

3 Traffic Management (pedestrians and vehicles) on Defence Estates / Vessels

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Amendment Record

Amendments will be staffed by the Health, Safety and Environmental Protection (HS&EP) team following consultation with relevant subject matter experts (SMEs) and key stakeholders.

Version No	Date	Text Affected	Authority
1.2	Oct 20	Interim update post-handover of Policy from DSA to D HS&EP.	D HS&EP
1.3	Jan 22	Updated to remove reference to maturity and bring the definition of a competent person in line with the HSE ¹ definition of competence.	D HS&EP

Introduction

1. This chapter sets out the procedures and guidance on the health and safety implications of traffic management (pedestrians and vehicles) on the Defence estate and vessels.

2. For the purposes of this chapter:

a. traffic management is defined as the management of movement of pedestrians and / or any vehicle, trailer etc (i.e. self-propelled machinery, mechanical handling equipment, cherry pickers, private cars, vans, large goods vehicles, bicycles, motorbikes, caravans); and

b. a “traffic route” is defined as a route for pedestrian traffic, vehicles or both and includes any stairs, fixed ladder, doorway, loading bay or ramp.

¹ <https://www.hse.gov.uk/competence/what-is-competence.htm>

3. The guidance applies only to the environment directly under MOD control. It does not cover:

- a. transport on the public highway;
- b. air transport;
- c. rail transport; or
- d. water-borne traffic.

4. The MOD estate (including vessels) is varied in nature and almost all require traffic management. Every year, a significant number of people are killed by accidents involving vehicles in the workplace and many more are injured; additionally, accidents can result in property / equipment damage. The four main types of accident according to the HSE are as follows:

- a. people being struck by or run over by a vehicle (particularly when reversing);
- b. people being struck by something falling from a vehicle;
- c. people falling from vehicles; and
- d. vehicles overturning / colliding with each other or static objects.

5. The Workplace (Health, Safety and Welfare) Regulations requires every workplace to be organised so that pedestrians and vehicles can circulate safely. Traffic routes must keep vehicles far enough away from doors or gates used by pedestrians, or from pedestrian routes that lead to or from them. Workplace traffic routes must be maintained and suitable for the people and vehicles using them (pedestrian movement counts as 'traffic').

Roles and Responsibilities

Commanding Officers (CO) / Heads of Establishment (HoE)

6. It is the responsibility of the CO / HoE to ensure that suitable systems are in place and adequate resources available for safe traffic management on the MOD estate / vessel under their control and where applicable comply with relevant host nations' standards.

7. The CO / HoE should ensure that a suitable and sufficient risk assessment (see JSP 375 Volume 1, Chapter 8) is completed for the estate / vessel identifying traffic management risks and the necessary control measures to be implemented including how these will be communicated and enforced; these should be recorded in the traffic management plan where appropriate (see paragraph 10).

8. The CO / HoE may delegate duties to a Nominated Responsible Person(s) (NRP) who has the required competence to oversee / enforce traffic management on the estate / vessel, but accountability remains with the CO / HoE, if an NRP is not appointed, those responsibilities shall be undertaken by the CO / HoE.

9. The CO / HoE should ensure that the person undertaking the risk assessment and the NRP (where appointed) have a good working knowledge of the estate / vessel and the nature of any hazardous activities carried out.

Nominated Responsible Person(s) for Traffic Management

10. Where the risk assessment has identified a significant risk, a Traffic Management Plan should be developed and maintained by the NRP, incorporating any specific by-laws in place or changes to site activity or layout where liaison with the Infrastructure Provider may be required (e.g. for major planned construction work). Traffic management plans should be reviewed at least annually, following any accidents or incidents, changes to site activity or layout to ensure they remain effective. The NRP is to ensure that any defects to pedestrian routes and road surfaces are reported to the CO / HoE and / or the Infrastructure Provider and the Maintenance Management Organisation (MMO).

11. Activities / areas requiring particular attention may include loading bays, storage facilities, site vehicles and equipment, vehicle parks, establishment entrances and exits, traffic routes (one-way systems, pedestrian crossings; speed limits; traffic calming measures); crèches; etc.

12. The NRP specific duties may include:

- a. the development and promulgation of establishment rules, directions, maps and approach routes including those to be distributed to visitors upon arrival and as part of a site induction. This shall include speed limits, car parking arrangements, designated loading / unloading areas etc. as part of a Traffic Management Plan, ensuring the establishment has well defined traffic routes that are kept free from obstructions with clearly defined pedestrian walkways providing separation from vehicles where reasonably practicable and safe crossing points;
- b. identifying the need for control measures (e.g. barriers or guard rails at building entrances and exits) to prevent pedestrians walking straight onto vehicle routes;
- c. reporting any traffic signs, signals or road markings that are not clearly visible and / or are not in good condition; and
- d. identifying the need for ramps, automatic doors and other controls as required at crossing points, building entrances etc to provide ease of access etc to disabled staff or visitors.

