfaces – 3pts

Traffic Management Plan

1. Site Plan showing location of office, canteen and the route to the work place
2. TM plan or H&S plan to detail control for reversing vehicles
3. TM plan to show vehicle routes
4. TM plan is designed to minimise the reversing of vehicles
5. TM plan should be reviewed as the work changes

