PEAK SEASON

Peak traffic check

Run once a week until peak ends, at the busiest hour, on a different shift each time. Fix what it finds that week. Peak changes the site, so review the risk assessment where it has changed significantly (Management Regulations, reg 3).

Site	Week of peak	Date and time	Shift	Checked by

Check	OK / Not OK	What you saw	Action and by whom
Gate queue: no queue back onto the public road or across a walkway			
Delivery slots: deliveries and collections booked away from shift change			
Waiting area: visiting drivers told where to wait, and using it			
Parking: vehicles parked on firm, level ground in the marked area			
Walkways and traffic routes clear of stock			
Overflow areas marked, briefed and with an end date			
Hired trucks: examination agreed with the hire company; operators authorised for that truck			
New starters and agency staff shown the yard, not only the building			
Lighting: yard, crossings and loading areas lit for the darkest shift			
Weather: snow and ice arrangements in place			

Changes this week

What changed on site (deliveries, layout, hired trucks, people)	Risk assessment updated? (date)

Initials	Date	Next check (date and shift)