LOADING BAYS

Bay release checklist

One line per vehicle. Initial each step as it happens, in this order. The vehicle moves only when the named person signs the release and signals the driver.

Site	Date	Shift	Release signed by (named role)

Vehicle reg / trailer no.	Door	On bay (time)	Restraint or chocks on	Keys or paperwork held	Leveller in place	Loading complete	Area clear	Restraint off	Release signed	Driver signalled (time)

If any step can't be done, stop and tell the shift manager. Never release the restraint early to save time.

REVIEW YOUR BAYS

Which control fits? The options in HSE's HSG136 (paragraph 134)

Systems that rely on people's actions are less reliable than engineered ones (HSE). Many sites use two together, such as a restraint linked to a light.

Control	Who operates it	How it fails	What to check	At our bays (which doors)
Vehicle or trailer restraint (site-based)	Bay team	Not engaged; damaged; a powerful vehicle can pull it from its fixings	Engaged on every load; function checked; damage reported	
Vehicle-based systems (on the trailer)	Haulier	Relies on the haulier's maintenance, which the site doesn't control	Agree with hauliers; don't rely on it alone	
Wheel chocks	Driver or bay team	Not placed, placed loosely, or the person placing them stands in a dangerous spot	Large, brightly coloured chocks; a rule for who places them and when	
Traffic lights at the door	Bay team and driver	A light doesn't physically stop a vehicle	Pair lights with a barrier, a restraint or a key rule	
Barrier	Bay team	Left open; bypassed	Interlocked with the door or the leveller where possible	
Keys or paperwork held	Goods-in	Spare keys; paperwork handed back early	One named role holds them; a log	
Safe system of work	Everyone	Drifts on busy shifts	Written down, briefed, and checked on nights	