

## INSTRUCTIONS TO SUPPLIERS / SUBCONTRACTORS

The attached instructions should be read in conjunction with the 'Site Delivery Plan' document provided. Due to the restricted nature and busy location of the site, the following points must be observed.

- All deliveries are to be received at the HBC Compounds as follows –
  - **GATE V1** – Lambra Road (S71 1AA)
  - **GATE V2** – Kendray Street / May Day Green (S70 1DH)
  - **GATE V3** – Cheapside (S70 1RX)
  - **GATE V4** – Midland Street (S70 1DB)
- Deliveries can be made from 07:30hrs – 16:00hrs Mon – Thurs, and 07:30hrs – 15:00hrs on Fridays. Any access outside these hours should be by prior arrangement.
- Delivery drivers are not exempt from wearing PPE. Please ensure that helmet, hi-vis clothing and safety footwear are worn at all times.

During the Covid-19 pandemic, in line with CLC guidelines, all delivery drivers to be verbally briefed on requirements for Social Distancing and wherever possible not to leave the cab of the vehicle. Where load needs to be unstrapped / accessed then this will be allowed, before advising driver to retire to cab.

Signing of delivery paperwork to be reviewed – no sharing of pens and suppliers encouraged to withdraw electronic signing methods at this time.
- No climbing on back of vehicles / on top of loads. Unloading should be carried out from ground level wherever possible.
- Deliveries limited to rigid vehicles unless agreed otherwise in advance. Due to the busy nature of the ongoing redevelopment works, smaller vehicles are better suited.
- Please ensure all materials are palletised, sized and the weight clearly displayed to suit the site restrictions.
- Delivery of larger materials may need to be split over a few loads to minimise nuisance and ensure that the labour provided can transport the materials to site in a reasonable time within the working day.
- All redundant materials / packaging to leave site via the service lift in enclosed bins or trolleys to be provided by HBC or the subcontractor ASAP.
- Covered skips / recycling facilities are situated in the compound.

**FAILURE TO COMPLY WITH THE ABOVE NOTES MAY RESULT IN REFUSAL OF DELIVERY / BEING ASKED TO LEAVE SITE**