



Plastica Ltd

Yard Policy

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HS&E 05

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1.0 Introduction

The aim of a Yard Policy is to maintain vehicle and pedestrian segregation.

Plastica Limited commits to providing and maintaining, so far as is reasonably practicable, a safe and healthy workplace and environment for all staff and visitors. Plastica Limited is committed to all of its legal duties under the Health and Safety at Work Act 1974, and all applicable regulations. Plastica Limited will provide sufficient resources to make sure this aim is achieved.

2.0 Scope

This policy is intended to cover the following areas:

- All car parks;
- Main yard;
- Goods In entrance roadway;
- Main driveway to the site.

3.0 Managing Workplace Transport Safety

To manage workplace transport effectively, there are four key areas to consider when carrying out a risk assessment:

- Safe site (a) design and (b) activity;
- Safe vehicle;
- Safe driver;
- Safe pedestrian.

3.1(a) Safe site – design

We have a pedestrian walkway. From the right-hand side of the main driveway there is a marked pedestrian walkway. See Appendix 1 – Site Plan and Appendix 2 – Photographs.

Signage is in place to inform pedestrians and vehicles of the walkway.

As vehicles drive up the main driveway, signage indicates direction and requirements. Following two photographs shows examples of this signage.



Goods vehicle drivers must park in the marshalling section and then report to Customer Collections/Goods In for instructions. Photograph below shows two marshalling sections.



Goods In deliveries must be completed by 2pm. The Goods In gate must remain closed at all times. A mirror is fitted for improved visibility.

The lower car park is one way only.



Vehicles delivering to Engineering must park in the marshalling section and report to Reception.





FLT drivers are trained and authorised to drive on company premises. All pedestrians must obey the Pedestrian Safety Around Forklift Trucks – Appendix 3.

Speed on site is limited to 10mph. Road markings and signage confirms this at site entrance.





External lighting is in place where relevant.

3.1(b) Safe Site – Activity

Reversing

- When reversing vehicles that are 3.5 tonne and above, a banksman **must** be used.
- When a container lorry is reversing onto the loading ramp, a banksman **must** be used following a driver reporting to Customer Collections/Goods In.

Parking

Parking areas are provided for both commercial and private vehicles.





When commercial vehicles are loading/unloading the driver **must** leave their keys in the key cabinet in Customer Collections/Goods In. Drivers **must** wait either in their cab or in Customer Collections/Goods In until work is complete. Plastica personnel will confirm when work is complete and hand back their keys.

When vehicles are parked, their parking brakes **must** always be applied.

Coupling and Uncoupling

Drivers **must** report to Customer Collections/Goods In and a banksman **must** always be used.

Loading and unloading

When a commercial vehicle with a container is being loaded/unloaded the driver **must** leave their keys in the key cabinet in Customer Collections/Goods In. Drivers **must** wait either in their cab or in Customer Collections/Goods In until work is complete. Plastica personnel will confirm when work is complete and hand back their keys.

When a commercial vehicle arrives (not with a container) that we are required to unload/load, we will place an 'Unloading/Loading in Progress – Do Not Move' sign in front of the cab (in view of the driver). The driver will prepare the vehicle for unloading/loading and then return to the cab with the engine remaining off. Once we have finished the unloading/loading we will remove the sign and inform the driver they are free to leave.

The area **must** be clear of traffic and people not involved in the activity.

When vehicles are parked, their parking brakes **must** always be applied.

Housekeeping

Traffic routes should be free from obstructions and kept clean. Signage and lighting are cleaned and maintained as necessary.

3.2 Safe Vehicles

Vehicles used in the workplace must be suitable for the purpose for which they are intended. If Plastica personnel feel a vehicle is unsuitable for being on site they **must** ask the driver to leave or refer to the Warehouse Manager.

Rotating beacons and reversing alarms are fitted to FLT's.

Maintenance

FLT's have a daily and weekly maintenance schedule.

FLT's have maintenance contracts which includes routine servicing carried out by an external provider.

Annual LOLER inspections are carried out by an external provider.

