

Lorry, van and delivery vehicle parking

Workplace transport site safety information sheet WPT13

This information will be useful to anyone who uses workplace transport or who works where it is used. It will help employers, managers and supervisors to assess their workplace and make improvements. The checklists will help you to prepare your risk assessment.

Common problems

Problems with parking can relate to site employees and visitor or delivery vehicle parking. There are two information sheets about parking in this series: *Car parking* WPT08 relates to issues such as car parking management, travel plan measures and site congestion, and essentially relates to staff parking; this information sheet addresses issues relating to the safe parking of site vehicles such as lorries and delivery vehicles.

The type of parking area needed will depend on what vehicles are used at the workplace (including visiting vehicles), where they go and what they are used for. Carelessly parked vehicles can injure and kill people; they are responsible for many of the injuries and deaths that result from accidents involving vehicles at work.

Parking safely is especially important when vehicles are parked up for a specific purpose such as coupling or uncoupling, and loading or unloading.

Lack of properly segregated and clearly marked out parking areas: Poorly parked vehicles result in reduced visibility and can reduce segregation between vehicles and pedestrians. If vehicles park in places that are not properly segregated from pedestrians, this can put pedestrians at risk of injury.

Vehicles parked on a slope without the brakes properly applied: It can take very little slope to make a vehicle move and it can sometimes happen even if the vehicle has been still for some time.

Vehicles parked up and left with the engine running: People can be hit by moving vehicles, run over or crushed against other objects – these risks are likely to be much worse when the vehicle is out of control. Drivers are often hurt trying to get back into moving vehicles to properly apply



brakes. If people are working on a vehicle that begins to move, they could fall. Even if no one is hurt a vehicle can hit other vehicles, buildings or scaffolding, causing serious and expensive damage.

Carelessly parked vehicles: Vehicles parked carelessly can reduce visibility for drivers and pedestrians, and, if they block a path, can force pedestrians onto vehicle routes.

Checklist – what to look out for

- Lack of properly segregated and clearly marked out parking areas.
- Vehicles parked on a slope without the brakes properly applied.
- Vehicles parked up and left with the engine running.
- Carelessly parked vehicles.

How can you deal with common problems?

Make sure parking areas are clearly marked out and segregated from pedestrians: The type of parking area required will depend on what vehicles are used at the workplace (including visiting vehicles), where they go and what they are used for. Parking areas should be segregated from areas where pedestrians walk or work, whether vehicles are parked in a 'car parking area' or parked up for unloading, uncoupling etc.

Identify a safe parking area: Wherever practicable, provide parking areas for all vehicles using the workplace, ie for work-related vehicles and for private cars, motorcycles and

pedal cycles. When drivers enter an area where parking is controlled, you should clearly tell them that they may only park in allowed places, and how they can recognise these areas. Where parking is controlled throughout the site, you should give this information at the site entrance.

The type of parking area will depend on what vehicles are used at the workplace (including visiting vehicles), where they go and what they are used for. Parking areas should be in safe, suitable locations and should:

- be clearly signposted and marked out, with safe walking areas;
- be firm;
- be level;
- be well lit; and
- not be slippery.

Avoid complicated manoeuvres: Wherever possible, design parking areas so that only simple manoeuvres are needed for vehicles to park and leave. You should always try to avoid the need for reversing. Think about how articulated and other large vehicles will be able to use the space safely.

Where vehicles have to be parked on a slope:

- all brakes should be applied;
- the vehicle should be left in gear (if it is safe to do so);
- wheel chocks or stops should be used where appropriate; and
- vehicles should usually be parked facing up or down the slope, not sideways on. There are some exceptions to this, eg where operators are working directly in front of the vehicle pointing downhill (such as a farm worker opening a gate) it may be safer to park across the slope in case the brakes fail to prevent the vehicle from moving.

Encourage safe parking practices: Drivers must never leave their vehicles without making sure that the vehicle's (and its trailer, if applicable) brakes are secure. A vehicle should only be left when the brakes have been firmly applied, the engine stopped, the starter key removed, and any mounted equipment lowered to the ground. Remember:

- brakes **on**;
- engine **off**;
- key **out**; and
- equipment **safe**.

If trailers are parked at your site, make sure that drivers know that trailer brakes must be used. Vehicle brakes are **not** designed to make trailers safe. Use warning signs and provide drivers with instructions to help make sure that trailer brakes are used.

Always secure the keys of vehicles left parked in workplaces overnight, at weekends, or when they are being left for long periods.

Make sure that drivers leaving parked vehicles don't have to cross potentially dangerous work areas – they should have a safe route to use on foot.

Special categories of parking

Loading bays: Loading bays should be in safe and suitable places wherever possible, eg next to marshalling areas so that vehicles can be manoeuvred easily, or near sheeting areas.

Loading bays should have at least one pedestrian exit – wide loading bays usually need at least two exit points (one at each end). Alternatively, you could provide a refuge to prevent people being struck by vehicles.

The edges of loading bays will need to be clearly marked.

Where there is a danger of people falling, loading bays need to be fenced, eg by secure guardrails (designed so that goods can be passed safely over or under them). If fencing is not practicable, alternative safeguards may be needed. You may also need to provide protection against bad weather (eg strong winds can be very dangerous during loading).

Coupling and uncoupling: Many falls, falling objects, and sometimes overturns happen because of unsafe working during coupling or uncoupling – drivers or other people working around vehicles are at risk. If coupling is not done properly, trailers can detach from vehicles, whether they are parked or moving, causing very serious risks.

