

Site Traffic Management Plan

A site traffic plan record with vehicle routes, pedestrian separation, delivery controls, reversing arrangements and a briefing record.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records a workplace traffic plan. It is not a highway traffic management design or permission to work on a public road.

HSE guidance asks employers to consider route suitability, separation of vehicles and pedestrians, crossing points, visiting drivers, parking, lighting and visibility. One-way routes can reduce reversing and conflicting movements. The arrangements must suit the vehicles and actual site layout.

2. Vehicles and layout

Walk Cam: site traffic routes

Walk Cam video walk-through: available in the SiteSurvey app only.

Vehicle types, delivery times and pedestrian activity *

Site plan reference and revision *

Annotated route plan photos (photos: attach, or note the file names)

Ground conditions, heights, widths and load restrictions

Identify where vehicle movements conflict with people, neighbouring activities or access restrictions. Reference the affected route on the site plan.

3. Separation and movements

Pedestrian routes, barriers and controlled crossing points *

Arrival instructions, booking and unloading areas *

How reversing is avoided or controlled *

Site speed limits, signs and enforcement

Parking and emergency access arrangements

4. Walk-through check

Routes suitable for the expected vehicles * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Pedestrian segregation and crossings in place * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Lighting and visibility adequate for planned movements * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Signs, markings and driver instructions in place * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Supporting photos (photos: attach, or note the file names)

5. Briefing and changes

Person coordinating traffic *

Drivers, contractors and staff briefed

Changes or temporary arrangements to review

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.