









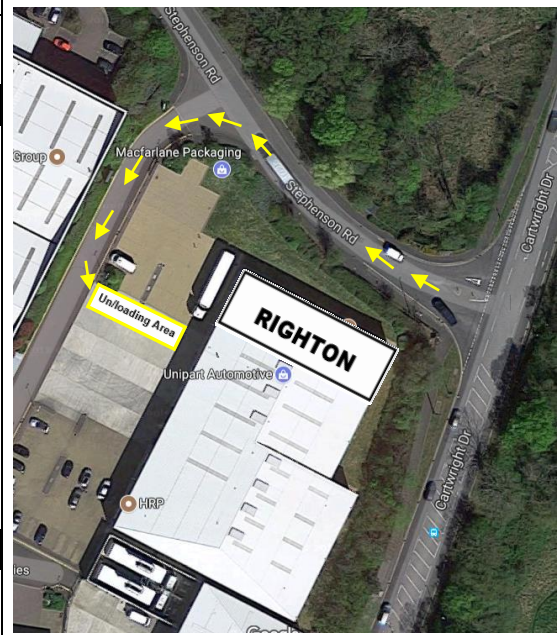


SAFE DELIVERY PLAN / SITE RULES FOR VISITING DRIVERS

Delivery Address Righton Ltd Unit 1, IO Centre, Stephenson Road, Fareham, Hampshire. PO15 5RU.		Site Rules     	
Telephone Number 02392 623070		RIGHTON LTD Mandatory Minimum PPE for Visiting Drivers	
Out of Hours Contact Ian Board: 07970 144010		   <p style="color: red;">Climbing onto the bed of your vehicle? You must wear a hard hat with a chin strap.</p> 	
Emergency Contact on Site Jackie Crockford: 02392 623070			
Delivery Times	Mon - Fri: 0730 - 1430		
LARGE BULK DELIVERIES MUST BE PRE-BOOKED: Tel: 02392 623070 Contact: Bob Palmer			
On Arrival <ul style="list-style-type: none"> On entry to site proceed slowly and park in the designated un/loading box outside of the warehouse main doors. Apply hand brake and turn engine off. Read Site Rules Notice in front of you. Exit vehicle and press bell located next to the main warehouse door. You may enter the warehouse ONLY via the pedestrian door which is adjacent to the main warehouse doors. Keep behind the safety guard rail at all times. Hand over delivery documentation to goods inwards staff and return to your vehicle. 			
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 Inwards 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 site 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. 01	Date 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.
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