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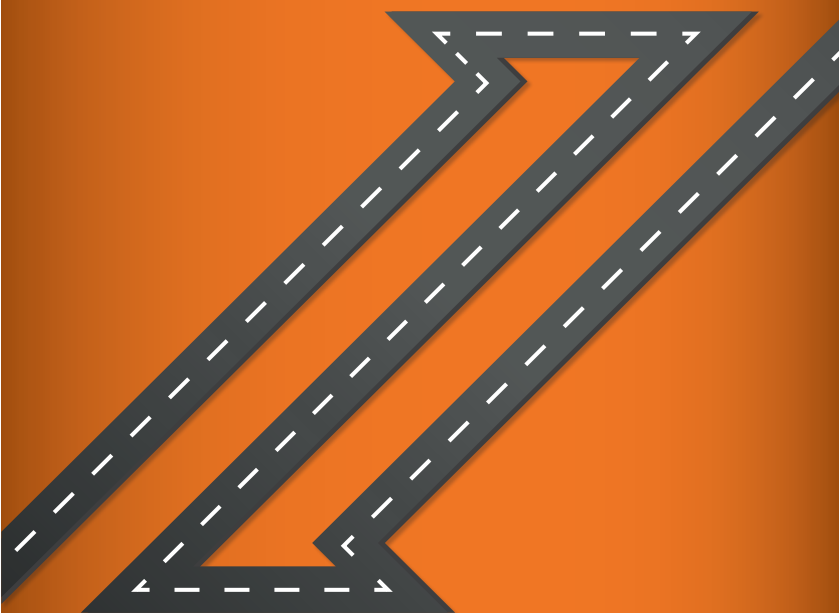


**RHA**

# Ensuring safe deliveries to construction sites



Guide to the Code of Practice for  
Site Operations and Hauliers





## Introduction

**Delivery and collections to and from construction sites can present a high degree of risk due to the consequences if things go wrong.**

Every year people are killed or injured by vehicles on construction sites. It is very important that all deliveries and collections from site are procured, co-ordinated, managed and controlled.

This guide is a summary of The Code of Practice for site Operations and Hauliers.

The Code of Practice provides guidance on how to prevent these accidents and is supported by a Driver Certificate of Professional Competence (DCPC) Training course.

**"IT IS VERY IMPORTANT  
THAT ALL DELIVERIES AND  
COLLECTIONS FROM SITE ARE  
PROCURED, CO-ORDINATED,  
MANAGED AND CONTROLLED."**



From this structured approach to safe deliveries to construction sites we aspire to achieve the following:

- ◇ **AN ACCIDENT-FREE WORKPLACE**
- ◇ **A HEALTHY WORKFORCE**
- ◇ **COST EFFECTIVE WORK PRACTICES**
- ◇ **A REPUTATION FOR QUALITY AND SOCIAL RESPONSIBILITY**
- ◇ **LEGAL COMPLIANCE**

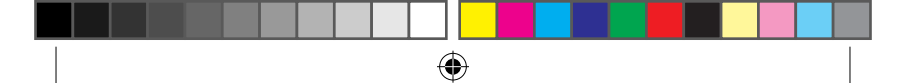


## Site Layout

### This information provides guidance to assist with delivery planning and driver briefings:

- ♦ **Reporting to site office before entry** – Upon arrival at site the driver must report to the site office.
- ♦ **Driver induction / briefing** – Upon entry to the site the driver should be given an induction / briefing.
- ♦ **Site entry** – Must be arranged to effectively segregate vehicles and pedestrians.
- ♦ **Vehicle routes on sites** – These should be clearly marked.
- ♦ **Reversing** – Reversing should be kept to a minimum and must only be carried out in the presence of a suitably trained and competent banksman.
- ♦ **Pedestrian routes on sites** – These should be clearly marked. Where segregated routes cannot be deployed then a banksman should be in attendance to direct vehicles.
- ♦ **Designated crossing points** – Crossing points must be clearly marked and display warning signage for both vehicles and pedestrians.
- ♦ **Overhead hazards** – These should be identified and clearly marked.
- ♦ **Loading / Unloading and storage areas** – Work on site should be planned to minimise vehicle movements, and to avoid the unnecessary deliveries and the double handling of materials on site.
- ♦ **Public protection** – It is important that when any loading / unloading operations take place they are within the site boundary whenever possible. Care should be taken in the location of any dedicated loading / unloading areas to make sure that any activities do not impact upon members of the public.
- ♦ **Facilities for cleaning vehicle wheels** – Provisions for cleaning of vehicles / vehicle wheels must be provided when site conditions make it likely that public roads may become soiled.





## Other Hazards associated with Site Operations

- ♦ **Falls from height** – All sites are required to provide protection to mitigate the risk of falls from height.
- ♦ **Accessing / Egressing vehicles** – Drivers should always climb down from the cab and not under any circumstances jump down.
- ♦ **Loading / Unloading vehicles** – All loading and unloading of delivery vehicles should be carried out in a designated area, away from pedestrians and other persons not involved with the operation.
- ♦ **Lifting operations** – Only competent and trained operatives are allowed to operate lifting equipment. Training should not only include how to operate the equipment, but also how to sling the load.
- ♦ **Overturning / Tipping loads** – Ground conditions on site should be suitable for all operations and in particular for operations involving tipping of loads.
- ♦ **Hazardous substances** – Any hazardous substance / material should be identified and the relevant signage applied to the vehicle. The substance / material must be stored in an appropriate container and secured to the vehicle to prevent any movement.
- ♦ **Environment** – Any waste created by any loading / unloading activity, e.g. packaging and waste materials, must be disposed of according to the site requirements





# Code of Practice for Site Management

## Responsibilities:

Responsibility for the management of site transport lies with the site management team.

