

Commercial Vehicle

Operational procedure

Little France Campus

The little france campus is a large campus that comprises of the of Edinburgh & the royal hospital for children & young people / neurology centre.

It is the responsibility of the logistics management team to ensure that traffic is managed safely on the site and that all associated risks are recorded accurately, mitigated where possible and updated regularly to incorporate any changes to operations.

We have three service delivery areas on the site detailed below, these areas are in operation to allow smooth flow of traffic and provide a designated delivery area, therefore preventing any impediment of blue light emergency routes.

Contractors / Delivery Drivers visiting the site

CCTV is in use throughout the site and is used to monitor vehicle movements, any contractor or delivery driver visiting the site within operational hours will be greeted by a member of the traffic management team. The contractor / delivery drivers should follow any instruction from the traffic management team. We will always when possible try to accommodate access requests that are not pre booked (information on booking further down this document) however this is not always possible and the contractor / delivery could be turned away. Any contractor / delivery driver not following instruction will be refused access and asked to leave the site. **NHS Lothian also operates a zero tolerance policy regarding our staff being verbally or physically abused by visitors to any of its sites.**

Delivery Areas

Service yard A

This yard is our largest and busiest service area on the site, this area is used for the bulk of delivery's coming in, e.g. bulk laundry delivery, national procurement delivery's, waste pick up's. Most other deliveries for the site are directed to this service yard. This area is controlled by NHS Lothian staff Monday to Friday 0800 – 1600 (out with these hours there is a direct phone number on the gate to gain entry) generally (depending on vehicle size) there will be three vehicles allowed entry to drop off, Please be patient if you are asked to sit to the side and await a free space.

Service Yard B

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This yard is used for pharmacy deliveries, undertakers, BOC & is also utilised by the emergency Neo Natal team. This area is controlled by NHS Lothian staff from 0730 – 1530 any delivery's out with the above will be refused entry if not otherwise pre booked.

Service Yard C

This yard is used for all deliveries & uplifts to the children's hospital & neurology centre (RHCYP – DCN)

This yard is controlled 24/7 via an electric gate and intercom system, depending on the size of the vehicle we can allow access of up to four at any one time, if we cannot allow access due to space restrictions, we will ask that you leave site and come back at a later time. We will also not accept deliveries for the royal infirmary to this area.

NHS Lothian Lab van service, taxi services & delivery's out with team operational hours

All the above will be guided by the traffic management team upon arrival to site, out with the traffic team operational hours, drivers should park in a designated parking area and not be causing an obstruction to any blue light emergency routes.

Pre Booking

Any contractor coming to site to carry out unscheduled maintenance on equipment should pre book space via- loth.rietmprebooking@nhslothian.scot.nhs.uk

Safety First

All drivers visiting our service yard areas must observe our safety policy, meaning that entry will be refused if the minimal requirements of a high visibility vest and safety shoe / boots are not worn at all times.