

8. Plant Delivery/Collection Assessment

General Information	*Delete as necessary
Site Delivery/Collection* Address:	

Site Visit Hazards / Safety Arrangements

(To be completed on site visit/walk out)

Site access Restrictions at Delivery/Collection Point e.g. times, gates, security, schools, residences, other vehicles		
Description	Yes No	Remarks / Control Measures
Are there any height restrictions, tight corners, width and weight restrictions, weak bridges		
Is a banksman required, or client representative		
Is a traffic management system required		
If near level crossing, is there approx 100metres from crossing to allow machine to be off loaded		
Are there any low wires which will effect loading offloading e.g. telephone wires, high voltage lines		
Are there trees bushes which will effect sight when moving plant		
Are there any walls, fences or structures which may get struck, when accessing		
Is the access track on a gradient, uneven, muddy, narrow		
Will the access road be used for other vehicles		
Is the machine parking area within 10 metres from the track		
Are there any OHL nearby,		
Will any lifting be required i.e. attachments trailers		
Is the area a high vandalism area, is security required		
Is more space required to park all RRVs and attachments		
Are there any slip trip fall hazards		
Is there or will there be adequate lighting for machine parking area		
Are there local residence nearby		
Are there any environment issues i.e. watercourses nearby, SSSI, protected species, invasive weeds		

Site Hazards - Appendix B			Site Control Measures		
Are the adjacent Railway lines open to traffic	Yes*	No*	If YES a SSoW MUST be put in place in accordance with M&EE COP0032 – Code of Practice for Any Line Open (ALO) Working		
Distance - access point to stable point:			Site map & plan attached	Yes*	No*
Traffic management required	Yes*	No*	Road closure required	Yes*	No*
Site Photos Taken	Yes*	No*			

Note: Photos should always be taken to show hazards, access gates etc.

Note: A separate form must be completed if the collection details are different to the delivery details

Plant Delivery Arrangements check

(To be completed at start of task and as required if additional delivers and collections have been arranged, copy if required.)

Delivery/Collection* Time:					
Haulier Name & Contact No					
Delivery/Collection* Time:					
Traffic management in place	Yes*	No*	Road closure Taken	Yes*	No*
If the adjacent lines open (ALO) to traffic, has a line blockage been taken. ALO Plan available	Yes*	No*	SSoW MUST be in place in accordance with M&EE COP0032 – Code of Practice for Any Line Open (ALO) Working		
Lift Plans for delivered plant and attachments available	Yes*	No*			
All requested plant and attachments delivered	Yes*	No*			

Site Photos

Insert Photo here	Insert Photo here
Insert Photo here	Insert Photo here
Insert Photo here	Insert Photo here
Insert Photo here	Insert Photo here

Appendix B Hazard Guidance Sheet

Example Hazards	Suggested Controls
Uneven ground conditions/gradients in storage area	Advise haulier and operator as to gradient stabling procedure. Use boarding where necessary. Use guide ropes to stabilise carried loads
Reversing of machines and/or haulage lorry is necessary	Arrange for banksman to meet haulage contractor on site
Tarmac/pavement areas	Use boarding to prevent damage
Nearby schools/ residences that may restrict delivery times/areas	Refer onwards to Company /NR team to facilitate negotiations with either/both
No natural exclusion zone available	Use cones/fencing to cordon off the operational area and prevent unauthorised access during all moves
Narrow gateways/access points	Do gates need to be removed? Is there a natural exclusion zone you can use to protect the public e.g. lock the gate. Do you need Hi-Viz asset covers/flashing lights during hours of darkness to make them more visible?
Locked access points/special permissions	Requests keys from owners and document necessary permissions
Working near water/over water	Refer onwards to Company SHEQ Team for specific advice
Other contractors in the area	Contact contractor and arrange deliveries/collections accordingly
Poor lighting	Request link/tower lighting to be provided for delivery/collection period to improve visibility (away from residences)
Overhead cables/obstructions	Identify max height permitted and advise haulage contractor accordingly. Use of slew/height restrictors. Change delivery/collection location.
Vehicles in close proximity to turning circle/loading/unloading point	Refer onwards to Company /NR team to facilitate letter drop to residents/businesses
Troughing/cable runs near to delivery/collection points	Refer onwards to Company /NR team to request installation of necessary protection
Poor quality RRAP	Find alternative access point/request maintenance of RRAP/install new RRAP
Restricted storage area	Find alternative storage area nearby/at to access point
Drains/services nearby	Provide protection boards if machines are likely to pass over them/within close proximity
Japanese knotweed/Giant Hog weed on site	DO NOT TOUCH, Company SHEQ Team for specific advice
Sharps	DO NOT TOUCH, erect warning signage and arrange for removal prior to work taking place in the area by SHEQ
On or near the line	Machine controller must be present for delivery/collections and Line blockage
Adjacent lines open to traffic	SSoW MUST be put in place in accordance with M&EE COP0032 – Code of Practice for Any Line Open (ALO) Working
Blockage of Public highway, Unloading on apex of bend, restricted view for motorist	Traffic control, Road closure
Unloading in Station car park Public footpaths, Taxi Ranks, Road blockage	Refer onwards to Company /NR/to facilitate negotiations with station management, Traffic control