Banksmen should be present on all sites. Banksmen are operatives trained to direct vehicle movements on or around a site. They are sometimes referred to as traffic marshals. They should be trained and competent to carry out this duty.

## Planning

The Construction (Design and Management) Regulations 2015 requires the planning, management and monitoring of the construction phase. As part of this planning process a Traffic Management Plan should be developed.

Consideration should be given to areas surrounding the site. This should address such things as:

- ♦ **Traffic routing to and from site**
  - ♦ **Vulnerable road users\*, e.g. cyclists, pedestrians and motorcyclists**  
**(CLOCS – Construction Logistics and Cycle Safety – [www.clocs.org.uk](http://www.clocs.org.uk))**
  - ♦ **High risk areas in the locality such as schools and hospitals**
- Commercial teams should ensure that contractors clearly address the management of deliveries and collections of materials to and from site and in particular:
- ♦ **The vehicle is suitable for the site conditions and local environment**
  - ♦ **The load is prepared so as to minimise any requirement to access the load bed of the vehicle, e.g. pre-slung loads**
  - ♦ **The arrangements for loading and unloading of the vehicle on site are compatible with those available e.g. whether mechanical means are available**

It is important that a driver induction / briefing should take place when the driver arrives on site and before any loading / unloading takes place.

**"EVERY SITE IS DIFFERENT AND LIKELY TO PRESENT DIFFERENT HAZARDS AND RISKS. THESE NEED TO BE EFFECTIVELY MANAGED."**





## CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015



## DEVELOP AND IMPLEMENT A WRITTEN PLAN INCLUDING THE TRAFFIC MANAGEMENT PLAN





# Code of Practice for Fleet Management

## Responsibilities:

Responsibility for the management of the fleet lies with the fleet management team. This may include the designated CPC holder, the Transport Manager, Depot Manager or Shift Manager.

Managers and drivers involved in deliveries to construction sites should all be made aware of the contents of this Code of Practice and, ideally, have attended the relevant DCPC training course within the last 5 years.

## Planning

Hauliers planning to deliver to, or collect from, construction sites should consider the following:

- ♦ **Vehicle maintenance** – All vehicles should be maintained to the level outlined in the Guide to Maintaining Roadworthiness, and thorough, recorded daily walk round checks completed before departure.
- ♦ **Load** – Correctly loaded and secured in accordance with the Code of Practice on Safe Loading of Goods Vehicles.
- ♦ **Licences** – Drivers to carry drivers licence, digi card and DQC (where applicable) along with any specific site / equipment requirements.
- ♦ **Vehicle selection** – Suitability for carriage and delivery of the load and any known site restrictions which have been advised.
- ♦ **Driver selection** – Completed relevant training including Health and Safety awareness training, well prepared and equipped with suitable PPE.
- ♦ **Documents** – Clear address and contact details, completed standard site information sheet, delivery / collection paperwork to be provided to driver.
- ♦ **Risk Assessment & Training** – Driver is to be aware of the principles of Risk Assessment and trained in dynamic Risk Assessment techniques.

**"MANAGERS AND DRIVERS  
INVOLVED IN DELIVERIES TO  
CONSTRUCTION SITES SHOULD ALL  
BE MADE AWARE OF THE CONTENTS  
OF THIS CODE OF PRACTICE."**





**Vehicle maintenance**



**Load**



**Licences**



**Vehicle selection**



**Driver selection**



**Documents**



**Risk Assessment & Training**



# Personal Protective Equipment (PPE)

All drivers delivering to site should wear PPE at all times when out of the vehicle and descending from the cab. The minimum requirement is:

- ♦ **Safety boots**
- ♦ **Hi-vis vest / jacket**
- ♦ **Hard hat**
- ♦ **Additional PPE** such as glasses and gloves may be required and will be communicated at the induction / briefing

## Incident and Near Miss Reporting

Arrangements within the site rules and plan must have details of the requirement to report incidents and near misses. These need to be communicated to the driver of any vehicle.

## Haulier commitment

- ♦ **Obtain from the site a completed standard site information sheet and issue to the driver before any journey commences**
- ♦ **Keep near miss and incident logs**
- ♦ **Provide suitable vehicles driven by drivers with specific, relevant training**
- ♦ **Ensure vehicles are safely loaded before departure**
- ♦ **Identify an individual who is responsible for ensuring that the Code of Practice is followed and records kept**
- ♦ **Commit to provide contractors and agency staff with sufficient information and training so that the work can be safely carried out**



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## For more details see:

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Code of Practice for Site Operations and Hauliers

Driver Certificate of Professional Competence Training Course

*Available through RHA (see link below)*

## Links

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Berkeley Group

[www.berkeleygroup.co.uk](http://www.berkeleygroup.co.uk)

Road Haulage Association

[www.rha.uk.net](http://www.rha.uk.net)

Health and Safety Executive

[www.hse.gov.uk](http://www.hse.gov.uk)

CLOCS (Construction Logistics and Cycle Safety  
– Looking out for vulnerable road users)

[www.clocs.org.uk](http://www.clocs.org.uk)

Construction Logistics Plans

[www.tfl.gov.uk](http://www.tfl.gov.uk)

## Contacts

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[www.berkeleygroup.co.uk](http://www.berkeleygroup.co.uk)

### **Road Haulage Association (RHA)**

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01733 261 131

[www.rha.uk.net](http://www.rha.uk.net)