

Use of a Banks-man – Reversing with Assistance

Lothian Buses have ensured that every effort has been made to reduce the need for the reversing of large vehicles, however there will always be a need to reverse from dead end pit areas and some other work areas such as the chassis wash, defective vehicles, 'keep ins' and during parking.

It is Lothian Buses' Policy that a banks-man must be used during **all** reversing manoeuvres involving any large vehicles (buses, hgv's etc.) on our premises **without exception**.

When being utilised, a banks-man has full authority over all pedestrian and vehicle movements at the reversing location. Pedestrians and other vehicle drivers must follow the banks-man's instructions.

To help ensure the safety of pedestrians when reversing the following procedures should be adhered to.

Drivers of vehicles must remember it is their responsibility to ensure the safety of their vehicle and others affected by their actions.

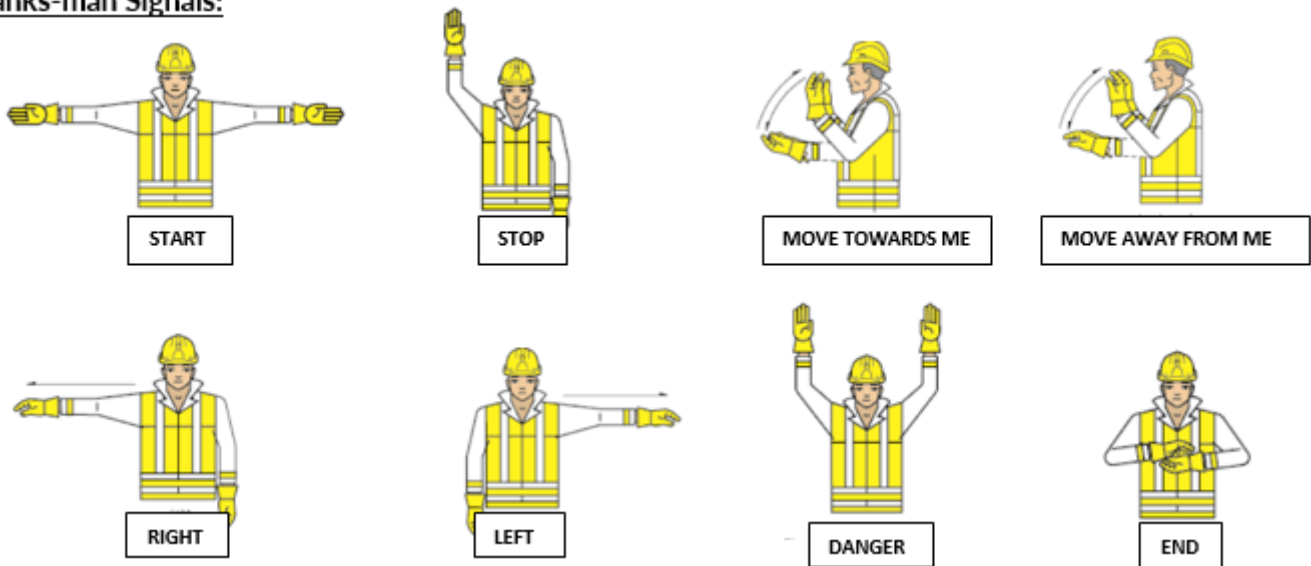
The Driver must:

- Switch on the vehicles four-way hazard lights
- Check both mirrors for pedestrians and hazards
- Then wait for the signal/command from the banks-man
- On receipt of the start to manoeuvre command look over your right shoulder to check the offside blind spot
- Commence reversing, only if confident it is safe to do so and the banks-man indicates it is clear to proceed.
- Keep the banks-man in your field of vision, if you lose sight of the banks-man, **STOP** until safe to recommence the reversing manoeuvre
- If any pedestrian, vehicle or other hazard appears, **STOP** the vehicle until safe to recommence the reversing manoeuvre
- Report any incident or near miss to your manager/supervisor in writing immediately

The Banks-man must:

- Ensure the driver of the vehicle is informed of the meaning of the hand signals you will use
- Ensure you **DO NOT STAND DIRECTLY BEHIND** the vehicle and remain a safe distance away from the moving vehicle at all times
- Inform the driver to **STOP** immediately if you go out of view during the manoeuvre
- Wear Hi Viz overalls, vest or jacket

Banks-man Signals:



08/11/2023

This section should be retained by the staff member signing the overleaf section

I have received instruction on the locations within my workplace where reversing requires the assistance of a banks-man and how to act safely as a banks-man.

I will ensure that every time I assist a reversing vehicle:

- 1) The driver of the vehicle is informed of the meaning of the hand signals I use
- 2) I will not stand directly behind the vehicle and ensure I remain a safe distance away from the moving vehicle at all times
- 3) The driver is instructed to **STOP** immediately if I go out of view during the manoeuvre
- 4) I will wear Hi-viz overalls, vest or jacket
- 5) I will report any incident or near miss to my manager/supervisor immediately

I am aware that failure to use a banksman when required will likely lead to disciplinary action. It is considered a serious Health & Safety breach and may constitute gross misconduct which could lead to dismissal.

Employee to complete in block capitals

NAME: NUMBER:

DEPOT:

JOB TITLE:

SIGN: DATE:

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