



Covid-19
Haulier / Customer Collection
Burton-on-Trent Roof Tile Site Rules
Commencing 11/05/2020

1. All Haulier / Customers / collecting or delivering materials / goods should notify the transport department of their arrival time in advance. A time or time window will then be allocated for your vehicle to arrive on site to allow for the planning of vehicle numbers / adherence to social distancing measures.
(Failure to comply to this instruction could mean that you will be refused access to site)
2. On Arrival the driver must park his vehicle at the barrier, and telephone the transport office to identify themselves and let them know they have arrived. **THE DRIVER MUST STAY IN THEIR VEHICLE.**

Transport office : 01283 505482

3. Transport personnel will then place the loading paperwork at the paperwork collection point in the transport office reception area.
4. The driver will then be instructed by telephone to collect the loading paperwork from the collection point. The driver can then leave their vehicle and collect their paperwork from the collection point using the allocated access window, whilst complying with the social distancing rules of a 2 metre distance from third parties at all times.
5. A PPE Check will then be carried out by the transport department. On completion of the check the driver can then return to their vehicle and wait for further instructions from the transport office as to vehicle loading.
6. The Transport office will then contact yard personnel to inform them the vehicle is at the barrier and ready to enter the yard.
7. Yard Personnel will approve access to the yard and instruct the transport office which Loading bay the vehicle is to park in / direct the vehicle manually to the parking location (Loading Bays to be clearly marked up and signed)
8. The Barrier will then be lifted to allow the driver to access the yard and locate their vehicle in the designated Loading bay.
9. Transport personnel will keep a detailed record of the vehicle entry to the yard.



10. RRT yard personnel will then approach the driver, who will confirm their load id from their copy of the loading ticket with the loader verbally. (Loading tickets will now be issued in advance to yard personnel preventing contact with the driver.) RRT yard personnel will then check loading and picking tickets before commencing the loading of the vehicle.

11. **THE DRIVER MUST STAY IN THEIR VEHICLE** and only exit their vehicle for one of the below exceptions whilst in the yard.

Exceptions are : **(2 metre social distancing must be adhered to at all times)**

- To Strap / unstrap their load (if applicable)
- To open and close vehicle side curtains (if applicable)
- To operate crane to allow load to be loaded / unloaded (if applicable)
- To open and close vehicle doors to allow loading / unloading
- To use the toilet facilities (**HOWEVER** this will only be allowed by notifying RRT personnel to manage the drivers safe exit of their vehicle and use of facilities whilst complying with all social distancing, HS, PPE & hygiene site rules)

12. On completion of Loading, the driver is to exit the yard and park their vehicle by the weighbridge adjacent to the transport office. The driver then must telephone the transport office on the number above to confirm they have been loaded.

13. RRT Yard personnel will return the completed picking and loading paperwork to the transport office and place at the paperwork collection point whilst notifying the transport office verbally. (A 2 metre distance to third parties must be observed at all times)

14. The Transport office will then collect the paperwork and check all details / loading are correct and then prepare the delivery paperwork.

15. Delivery paperwork is then printed and placed at the transport reception collection point. RRT personnel will then contact the driver by telephone to collect their delivery documents

16. The Driver can then leave their vehicle and collect the delivery paperwork from the collection point using the allocated access window and leave site.

17. The transport department will then record the time the vehicle has left the premises.

18. All POD information from hauliers must be sent electronically to the transport office within 48 hours of delivery.



I have read and understood the above instruction and where to report any concerns or breaches in relation to this procedure, and I agree to observe and implement the measures detailed in this document.

Signed:

Print Name:.....

Company: