

# Walkways and crossings

For: Everyone who walks or drives on site

## Why it matters

Being struck by a moving vehicle caused 16% of worker deaths in Great Britain over 2020/21 to 2024/25, an average of 21 a year (HSE statistics). HSE's guidance is that “segregating pedestrians from vehicles, preferably by making routes entirely separate, is the most effective way of protecting them.”

## Five things to remember

1. Use the walkway, every time, even when the shortcut is quicker.
2. Cross only at marked crossings. Stop, look both ways, and make eye contact with drivers.
3. Never walk behind a reversing vehicle or through a loading area.
4. If a barrier is moved or broken, tell your supervisor straight away.
5. Drivers: expect people at crossings and doors, especially at shift change and after dark.

## Ask the team

- Where on our site do people take shortcuts, and why?
- Which crossing feels least safe, and when?
- What would make the safe route the easy route?

## How we do it on this site

Add your site's own rules, routes or controls here.

## Who attended

Talk given by: \_\_\_\_\_ Date: \_\_\_\_\_ Shift: \_\_\_\_\_

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# Reporting near misses

For: Everyone on site

## Why it matters

A near miss is an event that could have hurt someone but didn't. HSE's investigation guide says: "It is often pure luck that determines whether an undesired circumstance translates into a near miss or accident." Every near miss reported is a chance to fix something before someone is hurt.

## Five things to remember

1. Report every near miss, however small. It is not about blame.
2. Write down the time to the minute and the exact place. That is what makes it useful.
3. Say what happened in one or two sentences, and what could have happened.
4. If you saw it, tell your supervisor before the end of the shift.
5. Ask what happened to your report. You should get an answer.

## Ask the team

- What near misses have we seen recently that nobody reported?
- What stops people reporting here?
- How quickly do we hear back after a report?

## How we do it on this site

Add your site's own rules, routes or controls here.

## Who attended

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# Reversing vehicles

For: Drivers, yard staff, and anyone working near vehicles

## Why it matters

HSE: “Many deaths and serious injuries involving vehicles at work happen during reversing, with poor visibility being the main cause.” HSE's guidance is that “removing the need for reversing is the most effective” control.

## Five things to remember

1. Keep out of marked reversing areas unless your job needs you there.
2. Drivers: use the one-way routes and turning areas so you don't have to reverse.
3. Never rely only on the reversing alarm or camera. They don't cover every blind spot.
4. If a banksman is guiding you and you lose sight of them, stop immediately.
5. Never walk behind a vehicle that has its reversing lights on.

## Ask the team

- Where do vehicles still reverse near people on our site?
- Could any of those reverses be designed out?
- Who is on foot in the yard when reversing is busiest?

## How we do it on this site

Add your site's own rules, routes or controls here.

## Who attended

Talk given by: \_\_\_\_\_ Date: \_\_\_\_\_ Shift: \_\_\_\_\_

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# Loading bays and drive-away

For: Warehouse, dock and yard staff, and visiting drivers

## Why it matters

HSE warns of ‘driveaway’ incidents, “when the driver of a vehicle being loaded drives off from the loading bay unexpectedly”, which “can have serious consequences, especially if lift trucks are involved”.

## Five things to remember

1. Follow the site's drive-away control every time: keys, chocks or lights.
2. Never load or unload a vehicle until you know it can't move.
3. Drivers: wait in the marked safe area during loading, not by the trailer.
4. Keep dock edges clear and protected.
5. Anyone, including visiting drivers, can stop loading for a safety reason.

## Ask the team

- How do we stop vehicles moving during loading, and is it used on every shift?
- Where do visiting drivers actually wait?
- Has a vehicle ever started to move while we were loading?

## How we do it on this site

Add your site's own rules, routes or controls here.

## Who attended

Talk given by: \_\_\_\_\_ Date: \_\_\_\_\_ Shift: \_\_\_\_\_

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# Forklift safe use

For: Forklift operators and the people who work around them

## Why it matters

HSE's forklift code, L117, notes that lift trucks “are involved in about a quarter of all workplace transport accidents”. It also says trained operators still “need to be routinely monitored in the workplace”.

## Five things to remember

1. Only drive trucks you are authorised in writing to drive.
2. Do the pre-shift check, and report any fault before you drive.
3. Never lift people on the forks or on a pallet.
4. Never load beyond the truck's actual capacity.
5. Watch for people at aisle ends, doors and docks. Pedestrians: keep out of forklift areas where you can.

## Ask the team

- Where do forklifts and people meet most on our site?
- Is every operator authorised for every truck they use?
- What would make it easier to keep people out of forklift areas?

## How we do it on this site

Add your site's own rules, routes or controls here.

## Who attended

Talk given by: \_\_\_\_\_ Date: \_\_\_\_\_ Shift: \_\_\_\_\_

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