

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



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Traffic Marshal
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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	
Driver Site Rules When visiting this Wates Residential Ltd (WRL) Project we wish to draw your attention to the following requirements!				Read & Understood	Tick
1.	Covid-19 For the safety of all our staff and yourself, please do not exit the cab of your vehicle until you have been told it is safe to do so. Please ensure you always maintain social distancing while on this project!				
2.	PPE When Exiting Your Vehicle Full PPE must be worn. Safety helmets, safety footwear with steel midsoles, high visibility clothing, safety glasses and gloves must always be worn. Shorts are NOT permitted; full length trousers must be worn. If you are unable to adhere to the above, please do not exit your vehicle!				
3.	Speed Limits Keep to the site speed limit of 5 MPH while onsite.				
4.	Emergencies In the event of a fire during your visit please follow all fire signage and the fire marshal's instructions. The fire assembly point is located on:- GATE 2 which is where a headcount will be taken to account for all on site. Do not re-enter the site until you have been given permission. Always stay with your accompanying escort!				
5.	Warning Beacons Flashing beacon or hazard lights must be switched on while on site.				
6.	Toilet Facilities If you require the use of the site toilets you must be accompanied by a fully inducted member of the site team and must remain with them while travelling through site and 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 by keeping your speed down on all adjacent roads to minimise dust and for the safety of the public and other vulnerable road users.		
The WRL Manager or Sub-Contractor escorting you on site will inform you of any site-specific hazards that may affect you!			
Current activities on site: As per briefing and the site hazard board located at the welfare area entrance and must be relayed 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



Maintain 2m distance from others
whenever possible



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

Do's

- 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.

Don't'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.



CLOCS | **Construction Logistics and Community Safety**

Every year 500 pedestrians, cyclists and motorcyclists are killed or seriously injured in collisions with HGVs on Britain's roads.

We're taking action - requiring the safest drivers, vehicles and routes to help protect everyone we share the road with.

Please help us keep you safe from injury by taking extra time and care to look out for HGVs.

www.clocs.org.uk

A1 CLOCS public engagement poster



Gate check: HGVs **CLOCS** | Construction Logistics and Community Safety

All vehicles over 3.5t GVW* arriving on this site must conform to the **CLOCS Standard**. *excl. exemptions

1. Vehicle operator check
Vehicle operator must meet the requirements described in **FORS Silver** (Fleet Operator Recognition Scheme) and provide the evidence specified by contractor. fors-online.org.uk

2. Vehicle check Any vehicle over 3.5t GVW shall have the following safety kit fitted:

- Class V and VI mirrors
- Working camera and close proximity sensor system with in-cab audible alarm (and rear camera for +7.5t rigid vehicles)
- Side under-run protection (both sides)
- Externally audible alert for vehicle turning left and reversing
- Vulnerable road user warning signage

3. Driver check
Must have a valid driving licence for the vehicle being driven.
Must have successfully completed required approved training to minimise collisions, emissions and security/terrorist threats (demonstrated by trainers' certificate/card or driver listed on fors-online.org.uk/cms/fors-trained-drivers).

4. Route check
Driver must declare the **last mile route** taken to site.
Driver must declare if they are involved in **any collisions on the journey** to site.

Refusal of access to site
In the event of non-conformance, the vehicle may be refused entry and a non-conformance report completed.

Updated: 2019 clocs.org.uk

A1 CLOCS gate check poster



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We're driving positive change to protect everyone we share the road with.

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