








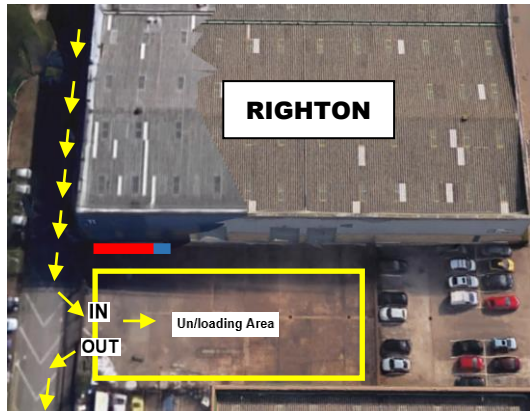


SAFE DELIVERY PLAN / SITE RULES FOR VISITING DRIVERS

Delivery Address Righton Ltd – Birmingham Service Centre Unit 11 Tamebridge Ind Est Aldridge Road, Perry Barr Birmingham B42 2TX	Site Rules <div style="display: flex; justify-content: space-around; align-items: center;">      </div> <div style="background-color: red; color: white; text-align: center; padding: 2px; font-weight: bold;"> RIGHTON LTD Mandatory Minimum PPE for Visiting Drivers </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;">    </div> <div style="text-align: center;"> <p style="color: red; font-weight: bold;">Climbing onto the bed of your vehicle? You must wear a hard hat with a chin strap.</p>  </div> </div>	
Telephone Number 0121 356 1141 Out of Hours Contact Paul Barton: 07970 144023 <div style="background-color: red; color: white; padding: 2px; font-weight: bold;"> Emergency Contact on Site </div> Ben Cooper: 0121 332 3863	Delivery Times Mon-Fri: 0800-1300 We advise all suppliers to pre-book <div style="text-align: center; font-weight: bold;"> TELEPHONE BEN COOPER TO PRE-BOOK DELIVERIES: 0121 332 3863 Email: Ben.cooper@righton.co.uk </div>	
On Arrival <ul style="list-style-type: none"> Park at front of the building and secure your vehicle. Proceed on foot through the side gate on the left, along the walkway and through the pedestrian doorway into the building. Hand over delivery documentation to goods inwards office staff checking and then return to your vehicle. Enter the yard only when the barrier has fully raised. Proceed slowly into yard as directed to the designated un/loading point. Apply hand brake and turn engine off. Remain in your vehicle until attended to by a member of Righton un/loading staff. IN OUT REVERSING WITHOUT BANKSMAN (liaise with Righton staff beforehand). 	SITE LAYOUT  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; font-weight: bold; color: red;"> Unloading Area Park in the middle of the yard, leaving plenty of room either side of the vehicle for un/loading. </p> </div>	
Vehicle Preparation & Un/loading <ul style="list-style-type: none"> Driver to prepare vehicle for un/loading. Check to ensure no goods/materials on the vehicle have become unsafe. If assistance from Righton un/loading staff in vehicle preparation is required, i.e. un/sheeting, then firstly discuss and agree any required safety measures that may be needed before activity is undertaken. ACCESSING BED OF VEHICLE: Drivers MUST wear a hard hat with a chin strap if climbing onto their vehicles. Goods In Staff will supply this PPE to drivers on request (must be returned to Righton after use). NOTE: There is no work at height equipment available. Drivers are <u>not</u> required to assist in the un/loading process – Stay in the designated safe area and co-operate with Righton staff at all times. Where an unsafe/unstable load situation is identified un/loading will not take place until a safe means of un/loading has been determined by a suitable member of Righton staff who is competent to make such a decision. 	Exiting from Site <ul style="list-style-type: none"> Exit yard when authorised to do so. No reversing without a Banksman. Beware of pedestrians and other vehicles. 	
Special Instructions <ul style="list-style-type: none"> Overnight parking on or near to the site is not allowed. All accidents and incidents must be reported. 	<div style="text-align: center; border: 1px dashed gray; padding: 5px; width: fit-content; margin: 0 auto;"> EXIT </div>	
PLEASE NOTE: Righton operates a 'SAFETY FIRST' Policy. ANY VISITING DRIVER WHO FAILS TO CO-OPERATE IN ADHERING TO THESE SITE SAFETY RULES WILL NOT BE UNLOADED AND INSTRUCTED TO LEAVE THE SITE.		
Name of Supplier/Transport Company:		
Accepted by (print name):	Signed:	Date:

Issued on behalf of Righton by	Revision No.	Date
G. Davies, Operations Director	02	April 2018

Authentication Note: Once signed and dated by all relevant parties the 'Delivery Plan' will remain valid for deliveries/collections to/from Righton for an indefinite period, unless a revision is required as a result of any significant changes in people, equipment, materials or environment. In which case, the relevant supplier/transport company shall contact the issuing authority to agree a new 'Delivery Plan' prior to any subsequent delivery/collection taking place.