

## Health and Safety Information & Requirements

Where loading or unloading operations are to take place at any of our workplaces they must be carried out in such a way as to minimise the health and safety risks to any persons involved in the operation or who may be affected by the operations i.e. our employees, contractors or members of the public. Environmental risks due to spillage / dust etc should also be taken into consideration. We have provided workplace specific information to attach to our order to assist you in formulating risk assessments and safe systems of work for deliveries to our place of work.

The following requirements are to be complied with by you, or any employee / subcontractor employed by you to undertake the work on your behalf:

- Drivers must be competent to carry out all necessary tasks associated with the loading or unloading of the vehicle i.e.:
  - hold a relevant HGV licence
  - hold a certificate of training for any equipment they need to operate i.e. lorry loader CPCS Card
  - Have relevant banksman training if involved in reversing vehicles
- Drivers must be briefed by the supplier / haulier prior to arrival at the workplace in the safe systems of work for the unloading operations they are to carry out i.e. safe access to vehicle, work at height, fixture of slings etc.
- An unloading / loading assessment or plan must be provided specific to the type of materials to be delivered to the workplace and the method of unloading / loading to be carried out by the driver employed on your behalf.
- All vehicles must meet the legal requirements for highways i.e. axle loads, tax, insurance etc.
- All lifting equipment must be accompanied by its 12 monthly thorough examination certificate and all other lifting accessories have current and valid certification.(6 monthly inspections).
- Drivers must wear minimum PPE of high visibility vest, safety footwear, safety helmet.
- On arriving at the workplace all drivers must park the vehicle in a safe place and report to a member of the operations management team (unless met at the gate by security and instructed differently).
- Where repeat deliveries are carried out the Drivers must report to a designated person and not commence unloading / loading until authorised to do so.
- Drivers must not commence loading / unloading until the site specific Delivery Checklist has been completed and agreed with a member of the operations management team.
- Drivers are responsible for the load whilst it is on the vehicle, and until fully offloaded.
- Where loading takes place on site, the lorry loader driver has the responsibility from the point at which they lift the loads from their position of rest on site to ensure the load is stacked in accordance with the vehicles capability and in accordance with the Department of Transport's Code of Practice "Safety of Loads on Vehicles". (Free download at [www.dft.gov.uk](http://www.dft.gov.uk)).

Drivers failing to comply with the above requirements may be asked to leave the workplace. Any drivers putting either themselves or others at risk will be immediately stopped until suitable and sufficient actions have been taken to address any shortfalls.

For further understanding on your duties please refer to the Health and Safety Executive Guidance "Delivering Safely" available for download from: [www.hse.gov.uk/workplacetransport/information/cooperation.htm](http://www.hse.gov.uk/workplacetransport/information/cooperation.htm)

**Workplace Information**

<b>Company Name</b>	<b>Galliford Try Partnerships</b>	<b>Date of Order</b>	21/06/18
<b>Contract Name</b>	<b>Charlie Ratchford 1595</b>	<b>Order No.</b>	
<p><b>Contract Address:</b> Land adjacent no.11 Crogsland Road, Camden London NW1 8HF: Charlie Ratchford Construction Site</p> <p>Tel No.: <b>07918907814</b> Contact Name: <b>Chris Jackson</b></p>			
<b>Access / Visitor Controls / Who to report to</b>	Report to main site gate and ask designated Gateman for Site Manager .		
<b>Vehicle Restrictions</b>	<p>Largest vehicle to have access to the site can be maximum of 10 metre long ridged vehicle. No Artic lorries can enter the site. Entry via Prince of Wales Road only and egress to Chalk Farm Road one way route. Residential parking along both sides of Crogsland Road at end of road left hand turn only and cycle lane to the right hand side. Preferred route via Haverstock Hill, left into Prince of Wales Road and right into Crogsland Road.</p>		
<b>Parking Restrictions</b>	<p>JIT and pre-booked deliveries only as parking bays are located on both sides of Crogsland Road and there is no area defined to stop and wait. Early arriving vehicles will be turned away; deliveries must be as booked with site. Please be advised that Crogsland Road is a designated emergency access route for the Police and Fire Brigade to Haverstock Hill School and there can be no blocking of vehicle access at any time.</p>		
<b>Environment / Members of the Public</b>	<p>Please ensure that orders are delivered in full, to save part loads and excessive CO2 Levels, drivers to be courteous to members of the public at all times and to avoid causing traffic congestion and parking without due care for neighbours/ local residents and other road users, in particular in the case of Crogsland Road- Cyclists. There is a school entrance to the south elevation of the site thus additional due care and attention is to be taken with vehicle movements and delivery offload. The road is a designated cycle route thus consideration given at all times to potential cyclists passing on left hand side .</p>		
<b>Overhead Services &amp; other proximity hazards</b>	None on site		
<b>Ground Conditions</b>	Good condition, concrete/tarmac finish over permanent suitably compacted subgrade materials.		

<p><b>Vehicle off loading / loading facilities</b></p>	<p>Vehicle off loading at the main gate. Deliveries to brought into site on smaller vehicles and to be banked in and out at all times. No vehicles requiring manual off loading or presence of operative/personnel at height to be done so without full guard rails and means of prevention from fall. Any vehicle arriving without fall protection will be turned away immediately and GTP will take no responsibility for any costs associated with failure to meet the above criteria.</p> <p>Deliveries cannot be guaranteed Crane offload thus must arrive to site with HI-Ab or Moffett lifting truck, or alternative means to offload materials/ delivery. If means to offload cannot be provided, then this must be communicated to GTP management 48 hours in advance to ensure a crane slot can be allocated.</p>
<p><b>Environmental Considerations</b></p>	<p>Site is located in a residential area. When waiting to access site, and parked up, turn off engine and reduce unnecessary audible noise. Road is a dual vehicle and cycle route.</p>
<p><b>Other</b></p>	<p>See CLOCS Logistics Plans 1595 Delivery Times below; Construction vehicle arrivals and departures will need to be scheduled to avoid the morning and afternoon/evening peak periods. The site is located directly adjacent to a school. Construction vehicle arrivals and departures will therefore need to be scheduled to take place between 09:30 and 15:30 hours on weekdays and between 0800 and 1300 hours on Saturdays during school term time.</p> <p>All vehicles attending site will adhere to the pre-determined requirements within their order at all times. This includes and is not limited to FORS registration standards , CLOCS compliance and safety checks , GTP Standards that reference the safe loading, unloading of vehicles,preferred access and egress routes, The Site Rules for the project and the RAMS produced and submitted by the supplier/source of the transport/goods/materials.</p>