

# Travel and traffic risks

► A checklist for the identification of hazards associated with work-related travel and traffic.

Company:	Group/Assessor:
Object of assessment:	Date:

Assess the travel and traffic involvement of your company's entire workforce. The assessment indicators are: yes=satisfactory, no=action required e.g. examination or control measures. To avoid forgetting the issues, write down arguments, additional information and decisions about control measures to be taken on a separate piece of paper or on the Risk Management Control Measures Summary Sheet in the Toolkit.

## The company's internal traffic

	Yes	No	Does not concern us
Has the light and heavy traffic been separated from each other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have traffic and pedestrian routes been separated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all routes clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are parking areas clear and spacious?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is cleaning and gritting (when necessary) of the yard area been taken care of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Journeys to and from work

	Yes	No	Does not concern us
Have the journeys made to and from work by employees been charted with the aid of a map of the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have suggestions been made to the authorities concerning the hazards of journeys to and from work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has safety equipment been obtained for employees? (reflectors and bicycle helmets, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Traffic during work time

	Yes	No	Does not concern us
Does the company have safety instructions for journeys/visits undertaken by employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the company's cars regularly serviced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the company's cars have first aid equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the company prohibit the use of mobile phones whilst driving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all drivers suitably trained e.g. advanced/defensive driving, class of vehicle, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the company minimise journeys, set realistic journey times and advise employees not to drive if over-tired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Travelling abroad

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	Yes	No	Does not concern us
Have conditions and risks of the journey and destination been examined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the travelling routes and timetables been carefully planned ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is contact maintained with the employer on a regular basis during the trip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employer know how to contact the traveller during the trip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a travel insurance policy in place and in order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are vaccinations in order and up-to-date ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>