NEW SITE OR BIG CHANGE

New Site Traffic Safety Checklist

Use it before a new site opens, and again in the first weeks. Tick what is done, note what is not, and give each gap an owner and a date.

Site and opening date	
Completed by	
Date	
Planned vehicles (type and number) and peak hours	

1. Layout: people and vehicles apart	Done	To do	Notes, who, by when
Pedestrian routes separate from vehicle routes, ideally entirely	☐	☐	
Walkways follow the paths people will naturally take (car park, canteen, office)	☐	☐	
Crossings at straight stretches with good visibility, not at bends or doors	☐	☐	
Vehicle doors and gates separated from pedestrian routes that lead onto them	☐	☐	

2. Vehicle movements	Done	To do	Notes, who, by when
One-way route, so less reversing	☐	☐	
Drive-through loading or parking where possible; reversing areas marked and kept clear	☐	☐	
Speed limits set, signed and suited to the layout	☐	☐	

3. Loading bays and visiting drivers	Done	To do	Notes, who, by when
A way to stop lorries pulling away during loading (keys, restraint or lights)	☐	☐	
A safe place for drivers to wait during loading	☐	☐	
Site rules and a map for visiting drivers at the gate	☐	☐	

4. Lighting and conditions	Done	To do	Notes, who, by when
Routes, yards, crossings and junctions lit; checked after dark	☐	☐	
Surfaces even, drained and free of obstructions	☐	☐	

5. Paperwork for this site	Done	To do	Notes, who, by when
Risk assessment written for this site's layout and vehicles	☐	☐	
Traffic management plan drawn on this site's plan	☐	☐	
Emergency routes and assembly point kept clear of vehicle routes	☐	☐	

6. People	Done	To do	Notes, who, by when
Every driver trained and authorised for the vehicles they will use here	☐	☐	
Everyone briefed on the new routes, including agency staff and contractors	☐	☐	
Near-miss reporting ready from the first shift	☐	☐	

Actions

Gaps to close before opening	Who	By when	Done

Opening review booked (2–4 weeks after opening): ☐ Date: _____