











SAFE DELIVERY PLAN / SITE RULES FOR VISITING DRIVERS

Righton Blackburns' Delivery Address 		Righton Blackburns' Site Rules     	
RB Telephone Number 		Mandatory Minimum PPE for Visiting Drivers	
RB Out of Hours Contact 		   <p>Climbing onto the bed of your vehicle? You must wear a hard hat with a chin strap.</p> 	
RB Emergency Contact on Site 			
RB Delivery Times	Mon - Fri: 	RIGHTON BLACKBURNS' SITE LAYOUT	
LARGE BULK DELIVERIES MUST BE PRE-BOOKED: Tel:			
On Arrival			
<ul style="list-style-type: none"> On entry to site proceed slowly and park in the designated un/loading area outside of the warehouse main doors. Apply hand brake and turn engine off. Read Site Rules Notice(s). Exit vehicle and report to a member of staff. You may enter the warehouse ONLY via the pedestrian door which is adjacent to the main warehouse doors. Keep in safe area 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 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 Blackburns 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 Blackburns 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 Blackburns staff who is competent to make such a decision. 			
Special Instructions		Exiting from Site	
<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"> Exit site when authorised to do so. No reversing without a Banksman. Beware of pedestrians and other vehicles. 	
PLEASE NOTE: Righton Blackburns 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 on behalf of Supplier/Transport Company 		Driver's name (Print): 	
(Print name): 		Driver's Signature: 	
(Signed): 		Date: 	

Completed form to be handed in to RB unloading personnel prior to un/loading – (to be retained on file)