

SAFE DELIVERY PLAN / SITE RULES FOR VISITING DRIVERS

Delivery Address Righton Ltd Hawkesworth House Great Western Business Park Hawkesworth Road. Yate. Bristol BS37 5NW		Site Rules     	
Telephone Number 01454 318601		RIGHTON LTD Mandatory Minimum PPE for Visiting Drivers	
Out of Hours Contact Mike Baker: 07970 144008		   <p>Climbing onto the bed of your vehicle? You must wear a hard hat with a chin strap.</p> 	
Emergency Contact on Site Louisa Fryer: 01454 318601			
Delivery Times	Mon - Thu: 0800 - 1600	Fri: 0800 - 1500	SITE LAYOUT 
PRE-BOOKED DELIVERIES ONLY: Tel: 01454 318601 Email: mike.baker@righton.co.uk			
On Arrival <ul style="list-style-type: none"> • Stop at gate/barrier and read site rules notice on the right. • Exit vehicle and use intercom on left hand gate post to speak to a member of staff. • Enter yard only when the barrier has fully raised. • Proceed slowly into yard as directed to 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. • Hand over delivery documentation to goods inwards staff. NO REVERSING WITHOUT BANKSMAN (liaise with Righton staff beforehand). 			
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. 			
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. 		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. 	
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 UN/LOADED AND INSTRUCTED TO LEAVE THE SITE.			
Name of Supplier/Transport Company:			
Accepted by (print name):	Signed:	Date:	

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