

SAFE DELIVERY PLAN / SITE RULES FOR VISITING DRIVERS

Delivery Address Righton Ltd Unit B, Sands Ind Estate, Hillbottom Road, High Wycombe, Bucks, HP12 4HS		Site Rules     	
Telephone Number 01494 448711		RIGHTON LTD Mandatory Minimum PPE for Visiting Drivers	
Out of Hours Contact Kevin Mayhew: 07970 144069		   Climbing onto the bed of your vehicle? You must wear a hard hat with a chin strap. 	
Emergency Contact on Site Kevin Mayhew: 07970 144069		SITE LAYOUT	
Delivery Times Mon-Fri: 0800-1300			
On Arrival <ul style="list-style-type: none"> Park at front of the building at the kerbside and secure your vehicle. Proceed on foot towards the warehouse door and ring the bell to alert goods inwards staff. DO NOT ENTER THE WAREHOUSE. BEWARE OF FORK LIFT TRUCKS. Hand over delivery documentation to goods inwards staff for checking and then return to your vehicle. Remain with your vehicle until attended to by a member of Righton un/loading staff. 		PLEASE NOTE: Un/loading is allowed on double and single yellow lines in accordance with the local authority's time limits, unless any other loading and unloading restriction applies.	
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. 		Park here	
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. 		<ul style="list-style-type: none"> This is a Public Highway. Please, at all times, beware of pedestrians and passing traffic. Un/loading is from the kerbside ONLY. As an important Health & Safety precaution, the opposite site of the vehicle facing into the road MUST be fully secured at all times. 	
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
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.			