



Knowles House Wates Project Office 51-53 Longstone Avenue Brent NW10 3UN





Marcin Lorenz Logistics Manager 07957761177



Yohannes Girmay Traffic Marshal 07534642405





Delivery Restrictions

To comply with Planning traffic management plans & in the interest of highway / pedestrian safety / peak traffic times there will be no deliveries / removal of materials between the following times:

Morning: 8:00 - 9:00 Afternoon: 15:00 - 16:00

All deliveries to be scheduled with Focus Logistics management team at least 48 hours prior to delivery to allocated time slots, delivery wagon size also to be taken into account

Site Hours

Monday - Friday: 7:00 - 18:00

Delivery Conditions

Generally offloading shall be done by the Supplier & shall be the Supplier's responsibility. The Supplier shall perform the offloading in accordance with the appropriate Risk Assessment Method Statement (RAMS) prepared by the Supplier for the purposes of the offloading. For materials unloaded by Hi-ab (lorry loader) unloading must be carried out in accordance with **BS7121 : 4 : 2016** (Code of Practice for safe use of cranes / lorry loaders).

All drivers & operatives of the Supplier shall be familiar of all H&S rules applicable on site & shall at a minimum wear safety helmet / high visibility jacket / waistcoat / gloves / safety glasses / safety boots or shoes that are compliant with the relevant EU standards. All operators of crane vehicles visiting the site must be fully certified (CPCS / CITB / Equivalent) & shall carry copies of this certification for inspection.





Project Name:	KNOWLES HOUSE	Project Number:	700370	Date: N/A	
When vis	Site Rules iting this Wates Reside to the following requi		RL) Project we wish to draw your	Read & Understood	Tick
1.	Covid-19 For the safety of all of your vehicle until you Please ensure you al project!	PLEASE KEEP 2m YOUR DISTANCE			
2.	PPE When Exit Full PPE must be wor Safety helmets, safet clothing, safety glass Shorts are NOT perm If you are unable to a vehicle!				
3.	Speed Limits Keep to the site speed limit of 5 MPH while onsite.			5 MPH SPEED LIMIT	
4.	the fire marshal's ins GATE 2 which is whe	tructions. Th re a headcou the site unti	visit please follow all fire signage and e fire assembly point is located on:- nt will be taken to account for all on I you have been given permission . ing escort!	Fire A V Fire assembly point	
5.	Warning Beach Flashing beacon or h		nust be switched on while on site.		
6.		e of the site t er of the site	oilets you must be accompanied by a team and must remain with them back to your vehicle.		





7.	Vehicle Movements Always obey the instruction from the Traffic Marshal. Under no circumstances shall your vehicle move or reverse without instruction or the aid of a Traffic Marshal. Ensure you always have visual contact with the Traffic Marshal when manoeuvring. Stop movement if visual contact is lost!					
8.	Plant Movements Pay particular care when in areas where mobile plant is operating and use only designated crossing points. Be aware of lifting operations and the potential for loads to pass overhead. Always keep clear, alert, and keep to designated walkways.					
9.	Accident & Incidents All accidents and incidents must be reported to the WRL Project Management Team immediately.					
10.	Smoking No Smoking is permitted onsite except in the designated area!					
11.	Environment Please do not do anything that may result in harm to the local environment, in terms of pollution of the air, ground or water, damage to wildlife, vegetation or archaeology and disruption or disturbance of our neighbours.					
12.	Finally When approaching or leaving the site we ask you to be considerate to our neighbours. Please do so be keeping your speed down on all adjacent roads to minimise dust and for the safety of the public and other vulnerable road users.					
Current	L Manager or Sub-Contractor escorting you on site will inform you of any site-specific activities on site: As per briefing and the site hazard board located at the welfare of to the visiting party if applicable					





Coronavirus advice

When you arrive and go home today, use the hand sanitiser to clean your hands after using the fingerprint scanner at the turnstile. If no sanitiser is available please be careful to follow the advice below:

Do not touch your face until you have washed your hands

Do not put your fingers in your mouth, nose or eyes until you have washed your hands

The above are especially important after touching surfaces on public transport



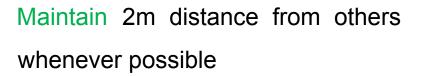












Always wash your hands for a minimum of 20 seconds at the very first opportunity after arriving on site or leaving site













10) Covid-19 Do's and Don'ts

<u>Do's</u>

- Follow the Government guidelines.
- Temperature checks will be carried out when entering site, operatives temperatures recording more than 37.8 will not be allowed
- Use public transport if necessary and if you can

respect the 2 meters spacing.

