MANAGEMENT OF CHANGE

Layout change check

Fill this in before any change to routes, racking, buildings or doors. Assess the finished layout and the works period: HSE says both "where you want to get to" and "how you get there" need risk assessment.

Site	Completed by	Date

1. What is changing?

What is changing	Start date	End date

☐ Temporary (works period) ☐ Permanent ☐ Both

2. Routes, crossings and sight lines affected (mark them on the site plan)

Route, crossing, turning area or sight line	What changes	Control

☐ New types of vehicle ☐ More vehicle movements ☐ Site plan marked up and attached

3. Who is affected?

☐ Own staff ☐ Agency workers ☐ Visiting drivers ☐ Contractors and their vehicles ☐ Visitors

4. Controls during the works

Barriers, temporary routes, signage, banksman, supervision

5. Consultation, paperwork and briefing

Item	Who / date
Who was consulted, and when (staff, safety reps, contractors)	
Risk assessment reviewed (regulation 3(3), Management Regulations 1999)	
Traffic management plan and site map updated	
Briefing given before the change went live, all shifts	

6. First weeks after the change

Review date	Reviewed by

What to watch (people using old routes, new shortcuts, near misses)	What we found and did