

NHS Commercial Vehicle Operational Procedures St Johns Hospital

- NO REVERSING OF COMMERCIAL VEHICLES WITHOUT BANKSMEN (see specific delivery area if you require this service to be provided for you, 0800-1600, out of these hours, by prior arrangement only)
- SPEED LIMIT 10 mph ON SITE
- SITE TRAFFIC REGULATIONS ARE DISPLAYED ACROSS THE SITE AND MUST BE ADHERED TO AT ALL TIMES (copies of site regulations can be requested on 01506522089)
- THE SIGNAGE AND ROAD MARKINGS MUST BE ADHERED TO AT ALL TIMES
- HIGH VISABILITY CLOTHING MUST BE WORN AT ALL TIMES IN THE DELIVERY POINTS
- DELIVERIES WILL ONLY BE ACCEPTED AT DESIGNATED DELIVERY POINTS, AS DETAILED BELOW. DELIVERIES ARE NOT PERMITTED AT MAIN ENTRANCE TO HOSPITAL
- **Updated information can be found on "<http://www.nhslthian.scot.nhs.uk/GoingToHospital>"**

Responsibility for establishing safe traffic management procedures for our staff and Contractors /suppliers on the St John's Hospital site rest with the Site Logistics Manager. All Department's 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.
(See site map)

Contractors visiting the site

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.

We also require all contractors to provide us with site specific task based Risk Assessments (RA). Contractors/suppliers may be required to visit the site to enable us to jointly review the RA's (routes, reversing, procedures etc).

Delivery Point 1 –

NHS Central Receipt Point/Pharmacy/WL Community stores

Authorised contracted suppliers are permitted to use this area.

There is a limit of 2 vehicles in the loading bay at any one time.

Delivery Point 2 –

Waste transfer station

Used by HES and NHS Lothian vehicles. Contact 01506 522089 to arrange a reversing assistant if you do not have one

Delivery Point 3 –

Estates Department

Only used by NHS Lothian Estates staff and their suppliers. Contact 01506 523280 to arrange a reversing assistant if you do not have one

**Delivery Point 4 –
Service Yard**

All other deliveries contact 01506 522089 to arrange a reversing assistant if you do not have one

**Delivery Point 5 –
Laundry Yard**

Reversing of commercial vehicles is not permitted without a banksman contact 07540677021 to arrange a reversing assistant if you do not have one. Hours of operation – (0630 – 2200 Mon – Friday, 0630-1300 Saturday)

**Delivery Point 6 –
Pentland Court/Crèche/Transport**

This area is controlled by a barrier system operated by Logistics staff. No vehicle over 3.5 Tonne will enter this area unless prior arrangements are put in place. To arrange contact 01506 522089.

**Delivery Point 7 –
Renal**

This is predominantly for Renal & Disabled car parking however due to the location of the dialysis unit the NHS & Scottish Ambulance Transport vehicles are permitted to drop off and pick up in the dedicated Service Area. No deliveries are permitted in this area unless under prior arrangement.

**Delivery Point 8 –
Car Park P/Howden H/C**

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 SJH site.

Up to date procedures on our web site,
<http://www.nhslothian.scot.nhs.uk/GoingToHospital>