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TEMPORARY ACCESS PLANNING CHECKLIST



Temporary Access Planning Checklist

A practical framework for assessing temporary access requirements, protecting ground conditions, and maintaining operational continuity.

Poor access planning can lead to delays, safety risks, damaged surfaces, and costly disruption. Use this checklist to assess site conditions, identify potential access challenges, and support safer workforce and vehicle movement throughout your project.

SECTION 1: Project Access Requirements

Objective

Understand how people, vehicles, and equipment need to move around the site.

Checklist

- Have all site access points been identified?
- Have pedestrian routes been mapped?
- Have vehicle routes been planned?
- Have delivery access requirements been assessed?
- Have emergency access routes been considered?
- Have temporary access requirements been reviewed for each phase of the project?

SECTION 2: Ground Conditions Assessment

Objective

Identify conditions that could affect access, safety, or productivity.

Checklist

- Has the site surface been inspected?
- Are there areas of soft or unstable ground?
- Are there slopes or uneven surfaces?
- Could vehicle traffic damage the ground?
- Are there drainage concerns?
- Is the site vulnerable to wet weather disruption?

Section 3: Vehicle & Equipment Access

Objective

Assess the requirements for vehicles, plant, and heavy equipment.

Checklist

- Have vehicle weights been considered?
- Will heavy machinery require site access?
- Have turning areas been assessed?
- Are temporary roadways required?
- Could ground conditions restrict vehicle movement?
- Are alternative access routes available if conditions change?

Section 4: Workforce Movement

Objective

Ensure safe and efficient movement across the site.

Checklist

- Are workforce walkways clearly defined?
- Can personnel move safely between work areas?
- Are pedestrian and vehicle routes separated where possible?
- Have temporary crossings been considered?
- Will routes remain accessible during poor weather?
- Can materials and equipment be moved safely across the site?

Section 5: Weather Resilience

Objective

Prepare for changing site conditions.

Checklist

- Have seasonal weather risks been assessed?
- Could rain affect site access?
- Are contingency plans in place for poor weather?
- Have temporary access routes been designed for wet conditions?
- Will vehicle movement remain possible after heavy rainfall?
- Can critical operations continue if conditions deteriorate?

Section 6: Environmental Protection

Objective

Minimise ground damage and protect sensitive environments.

Checklist

- Are environmentally sensitive areas present?
- Could vehicle traffic damage grass, soil, or landscaping?
- Is surface reinstatement required after the project?
- Have measures been considered to reduce rutting and erosion?
- Are protected habitats or natural features nearby?
- Have environmental responsibilities been reviewed?

Section 7: Deployment & Logistics

Objective

Plan for implementation and site changes.

Checklist

- Has installation time been considered?
- Can access solutions be deployed quickly if required?
- Are routes likely to change during the project?
- Have storage requirements been considered?
- Is removal required at project completion?
- Have project teams been briefed on access arrangements?

Section 8: Operational Continuity Review

Objective

Identify risks that could affect productivity and project timelines.

Checklist

- Have potential access bottlenecks been identified?
- Could access issues delay key activities?
- Have high-risk areas been assessed?
- Could poor access impact workforce productivity?
- Have mitigation measures been planned?
- Are access requirements regularly reviewed throughout the project?

Final Review Scorecard

How Prepared Is Your Site?

Assessment	Result
45+ Yes Answers	Strong access planning in place
35-44 Yes Answers	Minor improvements recommended
25-34 Yes Answers	Access planning review advised
Under 25 Yes Answers	Significant access risks may exist

Keep Projects Moving

Effective temporary access planning helps reduce disruption, improve workforce movement, protect ground conditions, and support operational continuity throughout the project lifecycle.

For additional guidance, explore our Ground Protection Knowledge Hub and expert buying guides on coba.com.

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Get in touch with your local team today!

United Kingdom

☎ +44 (0)1788 228 555
✉ sales@coba.com
🌐 www.coba.com

France

☎ +33 0186 65 23 57
✉ commercial@coba.com
🌐 www.coba.com/fr

Germany

☎ +49 (2161) 2945-0
✉ verkauf@coba.com
🌐 www.coba.com/de

Italy

☎ +49 (2161) 2945-0
✉ vendite@coba.com
🌐 www.coba.com/it

Poland

☎ +48 12 446 92 30
✉ sprzedaz@coba.com
🌐 www.coba.com/pl

Portugal

☎ +34 93271 5957
✉ vendas@coba.com
🌐 www.coba.com/pt

Spain

☎ +34 93271 5957
✉ ventas@coba.com
🌐 www.coba.com/es

Slovakia

☎ +421 41 507 11 12
✉ obchod@coba.com
🌐 www.coba.com/sk

South Africa

☎ +27 11 452 7961 (JHB) +27 21 557 1204 (CPT)
✉ sales@cobaafrica.com
🌐 www.coba.com/za