

SAFE DELIVERY PLAN / SITE RULES FOR VISITING DRIVERS

Delivery Address Righton Ltd Longacre Saltash Parkway Industrial Estate Saltash Cornwall PL12 6LZ		Site Rules     	
Telephone Number 01752 844931		RIGHTON LTD Mandatory Minimum PPE for Visiting Drivers	
Out of Hours Contact Nigel Pearce: 07970 144034		   Climbing onto the bed of your vehicle? You must wear a hard hat with a chin strap. 	
Emergency Contact on Site Nigel Pearce: 01752 844931			
Delivery Times	Mon – Fri: 0800 - 1600 We advise suppliers to pre-book.		
TELEPHONE TO PRE-BOOKED DELIVERIES: 01752 850620			
On Arrival		SITE LAYOUT	
<ul style="list-style-type: none"> Stop at gate/barrier and secure vehicle NOTE: 2 way system in operation in/out of yard. Exit vehicle and use intercom on right 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		Unloading Area Park in the middle of the yard, leaving plenty of room either side of the vehicle for 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		Exiting from Site	
<ul style="list-style-type: none"> Overnight parking on or near to the site is not allowed. All accidents and incidents must be reported. 		 <ul style="list-style-type: none"> Exit yard when authorised to do so. No reversing without a Banksman. Beware of pedestrians and other vehicles. 	
<p align="center">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.</p>			
Name of Supplier/Transport Company:			
Accepted by (print name):	Signed:	Date:	