- Respect the need for social distancing on site.
- Drink plenty of liquids to stay well hydrated.
- Clean commonly used surfaces.
- Cover your mouth and nose with a tissue or your sleeve (not
 - your hands) when you cough or sneeze.
- Wash your hands frequently with soap and water for at least

20 seconds and particularly before you touch food or if you

have been out in public areas, have been coughing, sneezing

- or blowing your nose.
- Use hand sanitiser.
- Always wash your hands when you get home or into work.
- Ensure delivery drivers stay within vehicle where practicable
- Self-isolate and stay at home for 7 days if you develop a high
 - temperature or a persistent cough.

Dont's

- Do not have contact with anyone who has symptoms.
- Avoid touching your eyes, nose or mouth with your hand.
- Do not hold or attend large gatherings
- Do not shake hands.
- Do not come to work and inform your Manager or Supervisor
- if you develop a temperature or persistent cough
- Do not allow Drivers to leave the vehicle if not necessary
- Use your own pen to record vehicles entering site and do not give the pen to others

Do not approach the drivers less than 2m when communicating





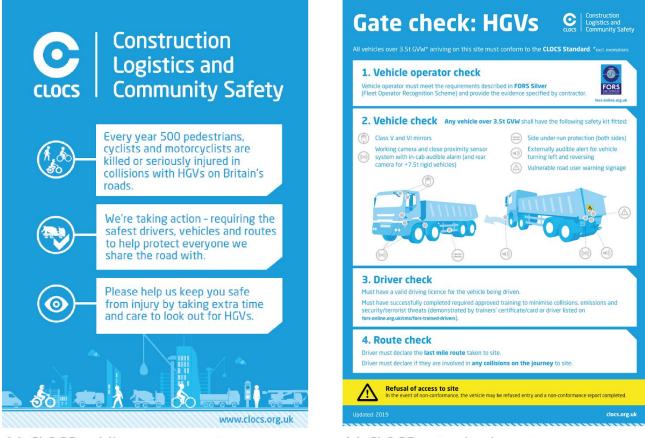
Vehicles on site kill many construction workers every year. Be aware – there are pedestrians moving around this site– please be considerate. Mandatory Delivery Driver Rules

1. Site speed limit of **5 mph**, or lower where posted. This is walking speed.

- 2. No reversing/ movement on site without a banksman.
- 3. Mandatory PPE Hard Hat, Hi-Vi, Safety Boots, Eye Protection and Gloves must be worn outside of cab. No Shorts allowed outside cab.
- 4. Only park where instructed. Do not stop on site roads.
- 5. Do not use mobile phones when driving.
- 6. Obey all road traffic signage and traffic marshals.
- 7. Wear seatbelts at all times.
- 8. All drivers are responsible for checking ground conditions before exiting cab. Climb out of cab carefully using steps and hand holds where provided.
- 9. No animals, children or unauthorised passengers permitted onto site.
- 10. No Drugs & Alcohol permitted. Do not come onto site under the influence of drugs or alcohol.
- 11. No smoking, eating or drinking on site or in vehicle cabs.
- 12. Keys must not be left in unattended vehicles.
- 13. When fitted, orange beacons/audio devices must be used when on site. If not fitted hazard lights should be on at all times whilst moving.
- 14. Do not climb onto the back of your vehicle under any circumstances unless:
 - Fall Prevention (Handrails, harness system or similar) is fitted
 - Good access is provided (ladder, steps etc.)
 - You have been briefed on the safe system of work
 - You are competent (trained and experienced) to do so
- 15. Permitted delivery times: as stated above
- 16. Take care as you leave site be careful for pedestrians, cyclists and other road users. Do not speed, be considerate and follow the correct route.
- 17. Failure to comply with these rules will result in you being asked to leave site, regardless of whether you have unloaded or not.
- 18. In the event of an incident, please contact a member of the Wates Management or Focus management.







A1 CLOCS public engagement poster

A1 CLOCS gate check poster