Coupling

Hauliers and site operators must make sure that:

- areas where coupling and uncoupling take place are well lit, firm, and level;
- stops, handholds and good lighting (eg at the back of the cab) are provided; and
- drivers have been given proper instructions on coupling procedures and safety.





These precautions are especially important where coupling or uncoupling happens away from daylight (including at night). There is a risk of drivers falling when coupling or uncoupling trailers in the dark.

Make sure coupling procedures have been followed whenever possible:

- The trailer handbrake must be applied (if fitted). Using a trailer not fitted with a handbrake is only acceptable when the trailer's air brakes are fail-safe or there are other measures to stop the trailer moving.
- For automatic coupling:
 - the cab should be reversed slowly under the trailer, with the 'kingpin' lined up to the locking mechanism. Listen to hear the fifth wheel lock onto the kingpin.
- For manual coupling:
 - reverse the vehicle into place;
 - make sure that the parking brakes are applied; and
 - manually attach the locking mechanism.
- Do a 'tug test' – try to drive forward slowly in a low gear to check that the fifth wheel is engaged.
- Make sure that the parking brakes are applied.
- Inspect the locking mechanism to make sure it is secure.
- Fit any safety clips.
- Connect all brake hoses and the electrical supply to the trailer. Check that they are secure.
- Wind up any landing legs on the trailer and secure the handle.
- Fit the number plates and check that the lights work.
- Release the trailer handbrake (if there is one).

Uncoupling

The procedure for uncoupling is generally the reverse of the coupling procedure, but always remember to set the tractor unit parking brake before leaving the cab.

Before uncoupling, check that:

- the ground is firm and level enough to support both the landing legs; and
- the parking brake is set on the trailer.

After uncoupling check that the landing legs are not sinking into the surface.

Checklist

- Ensure safe site practices are followed, and stress that vehicles should be parked with brakes **on**, engine **off**, key **out** and equipment **safe**.
- Try and make sure that, where possible, parking areas are:
 - on level ground;
 - firm;
 - well lit;
 - clearly marked and with safe walking areas;
 - easy to find; and
 - as close as possible to where people need to go when they leave their vehicles.
- Properly mark out parking areas and segregate them from pedestrians.
- Make sure staff and visitors are aware of safe site practices relating to parking.

Checking your site

Carry out a visual inspection of your site. Walk around the premises, make notes and take photos. If possible, get a site plan, which will enable you to accurately mark up the areas which require attention:

- look at where people are parking vehicles, whether they are formally parked in bays or informally parked, and whether they are staff or visitor vehicles, or delivery vehicles;
- look at any existing areas marked out for parking and think about how clear, appropriate and safe they are;
- look at whether parking areas are on level ground, well lit, clearly marked out and signed;
- check for marked out pedestrians routes between parking areas; and
- consider inspecting the site at different times of the day and in different weather conditions, ie when it has been raining, to see if markings are still visible.

The plan and photographs can be used as a reference when you are back in your office and you are assessing the whole

area. Be especially aware of places where 'near misses' or accidents have been reported, or areas where there is a high level of pedestrian or vehicle movement.

If an existing parking system is in operation on your site, you must assess how effective it is at encouraging safe site practices, and assess whether parking areas can be extended or improved.

It might be useful to go through the *Site inspection: Workplace transport* checklist at www.hse.gov.uk/workplacetransport to examine your parking practices and parking areas.

Checklist

- Carry out a visual inspection of your site and make a note of parking areas.
- Check for areas of parking which create problems.
- Look for clearly marked out and segregated parking areas and whether they are used correctly.
- Consider whether you need to review your parking areas, how they are marked out and how vehicles are segregated from pedestrians. You may also need to reassess working practices and site operation.

Where to get help

Checklist

- Consider whether it will be more cost effective to have a professional assess your site and arrange for any works, eg marking out parking places and marking or fencing pedestrian routes.

If parking is a significant problem, a full survey of parking demand and availability might be appropriate. A survey of this kind could benefit from the support of professional engineers. You may be able to get details from your local trade association or Chamber of Commerce.

What might it cost?

- White lining of a car parking area to park ten cars is approximately £500.
- Segregation road markings to illustrate footways between parking areas, around £500–£1000.

(These costs are a guide and may vary for individual sites and circumstances.)

Find out more

Workplace transport safety: An overview Leaflet INDG199(rev1) HSE Books 2005 (single copy free or priced packs of 5 ISBN 978 0 7176 2821 6) www.hse.gov.uk/pubns/indg199.pdf

Workplace transport safety: An employers' guide HSG136 (Second edition) HSE Books 2005 ISBN 978 0 7176 6154 1

Management of health and safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance L21 (Second edition) HSE Books 2000 ISBN 978 0 7176 2488 1

Coupling and Uncoupling & Parking of Large Goods Vehicles Institute of Road Transport Engineers (IRTE) 2006 www.soe.org.uk (Aimed at all managers, supervisors and trainers, but has good advice for everyone who has responsibility for the safety of large goods vehicles and drivers.)

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

British Standards can be obtained in PDF or hard copy formats from BSI: <http://shop.bsigroup.com> or by contacting BSI Customer Services for hard copies only Tel: 020 8996 9001 email: cservices@bsigroup.com.

This document contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This document is available at: www.hse.gov.uk/pubns/wpt13.pdf.

© *Crown copyright* If you wish to reuse this information visit www.hse.gov.uk/copyright.htm for details. First published 11/09. Please acknowledge the source as HSE.