

## COMMERCIAL VEHICLE OPERATIONAL PROCEDURES

### Lauriston Building Princes Alexandra Eye Pavilion

#### **This procedure must be followed at ALL times whilst driving on the Lauriston Building and Princes Alexandra Eye Pavilion Sites**

Responsibility for establishing safe traffic management procedures for our staff and contractors/suppliers on the Lauriston Building and PAEP sites rests with the Site Logistics Manager. All departments within the hospital or contractors/suppliers operating on this site must follow these procedures at all times. .

We also require all contractors to provide us with generic or task based Risk Assessments and to come to site to enable us to jointly review what activities will be undertaken, routes etc, that their drivers will take when on site (Site Specific Risk Assessments)

The traffic site rules and regulations are situated at the entrance barriers to both sites.

**Speed limit on this site is 10 miles per hour.**

#### **Lariston Building service yard / car park**

All delivery / contractor vehicles entering this site must stop at the entrance barrier and use intercom system in place to gain entry from security.

Access to any other area within Lauriston Building for the purposes of delivering or uplifting material / equipment must be pre – arranged through the Site Logistics/Estates Managers office. No reverse manoeuvres should take place without a banks man being present.

All drivers must be aware that pedestrians' do walk in this area.

#### **Princes Alexandra Eye Pavilion car park**

This is predominantly for staff permits holder's car parking.

The traffic site rules and regulations are situated at the entrance barrier.

#### **Princes Alexandra Eye Pavilion front entrance**

Lab Van Service vehicles, Royal Mail, SAS, 1 Disabled space clearly marked and taxis, which are pre-arranged are the only vehicles allowed to park in this area.

Delivery time should not exceed 15 minutes. Vehicle size is limited to a maximum of 3.5 tonnes with the only exception being for emergency vehicles. Under normal circumstances, a limit of 2 vehicles at any one time is allowed to park at the front entrance. The signage and road markings must be adhered to at all times.

Drivers should not use this area to park their vehicles, it is only to be used for delivery and pick up.

All drivers must be aware that pedestrians' do walk in this area.

Any commercial vehicles requiring to reverse anywhere within the Lauriston Building / PAEP sites MUST make use of an appropriately trained banksman, wearing appropriate PPE.

Drivers who are observed in contravention of these instructions may be approached by Security staff who will assist in ensuring vehicles are manoeuvred safely. Any refusal to comply may result in the driver being asked to leave the site and a report made to the relevant department.

### **Contractors visiting the site**

All contractors visiting this site MUST adhere to these regulations; these regulations are put in place for your safety as well as patients, visitors and other staff groups. All drivers must listen to the instructions given by security and should park, load or unload where they are asked to do so. CCTV is in use on the site and vehicles will be monitored by it. All parking must be within a recognised parking bay and MUST not obstruct any other vehicle or park in an area not clearly marked for parking.

Any Contractor failing to comply with these guidelines may be asked to leave the site. In addition we recommend that vehicles are fitted with an Audible reversing alarm or camera.

It is the responsibility of the department requesting contractors onto the site to ensure that they comply with the site rules.

### **NHS Logistics Vehicles**

All Logistics vehicles which are under 3.5 Tonne MAY access all car parks to fulfil their daily work schedules; however we request that any unnecessary requests to access areas are minimised. All reversing on site must be undertaken with assistance from a trained individual known as a banks man, if you are in any doubt please request a Banks man.

This site operates a policy of ZERO tolerance against physical or verbal abuse of staff. Visitors considered to be in contravention of this policy may be reported to the Police. Site management and staff do patrol this site any contravention will be dealt with in a positive manner.

All drivers should park their vehicles responsibly whilst visiting the Lauriston Building / PAEP, permit holders should park in the appropriate car park allocated to them and visitors who have to park within the site should park in designated areas only.

It is the responsibility of all departments to ensure that these guidelines are cascaded to all of their suppliers and that they are fully conversant with them. This guidance is not exhaustive and guidance should be sought when any driver is unsure.

Further guidance may be obtained by contacting Andrew Mcphee, Assistant Site Logistics Manager, Royal Hospital for Sick Children, 9 Sciennes Road Edinburgh, EH9 1LF, telephone number 0131 536 0000

**NO REVERSING ON THIS SITE WITHOUT A BANKS MAN.**

**Think SAFETY.**

