



RISK ASSESSMENT: ON SITE VEHICLE MOVEMENT

Scope:

This document outlines the details and procedures and information for the safe usage of service roads and loading bays on BBC Studioworks sites. It also contains a generic assessment as well as details on how the hazards are controlled on the road.

The Requirement:

Service roads and loading bays on **BBC Studioworks'** site are **private land and therefore safe working practice complies with Health & Safety at Work Act 1974.**

Risk Assessment

In addition to the main risk assessment table, employers are required to consider the following in their own risk assessments whilst accessing BBC Studioworks:

- **Adhering to site rules, signs and speed limits set by Estate Management.**
- **Awareness of operational access areas into television studios/stages.**
- **The presence of other road users and pedestrians who may or not be associated with BBC Studioworks**
- **Adhering to any specific instruction given by Estate Security.**
- **Vehicle movement and loading/unloading of all vehicles over 3.5 tonnes is to strictly follow the Arrangement Loading and Unloading of Scenery and Technical Equipment V1.2**

The people that might be harmed: BBC Studioworks employees, contractors, public, artists

HAZARD	CONTROLS
<p>Being struck or run over</p>	<ul style="list-style-type: none"> • All drivers hold the correct licence for the vehicle • Safe walkways are present e.g. barriers, crossings • A safe roadway system has been designed which allows 2 way traffic • Roadway maintenance arrangements are in place • Clear signage has been erected • Marshalling is carried out by traffic marshall/security/ crew where required • Clearly marked routes are present • Clearly marked roadways are present • Adequate lighting is present • Supervision of vehicle movements is undertaken • Unsafe condition/behavior reporting procedure is place • High visibility vests are worn • Site speed limit adhered to
<p>Vehicle Collision</p>	<ul style="list-style-type: none"> • Arrival instructions are given to all drivers • Safe roadway • Drivers are competent • Clear signage has been erected • Clearly marked routes are present • Clearly marked roadways are present • Adequate lighting is present

	<ul style="list-style-type: none"> • Roadway maintenance arrangements are in place • For HGV movement, the vehicle movements are supervised • Unsafe behavior reporting procedure is in place • Disciplinary procedure is in place for breaches of this procedure • Gritting procedures are in place for adverse weather conditions
<p>Falls from vehicles</p>	<ul style="list-style-type: none"> • Drivers are competent with their vehicle and hold the correct license • Vehicle design (fit for purpose) • Vehicles are maintained • A safe roadway is in place (level, paved, etc.) • No overloading of the vehicles will take place • Adequate lighting is available • Safe access to loads • Supervision of vehicle operations is implemented where required • Manual handling awareness • Loading/unloading risk assessment is in place • Information, instruction and awareness
<p>Overturning</p>	<ul style="list-style-type: none"> • Supervision of vehicle operations is implemented where required • Driver competence • Vehicle design (roll cage, seatbelts) • Vehicle maintenance (PPM) • Speed limit is in place • Safe roadway is in place (level, paved, etc.) • Roadway maintenance arrangements are in place • Adequate lighting is in place

	<ul style="list-style-type: none"> • Vehicle design (fit for purpose) • Vehicle maintenance – PPM • Driver inspection checklist • Fault reporting procedure has been implemented • Information, instruction and training is given to drivers • Gritting procedures are in place for adverse weather conditions
<p>Speeding</p>	<ul style="list-style-type: none"> • Speed limit in place • Safe roadway (speed bumps, etc.) • Clear signage • Clearly marked routes • Clearly marked roadways • Roadway maintenance • Driver competence • Supervision of vehicle movements • Marshalling • Unsafe behaviour reporting procedure • Information, instruction and training • Disciplinary procedure
<p>Reversing</p>	<ul style="list-style-type: none"> • Solo reversing by HGV's is prohibited • All drivers hold the correct licence for the vehicle • Supervision of reversing vehicle movements by a traffic marshall • Suitable vehicles (size/load) • Safe roadway is in place (one-way system, etc.)

	<ul style="list-style-type: none"> • Adequate lighting is in place • Clear signage has been erected • Segregation of vehicles/pedestrians • Safe walkways • Marshalling pedestrians • Unsafe behaviour reporting procedure • Disciplinary procedure • Information, instruction and training • PPE (high visibility vests) • Gritting procedures are in place for adverse weather conditions
Fatigue	<ul style="list-style-type: none"> • Working hours are scheduled in accordance with the legislation • Working hours are monitored • Breaks are given • Circadian rhythm awareness is provided • Rest areas are provided
Poor logistics leading to congestion	<ul style="list-style-type: none"> • Communication and co-operation: - shared information (RA & logistic planning meetings.) • Exchange of information with other users • Monitoring of other vehicle operations • Unsafe condition/behaviour reporting procedure • Traffic Marshalling
Other vehicles on site e.g. residents, other tenants	<ul style="list-style-type: none"> • Under the supervision and control of Estate Management

	<ul style="list-style-type: none"> • Monitoring of vehicle operations by Security • Unsafe condition/behaviour reporting procedure • Disciplinary procedure is in place
<p style="text-align: center;">Night Work</p>	<ul style="list-style-type: none"> • Adequate lighting • Working hours are scheduled in accordance with legislation • Working hours are monitored • Breaks • Circadian awareness • Rest areas • Unsafe behaviour/condition reporting procedure • Information, instruction and training is provided • PPE (high visibility vests)
<p style="text-align: center;">Exhaust Fumes</p>	<ul style="list-style-type: none"> • Drivers to stop engines when parked • Arrival instructions • Driver competence • Monitoring by Security • Unsafe behaviour/condition reporting procedure • Disciplinary procedure • Information, instruction and training