

Traffic Management Plan Template

Built on HSE's *A guide to workplace transport safety* (HSG136, 3rd edition, 2014). Fifteen sections, each with the HSE guidance that applies and space for your site's own arrangements.

Site name	
Address	
Plan owner	
Version and date	
Next review date	
Approved by	

UK law does not prescribe a form for this plan. The duties are that the workplace is organised so pedestrians and vehicles can circulate safely (*Workplace (Health, Safety and Welfare) Regulations 1992, reg 17*), that the risks are assessed (*Management of Health and Safety at Work Regulations 1999, reg 3*), and that controls are monitored and reviewed (*reg 5*).

1. Site map

Attach one drawing showing vehicle routes, pedestrian routes, crossings, gates, loading areas, parking and no-go zones. HSG136 (para 15) asks you to build up "a clear picture of vehicle and pedestrian traffic movements".

Drawing reference and date	
What it shows (routes, crossings, gates, loading, parking, no-go zones)	
Times observed when the picture was built (include nights and shift change)	

2. Segregation

"The main aim of any design should be the segregation of vehicles from pedestrians." (HSG136, para 7)

Where people and vehicles are physically separated (barriers, kerbs, separate routes)	
Where they share space, and why	
Controls where they share space	

3. Crossing points

Marked, signed, and with clear sight lines in all directions (HSG136, paras 51–52).

Location of each crossing	
How each is marked and signed	
Sight lines checked (date, by whom)	

4. One-way systems

One-way systems “should work clockwise around a site”, unless there are reasons why this would not be safe (HSG136, para 44).

Routes and direction	
Exceptions, and the reason for each	

5. Speed

Fixed traffic-calming measures first. Speed limits “based on informed data, by measuring the actual speeds of vehicles across the site” (HSG136, para 67).

Traffic-calming measures in place	
Speed limits, and where they are signed	
How actual speeds were measured (date)	

6. Reversing

“Removing the need for reversing is the most effective” way to control reversing risk (HSG136, para 90).

Where reversing has been designed out (drive-through, turning areas)	
Where reversing still happens	
Controls there (marked areas, visibility aids)	

7. Banksmen

Use a trained banksman “only when all other options have been exhausted” (HSG136, para 92).

Where banksmen are used, and why other options were not possible	
Who (trained, named roles)	
Signals agreed with drivers	

8. Loading and unloading

Designated areas clear of passing traffic, a safe place for drivers to wait, and arrangements agreed in writing (HSG136, paras 120 and 127).

Designated loading areas	
Where drivers wait during loading	
Who is responsible, and where this is agreed in writing	

9. Visiting drivers

Visiting drivers “may not have visited the site before and may not be fluent in English” (HSG136, para 125).

Where they report on arrival	
What they are told or given (map, rules, languages)	
Their route to the loading area	

10. Parking

Work vehicles separate from cars, and drivers not crossing work areas to reach them (HSG136, paras 98–99).

Work vehicle parking	
Car parking	
Pedestrian routes from parking	

11. Lighting

Routes, manoeuvring areas and yards “adequately lit” (HSG136, para 74).

Areas checked after dark (date)	
Dark spots found, and actions	

12. Signs and markings

Use the signs used on public roads wherever a suitable one exists, and keep them clean (HSG136, paras 69–70).

Signs and markings in use	
Inspection and cleaning arrangements	

13. Roles

Who owns the plan and who supervises it on each shift. HSG136 (para 23) calls supervision “an essential part of monitoring safe working”.

Plan owner	
Supervisor on each shift	
Who briefs contractors, agency staff and visitors	

14. Emergencies

Access for emergency vehicles, and how traffic is controlled during an evacuation.

Emergency vehicle access	
Traffic control during an evacuation	

15. Monitoring and review

The Management Regulations (reg 5) require arrangements for monitoring and review; the risk assessment must be reviewed after a significant change (reg 3). Use the logs at the end.

What is checked, where, and on which shifts	
How often	
What triggers a review (new vehicles, routes, layout, shift pattern, an incident or near miss)	

Monitoring log

Record what you saw, not that you went. "Gate A barrier open, night shift, people crossing outside the markings" is a finding; "Yard OK" is a visit. Cover nights, shift changes and peaks, not only the day shift.

Date	Time	Shift	Location / control	State found	What was observed	Action	By

Review log

Review after any significant change, an incident or near miss, or on your scheduled date.

Date	Reason for review	Changes made	By