

NHS Commercial Vehicle Operational Procedures

Herdmanflat Hospital

This procedure must be followed at ALL times whilst driving on the Herdmanflat Site

Responsibility for establishing safe traffic management procedures for our staff and contractors/suppliers on the Herdmanflat Hospital site 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.

All contractors are required to provide us with generic or task based Risk Assessments to enable us to jointly review what activities will be undertaken, routes etc, and their drivers will take when on site (Site Specific Risk Assessments)

Permit parking does not exist on this site.

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

Rear Car Park Area (Pencraig)

Can be accessed via Aberlady Road and by turning right into Pencraig Car Park. A one way system is in operation from this point on. Exit from the site is via Lydgait Road.

Garlton Day Unit

Can be accessed by vehicle via Lydgait Road only. There is no through site access for vehicles entering the site by Lydgait Road.

Main Drive Area

Ambulances or other patient transport vehicles MUST not use this area as a parking / waiting area, once the patient has been dropped off the vehicle must either move off site or park in a safe area that does not cause other vehicles to carry out evasive manoeuvres.

Scottish Ambulance Service drivers must follow the instructions issued by their operations department, regarding parking on the site.

Please note there is a height restriction from Aberlady Road entrance leading to the Catering Goods in area of 4metres

Catering Goods in area

Only On Site NHS vehicles may stop in this area, Deliveries / Uplifts by Logistics services.

General Parking areas

These areas are for patients, staff & visitors only.

Disabled badges must be displayed within disabled bays.

No delivery vehicles are permitted to park within this area at any time.

Ambulances or other patient transport vehicles MUST not use this area as a parking / waiting area. Scottish Ambulance Service drivers must follow the instructions issued by their operations department, regarding parking on the site.

Vehicle Manoeuvring area / adjacent to Main Building

www.nhslothian.scot.nhs.uk/GoingToHospital/TransportAccessInformation.

Only On Site NHS vehicles may stop in this area for the purpose of loading / unloading.

Deliveries / Uplifts by Logistics services.

All reversing within this area must be undertaken with assistance from a trained individual known as a reversing assistant.

Strictly no vehicular parking within this area.

Portering contact number is 0131 536 8354

Contractors visiting the site

All contractors visiting this site MUST adhere to these regulations; the regulations are put in place for your safety as well as patients, visitors and other staff groups. All drivers must adhere to the instructions given by Logistics staff and should park, load or unload where they are asked to do so. 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.

Please note there is a height restriction from Aberlady Road entrance leading to the Catering Goods in area of 4 metres

NHS Logistics Vehicles

All Logistics vehicles which are less than 3.5 tonne may require to access car parks to fulfil their daily work schedules however, we ask that requests to access to these areas are minimised and be made to the Site Operations Manager.

All reversing on site must be undertaken with assistance from a trained individual known as a reversing assistant.

All Drivers should park in a responsible, appropriate and safe manner. Visitors should park in designated areas only or the area that they have been requested to park. Drivers who are observed in contravention of these regulations may be approached by Logistics 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.

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; John Donaldson, Site Operations Manager, email, john.x.donaldson@nhslothian.scot.nhs.uk Mob: 07891 142 046

NO REVERSING ON THIS SITE WITHOUT A REVERSING ASSISTANT.