

COMMERCIAL VEHICLE OPERATIONAL PROCEDURES

WESTERN GENERAL HOSPITAL

This procedure must be followed at ALL times whilst driving on the Western General Hospital Site. Responsibility for establishing safe traffic management procedures for our staff and contractors/suppliers on the Western General Hospital site rests with the Soft FM Area Manager, chair of the site Traffic Management Group. All departments within the hospital or contractors/suppliers operating on this site must follow these procedures at all times. Several safe delivery areas have now been established within the site and vehicles should use the appropriate area specified below. 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, their drivers will take when on site (Site Specific Risk Assessments). The site rules / regulations are situated at the entrance to the site and surrounding areas. Speed limit on this site is 10 miles per hour.

Hospital Main Drive is one way from Telford Road to Crewe Road South. There is a right angled corner and a 12 foot height restriction, do not enter the one way route if there is any doubt around passing both restrictions. Assistance or advice can be asked of security, telephone 0131 537 3920.

Loading Bay within Car Park 12

The Freight Transport Association in their document 'Designing for Deliveries' recommends specific dimensions for vehicles particularly articulated and large rigid vehicles. Due to the dimensions of our loading bay and restrictions within it, we cannot accept articulated vehicles within the loading bay. Departments should liaise with their suppliers to change to a vehicle more suitable if current deliveries are made in articulated vehicles. The bay will be limited to a maximum size of 18 tonne rigid vehicles with a total length of no more than 30 feet. Access to any other area within Car Park 12 for the purposes of delivering or uplifting material/equipment must be pre-arranged through the Site Logistics Managers office. No reverse manoeuvres should take place without a banks man being present.

The Clock Tower

Lab Van Service vehicles, TNT, Royal Mail, SAS, SNBTS and taxis, which are pre-arranged for Ward 15 only, are permitted to use this area. Delivery time should not exceed 20 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 has been imposed to allow for safe manoeuvring. One vehicle may sit at the side of the road (yellow Hatched area); however the driver must remain in the vehicle and wait for 1 vehicle to egress before proceeding to the parking area. The signage and road markings must be adhered to at all times.

Delivery point at the rear of the Alexander Donald Building

Deliveries only, maximum delivery time 30 minutes - unless prior arrangements made with Site Logistics Manager. Vehicle size is limited to a maximum of 3.5 tonnes with the only exception being

for emergency vehicles. Entry to this area is gained by pressing the barrier help button and awaiting response from security who will raise the barrier remotely. All vehicles must drive into this area and use the turning point at the far end, following the signage indicators. On no account should any vehicle reverse along the length of this road except within the pedestrian protected turning area. This area must not be used as a parking area. Two stop barriers are positioned to prevent unauthorized parking in this area; they MUST be replaced immediately once the manoeuvre has been completed

Drop off area between the Anne Ferguson building and front of Alexander Donald Building

This area is mainly used for disabled drivers who produce a blue badge and for Welcome trust patients; however the following will also be allowed access: Deliveries and pick ups in this area are restricted to a maximum of 15 minutes. Vehicles should not obstruct any ambulances, ambulance drop off area or emergency exits. Entry to this area is gained by pressing the barrier help button and awaiting response from security who will raise the barrier remotely. Reversing of commercial vehicles is not permitted within this area at any time. Vehicle size is limited to a maximum of 3.5 tonnes with the only exception being for emergency vehicles.

ARAU / AFB drop off 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 WGH site.

Car park 4 rear of ward 1

This is predominantly for Patient parking however due to the location of the dialysis unit users of the unit including those travelling by the Scottish Ambulance Transport vehicles and taxis are permitted to drop off and pick up from the marked area. No vehicles over 3.5 tonnes are permitted into this area with the exception of emergency vehicles. The SAS must provide a banks man to assist with reversing movements. No deliveries are permitted in this area unless under prior arrangement.

Estates garden compound area

This area is limited to 3.5 Tonne vehicles, which includes skip vehicles, ALL skip movements must be overseen by a banks man. In addition the vehicle up lifting the skip must arrive on - site un-packed therefore reducing site congestion. All drivers must be aware that pedestrians' do walk in this area in the area.

Service Yard Area rear of OPD

This area is primarily for use by NHS liveried vehicles. Entry is by contacting security on 0131 537 3920 who will then initiate the procedure for allowing access to this area. All other vehicles will only be authorised to enter this area following prior arrangement with the Site Logistics Team. This area is controlled by a manual barrier system operated by security or appointed person. Vehicle size is limited to a maximum of 7.5 tonnes with the only exception being for emergency vehicles. Any commercial vehicles requiring to reverse anywhere within the WGH site MUST make use of an appropriately trained banksman, wearing appropriate PPE. Please note that security staff who

operate the barriers may be engaged with other security duties and we, therefore, politely request that drivers be patient whilst they wait for a response. Drivers who are observed in contravention of these instructions may be approached by car parking 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.

Car Parks 1&2

These car parks are designated for Patients and visitors. No vehicle over 3.5 tonne shall enter this area unless prior arrangements are put in place. No delivery vehicles are permitted in this car park.

Car park 3

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

Car park 6

This is designated for patients of the Edinburgh Cancer Centre, patients will be asked for a letter or appointment card on entry.

Car park 7

No vehicle over 3.5 tonne shall enter this area, this is currently used as a contractor parking, pre booking is required.

Car park 8

This is a patient car park. No vehicle over 3.5 tonne shall enter this area unless prior arrangements are put in place. No delivery vehicles are permitted in this car park.

Car park 9

Staff permit holders only. No deliveries unless prior arrangements are put in place.

ECC drop off Area, to the rear of the LINAC building

No vehicle over 3.5 tonne will be allowed access to this area. Drivers must press the help button to contact security, Please note that security staff who operate the barriers may be engaged with other security duties and we, therefore, politely request that drivers be patient whilst they wait for a response. Drivers should not use this area to park their vehicles, it is only to be used for delivery and pick up. Typical vehicles in this area will be Taxi's, Ambulance's, and delivery vehicles.

Royal Victoria Building delivery and ambulance drop off area

Only ambulances and delivery vehicles to enter this area, maximum wait time 20 minutes. Be aware of height restriction.

Contractors visiting the site

Visiting contractors working within the site should park their vehicle in car park 7. 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 reversing assistant or banksman, if you are in any doubt please request assistance from security or car parking team. 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 Western General Site. Permit holders should park in the appropriate car park allocated to them and visitors who have been given permission to park within the site should park in designated areas only or the area that they have been requested to park in. 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

The Logistics Department,

Western General Hospital,

Crewe Road,

Edinburgh,

EH4 2XU,

Telephone number 0131 537 1530.

NO REVERSING ON THIS SITE WITHOUT A BANKS MAN.

THINK SAFETY.