

BANKSMAN AND VEHICLE MARSHAL APPOINTMENT AND BRIEFING

FORM — SITE FILE

Who marshals vehicles on this site, what they were checked for, and what they were told

KD-TM-BM-003 Rev A0

CDM 2015 reg 28(2): where a person may be endangered by a vehicle's movement, warning must be given to anyone at risk by the driver, or by the person directing the driver where the driver does not have full visibility. That person is the banksman or vehicle marshal. This sheet is the appointment: who they are, what evidence of competence was seen (CDM 2015 reg 15(7)), where and when they marshal, what they were told, and the hand signals they use — Schedule 1 Part IX of the Safety Signs and Signals Regulations 1996. A marshal who was never told they were one is a person standing near a lorry. The manoeuvres they cover are on KD-TM-RV-006; the plan is KD-TM-TP-001.

1 APPOINTMENT

PROJECT / SITE REF	SITE	DATE	APPOINTED BY
MARSHAL / BANKSMAN	EMPLOYER	COMPETENCE EVIDENCE SEEN	SEEN BY / DATE
EXPERIENCE	ALSO APPOINTED AS		

2 WHERE AND WHEN

AREAS AND MANOEUVRES COVERED		
HOURS ON DUTY	CONTACT WITH THE DRIVER	WHERE THEY STAND
HI-VIS AND PPE	AUTHORITY TO STOP A VEHICLE	

3 DUTIES — BRIEFED AND UNDERSTOOD

- Before a manoeuvre: check the route and the area are clear of people; warn anyone at risk and move them out — where the driver cannot see them, that warning is the marshal's to give
- Agree the signals with the driver before the first movement; if the driver cannot see you, the vehicle stops
- Stand where the driver can see you in the mirror or through the window; never walk behind a reversing vehicle
- Give one signal at a time, large and deliberate; the STOP signal is obeyed by every driver on site and is given the moment anything enters the area
- Keep pedestrians and other plant out of the area until the manoeuvre is finished; do not hold a barrier open with one hand and signal with the other
- Do not marshal from a phone, and do not marshal two vehicles at once
- Report to the site manager any driver who ignores a signal, any vehicle without working reversing aids, and any near miss (KD-SITE-NR-026)
- Marshalling a load under a crane or lorry loader is slinger-signaller work: only where the appointment above says so and a lifting plan covers it

4 THE HAND SIGNALS — DEMONSTRATED BY THE MARSHAL AND CHECKED

Schedule 1 Part IX of the Safety Signs and Signals Regulations 1996 sets the standard signals. The site may add its own only where the standard set has no signal for the movement, and any addition is written here and briefed to every driver.

SITE-SPECIFIC SIGNALS OR RADIO WORDS ADDED

- START — both arms extended horizontally, palms forward
- STOP — right arm raised, palm forward
- END of operation — both hands clasped at chest height
- MOVE FORWARD (towards me) — both arms bent, palms facing upwards, forearms moved slowly towards the body
- MOVE BACK (away from me) — both arms bent, palms facing downwards, forearms moved slowly away from the body
- RIGHT — right arm extended horizontally, palm down, slow small movements to the marshal's right (as the marshal faces the driver)
- LEFT — left arm extended horizontally, palm down, slow small movements to the marshal's left (as the marshal faces the driver)
- DANGER — emergency stop — both arms raised, palms forward

5 SIGNATURES

Marshal — I have been briefed on the above, I understand the signals and my authority to stop a vehicle, and I will work to it:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Appointed by (site manager):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.