

NHS Commercial Vehicle Operational Procedures

Roodlands General Hospital

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

Responsibility for establishing safe traffic management procedures for our staff and contractors/suppliers on the Roodlands 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)

There is a one way system in operation and must be adhered to there is also a height restriction of **4 metres** on Hospital Road, adjacent to the Waste Storage yard and Entrance to the Estates Waste compound.

Permit Parking does not exist on this site.

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

Pharmacy / Laundry Delivery Yard / Catering back door

Authorised NHS Contracted Suppliers and Couriers are permitted to use this area. Delivery time should not exceed 30 minutes. The signage and road markings must be adhered to at all times. Drivers must wear high visibility clothing at all times.

Reversing of commercial vehicles is not permitted without a reversing assistant.

Contact portering dept 0131 536 8354

Porter Supervisor 07973 214 449

Roodlands Switchboard 0131 536 8300 and ask for the Roodlands duty porter to be bleeped

Main Entrance 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.

Porters Lodge Area

Only On Site NHS vehicles may park in this area, Deliveries / Uplifts by Lab Van Services / TNT Post should be no longer than 5 mins.

OPD 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.

Day Hospital Car Park

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

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.

West Lodge Car Park

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

Theatre rear Car Park

Access to this area for the purposes of delivering or uplifting material/equipment/Medical Gases must be pre – arranged. No reverse manoeuvres should take place without a reversing assistant being present.

The signage and road markings must be adhered to at all times.

This area will be blocked off prior to pre arranged delivery of Medical Gases.

Overspill Car Park

This area has a height restriction of 2.5 metres controlled by a barrier. No vehicle over 3.5 tonne shall enter this area unless prior arrangements are put in place. Contractors making deliveries of Salt to this area must make prior arrangements with Estates so the height restriction barrier can be removed.

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 require to access car parks to fulfil their daily work schedules however, we ask that requests to access to these areas are minimised and that contact be made in advance with the Site Logistics 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.

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

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 Brian Robb, Site Logistics Manager, Herdmanflat Hospital, Aberlady Road, Haddington, , Call 0131 536 8533.

NO REVERSING ON THIS SITE WITHOUT A REVERSING ASSISTANT.