



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 for Loading and unloading of Scenery and Technical Equipment

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

HAZARD	CONTROL
<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/behaviour reporting procedure is in place • High visibility vests are worn • Site speed limit adhere 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 • Roadway maintenance arrangements are in place • For HGV movement, the vehicle is supervised • Unsafe behaviour reporting procedure is in place • Disciplinary procedure is in place for breaches of this procedure • Gritting procedures are in place for adverse weather conditions

HAZARD	CONTROL
<p align="center">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 align="center">Overtuning/Collision</p>	<ul style="list-style-type: none"> • Supervision of vehicle operations is implemented where required • Driver competence • Vehicle design (roll cage, seatbelts) • Vehicle maintenance • Speed limit in place • Safe roadway is in place (level, paved etc) • Roadway maintenance arrangements are in place • Adequate lighting is in place • Driver inspection checklist • Fault reporting procedure • Information, instruction and training is given to drivers • Gritting procedures are in place for adverse weather conditions

<p style="text-align: center;">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 style="text-align: center;">Reversing</p>	<ul style="list-style-type: none"> • Solo reversing by HGVs is prohibited • All drivers hold 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) • Adequate lighting in place • Clear signage has been erected • Segregation of vehicles/pedestrians • Safe walkways • Marshalling pedestrians • Unsafe behaviour reporting procedure • Disciplinary, instruction and training • Information, instruction and training • PPE (high visibility vests) • Gritting procedures are in place for adverse weather conditions

<p style="text-align: center;">Fatigue</p>	<ul style="list-style-type: none"> • Working hours are scheduled in accordance with the legislation • 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
<p style="text-align: center;">Poor Logistics leading to congestion</p>	<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
<p style="text-align: center;">Other vehicles on site e.g. residents, other tenants</p>	<ul style="list-style-type: none"> • Under the supervision and control of Estate Management • Monitoring of vehicle operations by Security • Unsafe conditions/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 conditions/behaviour reporting procedure • Information, instruction and training is provided • PPE (high visibility vests)

Exhaust Fumes	<ul style="list-style-type: none">• Drivers to stop engines when parked• Arrival instructions• Driver competence• Monitoring by Security• Unsafe conditions/behaviour reporting procedure• Disciplinary procedure• Information, instruction and training
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