Workplace Transport Guidance Notes: Developing Local Procedures

Reversing Vehicles
Wherever possible the need for reversing should be removed by setting up one way systems or example using drive through loading and unloading areas. In locations where reversing cannot be avoided “reversing areas” should be planned out and clearly marked to segregate pedestrians from reversing vehicles.

Where there is an identified significant risk from reversing vehicles and engineering controls are not possible trained banksmen should be utilised to guide drivers and keeping the reversing area free of pedestrians. The banksmen will need to:

- Be visible to drivers at all times;
- Stand in a safe position, from which to guide the reversing vehicle without being in its way.
- Use a clear, agreed system of signalling
- Wear high visibility clothing, such as reflective vests, and ensure that any signals are clearly seen.
- Explain to the driver if they lose sight of them then should stop the vehicle immediately.

*The use of portable radios or similar communication systems may be helpful.

The following steps should be considered to help reduce the risk of reversing vehicle related incidents or near misses.

Site layouts can be designed (or modified) to increase visibility for drivers and pedestrians, for example:

- By increasing the area allowed for reversing;
- By installing fixed mirrors in smaller areas.

Reducing the dangers caused by “blind-spots”:

- Most vehicles already have external side-mounted and rear-view mirrors fitted. These need to be kept clean and in good repair;
- Refractive lenses fitted to rear windows or closed-circuit television systems can be used to help drivers to see behind the vehicle;
- If drivers cannot see behind the vehicle, they should leave their cab and check behind the vehicle before reversing.

Reversing alarms can be fitted:

- These should be kept in working order;
- Audible alarms should be loud and distinct enough that they do not become part of the background noise;
- Where an audible alarm might not stand out from the background noise, flashing warning lights can be used.

Other safety devices can be fitted to vehicles:

- For example, a number of ‘sensing’ and ‘trip’ systems are available, which either warn the driver or stop the vehicle when an obstruction is detected close to, or comes in contact with, the reversing vehicle.
- Stops such as barriers or buffers at loading bays can be used. They should be highly visible and sensibly positioned.
- Where vehicles reverse up to structures or edges, barriers or wheel stops can be
used to warn drivers that they need to stop. White lines on the floor can help the driver position the vehicle accurately.

SEGREGATION – The facts

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it.
- Roadways and footpaths should be separate whenever possible.
- You need to consider protection for people who work near vehicle routes.
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.

SEGREGATION – Questions you should ask yourself

- How are pedestrians and cyclists kept away from vehicles?
- How do you mark out and sign vehicle and pedestrian areas?
- Where do vehicles and pedestrians have to use the same route?

SEGREGATION- Ways to segregate vehicles from pedestrians

- Separate vehicle and pedestrian access to the site.
- Kerbed footways.
- Coloured surfacing.
- Bollards.
- Pedestrian’s crossing/paths.
- Signage.
- Road and walkway markings.

SITE INSPECTION/ WALKROUNDS – THINGS TO REMEMBER WHEN CARRYING OUT YOR SITE INSPECTION

- Use the Formal Monitoring Tool
- Check that vehicle and pedestrian routes are clear and useable (remember cyclists).
- Make notes of areas used by both vehicles and pedestrians and segregation is not possible
- Assess existing controls for effectiveness.
- Consider inspecting your site at different times of the day and in different weather conditions, for example, during peak delivery times, visiting hours and when there has been heavy rain or snow/ice or high winds.
- Carry a site map with you along with any existing Risk Assessments and/or Action Plans.
- Take photographs as a reference.
- Pay particular attention to areas where “near misses” have occurred.
- Assess blind corners.
- Don’t ignore any non-compliance with this policy that you may observe during your inspection/site walkround.

CONTROLS SHOULD BE REVIEWED AND MONITORED