

## Internal traffic

Yes No N/A

- Do you separate light and heavy traffic from each other?
  - Are traffic and pedestrian routes separated?
  - Are all routes clearly marked?
  - Are parking areas clear and spacious?
  - Are outside areas cleaned and gritted (when necessary)?
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## Journeys to and from work

Yes No N/A

- Have you produced a map to help customers and employees find your premises?
  - Have you suggested any improvements to the authorities concerning the hazards of journeys to and from work?
  - Do you provide any safety equipment, such as reflectors or bicycle helmets for your employees?
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## Occupational road risk

Yes No N/A

- Do you have safety instructions for journeys or visits made by employees?
  - Are company cars regularly serviced?
  - Do company cars have first aid equipment?
  - Do you prohibit employees from using mobile phones while they're driving?
  - Are all drivers suitably trained, for example in advanced/defensive driving, class of vehicle and so on?
  - Does your business minimise journeys and set realistic journey times, and do you advise employees not to drive if they're tired?
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## Travelling abroad

Yes No N/A

- Do you examine the conditions and risks of a journey and destination?
- Are travelling routes and timetables carefully planned?
- Do travellers keep in contact with you on a regular basis during their trip?
- Do you know how to contact travellers during trips?
- Do you have a travel insurance policy in place and in order?
- Are travellers' vaccinations in order and up to date?