

NHS Commercial Vehicle Operational Procedures

Belhaven Hospital

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

Responsibility for establishing safe traffic management procedures for our staff and contractors/suppliers on the Belhaven Hospital site rests with the Site Operations 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. This Site only has a visiting Portering service 3 times per day, **08.45 – 09.50, 12.00 – 14.30, 17.00 – 17.15**

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

Car Park Patient / Visitor parking

This area is for patients only, no deliveries are permitted within this area at any time, unless under prior arrangement. 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.

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.

NHS Logistics Vehicles

All Logistics vehicles which are less than 3.5 tonne may access all car parks to fulfil their daily work schedules however, we ask that requests to access to these areas are minimised. All reversing on site must be undertaken with assistance from a trained individual known as a reversing assistant.

NHS Lothian will not tolerate any form of violent, intimidating or discriminatory behaviour by anyone, we will press for prosecution. The site is patrolled and any contravention will be dealt with in a positive manner.

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@nhsllothian.scot.nhs.uk Mob: 07891 142 046

NO REVERSING ON THIS SITE WITHOUT A REVERSING ASSISTANT