

REVERSING SAFELY/USE OF HAND SIGNALS Guidance



1. REVERSING SAFELY

There can be no standard routine for safe reversing, but some basic guidance is offered to drivers and guides below: -

DRIVERS

You must: -

- (a) NEVER reverse from a side road into a main road.
- (b) ALWAYS check that there are no pedestrians - particularly children - or obstructions behind your vehicle.
- (c) NEVER rely on your mirrors alone
- (d) NEVER reverse further than is absolutely necessary
- (e) Whenever possible arrange for an attendant to guide your manoeuvres
- (f) The code of signals to be used are detailed below.
- (g) Take signals from your guide only, but react to an emergency signal to stop from anyone.

GUIDES

You must: -

- (a) Make sure that you understand the driver's requirements and that you have an agreed code of signals.
- (b) Be flexible - you may need more signals than the ones suggested.
- (c) Position yourself so that you can be clearly seen by the driver, but well out of danger.
- (d) Wear your high visibility vest/jacket during reversing operations.
- (e) Give your signals clearly and in plenty of time for the driver to react.
- (f) Whatever the type of vehicle being reversed, the 'change of direction' signal indicates to the driver the direction the rear of the vehicle is to be steered.

2. SAFE MANOEUVRING OF VEHICLES USING HAND SIGNALS



2.1 Use of Hand Signals.

Large vehicles including those classed as Heavy Goods Vehicles (HGV) may occasionally requires a member of staff to stand outside the vehicle while directing the driver.

2.2 Hazards.

The size of the vehicle and the situations in which they are required to perform certain manoeuvres in, such as reversing, creates a hazard of collision for a member of staff, other persons or vehicles. The risk of collision increases when visibility is poor due to inclement weather or the time of day, or season where light levels are low.

2.3 Precautions.

The main precautionary measure to be adopted is for the driver to make use of the vehicle reversing camera (where fitted) and the audible reversing warning signal. Where members of staff who are required to further assist in manoeuvring a large vehicle, in addition to the use of the main precautionary measures identified in the above, should observe the following precautions: -

- (A) Ensure they remain visible to the driver of the vehicle and other road users at all times.
- (B) Ensure they wear high visibility outerwear such as a jacket or vest so that they remain visible to the driver of the vehicle and other road users.
- (C) Ensure that members of staff who assist the driver do not stand in such a position that puts them in between the vehicle and any obstacle such as another vehicle or building.
- (D) A standardised means of communication (hand signals) is used by the member of staff assisting in any vehicle manoeuvres that are clearly understood by the driver of the vehicle.

Hand signals must be precise, simple, and easy to make and understand. Where both arms are used at the same time, they must be moved symmetrically and used for giving one sign only. The hand signals identified overleaf must be used whenever a member of staff assists outside the vehicle in manoeuvring a vehicle.

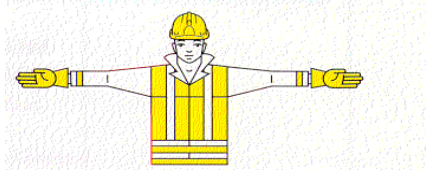
Meaning

Description

Illustration

START
Attention Start
of Command

Both arms are extended horizontally with the palms facing forwards.



STOP
Interruption End
of movement

The right arm points upwards with the palm facing forwards.



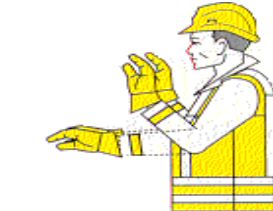
**MOVE
FORWARDS**

Both arms are bent with the palms facing upwards, and the forearms make slow movements towards the body.



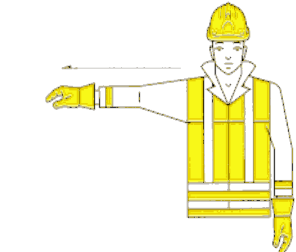
**MOVE
BACKWARDS**

Both arms are bent with the palms facing downwards, and the forearms make slow movements away from the body.



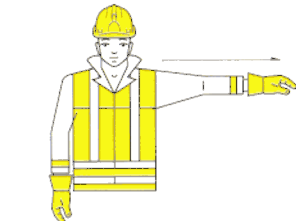
RIGHT
to the member
of staff's whose
assisting.

The right arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the right



LEFT
to the member
of staff's whose
assisting.

The left arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the left.



DANGER
Emergency stop

Both arms point upwards with the palms facing forwards.