13. General principles for safe traffic routes are:

- a. where practicable a one-way traffic system should be adopted to eliminate the need for vehicles to reverse, reducing the associated risks;
- b. they should be wide enough for the safe movement of the largest vehicle permitted to use them (this includes visiting vehicles);
- c. they should take vehicle height into consideration – remember the height of certain vehicles may vary, e.g. when the body of a tipper vehicle is raised, potentially dangerous obstructions, such as overhead power cables, or pipes containing hazardous chemicals;
- d. they should be planned to give the safest route possible between calling places. Trying to avoid routes that pass close to such things as unprotected fuel or chemical pipelines, unprotected road edges, unfenced edges of elevated weighbridges;

- e. they should be constructed of suitable material for the location, the type of traffic, size of the route, and the ground or foundation it is laid on;
- f. they should have firm and even surfaces, and be properly drained;
- g. they should avoid slopes, if slopes are unavoidable, they should be properly signposted;
- h. they should avoid sharp or blind bends;
- i. they should be maintained to provide a good grip for vehicles and people, e.g. gritting surfaces in adverse weather conditions; and
- j. adopt speed restrictions / traffic calming or fixed features e.g. speed humps, passing places, narrowed routes (bollards, raised kerbs, chicanes), rumble devices (rumble strips); near higher risk areas such as Service Family / Single Living Accommodation, or where there is an interface with the public.

Managers

14. It is the responsibility of managers to ensure that all Defence personnel, contractors, and visitors under their control are informed of and understand any relevant Defence estate / vessel traffic management rules and procedures.
15. Managers should ensure all traffic accidents, incidents and near misses are reported in accordance with JSP 375 Volume 1, Chapter 16 (Accident / Incident Reporting and Investigation), and if appropriate, an investigation carried out (by a competent person²) and corrective measures put in place and risk assessments updated.
16. Managers should direct all contractors and visitors to report their arrival to the guardroom / reception to receive instructions about the Defence estate / vessel layout, rules and procedures. This information should state:
- a. traffic routes and any traffic calming features;
 - b. speed limits;
 - c. parking allocation;
 - d. loading and unloading areas (where appropriate);
 - e. pedestrian routes; and
 - f. exclusion zones.

² A person who has the training, skills, experience and knowledge necessary to perform a task safely and is able to apply them. Other factors, such as attitude and physical ability, can also affect someone's competence.

All Personnel

17. All personnel must comply with Defence estate / vessel procedures and take all reasonable care to ensure that their actions (e.g. driving to car parks, operating site-specific workplace transport, walking to office or place of work) do not harm themselves or those who may be affected by their acts or omissions.

18. Personnel should report any traffic accidents, incidents and near misses in accordance with JSP 375 Volume 1, Chapter 16 (Accident / Incident Reporting and Investigation) and report any defects to traffic routes (pot holes, lifted paving slabs, etc); traffic signs, signals or road markings to their manager or appropriate authority. Some accidents may also need to be reported in accordance with other MOD publications e.g. JSP 800 Volume 5 (Road Transport) on form FMT 3-1.

Retention of Records

19. All records including the MOD Estate / Vessel Risk Assessments, Defect Reports, etc must be kept in accordance with JSP 375 Volume 1, Chapter 39 (Retention of Records).

Related Documents

20. The following documents should be consulted in conjunction with this chapter:

- a. JSP 375 Volume 1;
 - (1) Chapter 8 – Risk Assessment;
 - (2) Chapter 16 – Accident / Incident Reporting and Investigation;
 - (3) Chapter 34 – 4C System: The Management of Visiting Workers and Contractors; and
 - (4) Chapter 39 – Retention of Records.
- b. Other MOD Publications;
 - (1) JSP 800, Volume 5 - Road Transport Regulations;
 - (2) DSA01.1 – Defence Policy for Health, Safety and Environmental Protection; and
 - (3) DSA01.2 Chapter 2 – Requirement for Safety and Environmental Management Systems in Defence.
- c. Legislation and Guidance;
 - (1) [Equality Act](#);
 - (2) [HSE – HSG136 - Workplace Transport Safety: An Employers Guide](#);
 - (3) [HSE – INDG199 - Workplace Transport Safety – An Overview](#);
 - (4) [HSE – L24 - Workplace \(Health and Safety and Welfare\)](#).