All Plastica company vehicles are serviced as per the manufacturers recommendations and carry an MOT (where applicable) and tax and insurance.

3.3 Safe driver

FLT drivers are trained and authorised to drive on company premises. They must obey the relevant Risk Assessments and pedestrians must obey the Pedestrian Safety Around Forklift Trucks – Appendix 3.

FLT drivers receive refresher training as and when required. Their performance is monitored by their Supervisor/Manager and the internal FLT Instructor. Additional training is provided in the event of an incident, dependent upon the individual circumstances.

On receipt of a Fit for Work note, or an individual notifies us of medication which may impair their ability to drive, we will assess their suitability at that time and continue to monitor until they return to full fitness.

There is a legal duty on personnel to notify us of any reason why they may not be fit to drive a vehicle.

Drivers are encouraged to discuss any issues or concerns at any time with their Manager/Supervisor and specifically at their One to One meeting.

Drivers must cease operation at any time they feel the procedure is unsafe and report it immediately to their Manager/Supervisor or a member of the Senior Team.

3.4 Safe Pedestrian

The above Policy should provide a safe environment for pedestrians.

Pedestrian access is limited where reasonably practicable.

Pedestrians must always use the designated walkways. From the right-hand side of the main driveway there is a marked pedestrian walkway. See Appendix 1 – Site Plan and Appendix 2 – Photographs of Walkways.

Pedestrians must wear Hi-Viz jackets when accessing the following areas (other than when leaving and returning to their car):

- All car parks;
- Main yard;
- Goods In entrance roadway;
- Main driveway to the site.

Pedestrians need to be aware of their environment at all times, therefore the use of mobile phones or other devices (unless authorised) and the use of headphones is not permitted when in the following areas:

- All car parks;
- Main yard;
- Goods In entrance roadway;
- Main driveway to the site.

Barriers are in place on the personnel doors at the Engineering and Warehouse entrances to prevent vehicle and pedestrian contact.

Signage at the entrance to the site directs Visitors to our Reception Area where they need to make themselves known and be accompanied at all times during their visit.

Contractors are treated as Visitors and must report to Reception.

Appendix 1 – Site Plan



Appendix 2

Photographs of Walkways









Appendix 3

Pedestrian safety around fork lift trucks.



Forty-three people - including two teenagers - are likely to be badly injured by UK fork lift trucks in the next seven days, according to findings released by the Fork Lift Truck Association (FLTA) during the National Fork Lift Safety Week.

The shocking figures, based upon HSE workplace accident statistics since 2001, also show that fork lift trucks injure almost as many people at work as vans, cars and HGVs combined.

Statistically, alongside two victims under the age of 19, an average week's injury toll of 43 would include the following types of people:

- Eleven serious, long-term injuries, such as amputations
- Five victims at or approaching retirement age (55+)
- Three injuries to female workers
- Twenty pedestrians struck by a moving truck

Someone in the UK is killed by a fork lift truck on average every six weeks.

All lift truck operators at Plastica have been trained and understand that safety is our number one priority during all operations with lift trucks.

To avoid becoming one of the statistics from the list above it is important that pedestrians sharing the same space as lift trucks follow these safety instructions:

1. Never walk underneath raised forks.
2. Always wear Hi Viz clothing in areas where lift trucks operate.
3. Never distract a lift truck operator if they are lifting or driving.
4. Stay on marked pedestrian pathways and look both ways before stepping into forklift operating areas.
5. Listen out for lift truck horns and reversing signals.
6. Never assume that a lift truck operator has seen you, make eye contact and wait for the lift truck operator to tell you when it is safe for you to pass by.

- 7. Never move behind a lift truck whilst it is stacking or de-stacking. The driver's attention is split between the load in front and what is happening around.
- 8. Never use walkways for storage. Pedestrians are put at unnecessary risk if they must step into an area where forklifts are operating.
- 9. Don't be complacent, always be aware of your surroundings.



I confirm I have read, understood and will follow these instructions.

Name:

Signed: Date: