

DELIVERY SAFETY INFORMATION SHEET

Project: Old Town Dock Development

Site Address: Land on the south-west side of East Dock Road, Newport

Client / Developer: Tai Hedyn Ltd

Principal Contractor: TBC

Document Title: Delivery Safety Information Sheet

Revision: A

Date: 3 February 2026

Prepared by: Andrew Payne

This document applies to all deliveries, collections and haulage movements associated with the site. It must be issued to all drivers prior to attending site.

1. Site Access and Arrival

Site access is from East Dock Road only.

A delivery booking system will be used where practicable. Drivers must not arrive outside agreed delivery windows.

No queuing or waiting on East Dock Road is permitted.

On approach to site, drivers must follow all temporary traffic signage and instructions from the site team.

Drivers must report to the Site Manager or Banksman on arrival and remain in their vehicle until instructed otherwise.

2. Site Rules – Read Before Arrival

Drivers and delivery operatives must always comply with the following:

No reversing without a banksman

No engine idling when stationary (where safe to switch off)

No tipping, washout or discharge of liquids to drains or ground

No entry into fenced or exclusion zones unless authorised

No smoking except in designated areas

Obey all site signage, speed limits and instructions

Minimum PPE: Safety helmet, high-visibility clothing and safety footwear must be worn at all times when outside the vehicle unless instructed otherwise.

Drivers may be refused access to site if they do not comply with site rules or arrive without a confirmed booking.

Failure to comply may result in refusal of entry or removal from site.

3. Key Hazards on This Site

Drivers must be aware of the following site-specific hazards:

Construction traffic interface with residential and commercial receptors along East Dock Road

Pedestrian routes adjacent to the site entrance

Operation of heavy plant and lifting activities

Potential for contaminated mud tracking – wheel wash and road sweeping in operation

Construction exclusion zones in place, including along the Usk Way boundary Uneven ground during enabling and groundworks phases

4. Reversing and Vehicle Movements

Reversing will be kept to an absolute minimum.

A trained banksman will be used for all reversing manoeuvres.

Drivers must always follow banksman instructions.

Vehicles must comply with the agreed site traffic flow and delivery arrangements. Vehicles must be suitable for the site constraints and capable of manoeuvring safely within the site layout.

5. Loading, Unloading and Falls from Height

Drivers must not climb onto vehicles or loads unless a safe system of work has been agreed in advance.

Where access to loads is required, the haulier must provide suitable equipment and method statements (RAMS).

Loads must be stable, secured and suitable for unloading using site plant where applicable.

6. On-Site Unloading Plant – Telehandler

A telehandler will be in operation on site and may be used to assist with unloading where appropriate.

Use of the telehandler for unloading will be controlled by TBC site team. Drivers must not begin unloading activities until instructed by the Site Manager or Banksman.

Drivers must remain in the designated safe area during unloading and must not enter the telehandler operating zone unless specifically authorised and supervised.

7. Vehicle Types Permitted – Articulated / Rigid Vehicles

Deliveries must be planned to ensure vehicles are suitable for access and manoeuvring constraints on and around the site.

Unless agreed in advance through the booking process:

Rigid vehicles are preferred for routine deliveries.

Articulated vehicles (artics) will only be permitted where access arrangements, swept path and unloading operations have been confirmed as suitable by the site team.

Drivers must declare vehicle type at the time of booking. Any vehicle arriving that is not agreed/compatible with site constraints may be refused entry or instructed to return at a rescheduled time with an alternative vehicle.

8. Environmental Controls

All drivers must comply with the following environmental requirements:

Loads must be sheeted or covered where there is a risk of dust or debris escape

Spillages of fuel, oil or materials must be reported immediately to the Site Manager

Use wheel wash facilities if directed by the site team

Do not contaminate gullies, drains or watercourses

Follow all instructions relating to pollution prevention and site cleanliness

9. Emergency Procedures

In the event of an incident, spill or near miss, stop work and notify the Site Manager immediately.

Follow site emergency instructions and cooperate fully with site staff.

Emergency arrangements are controlled by TBC in accordance with the Incident Response Plan.

10. Site Plan and Layout

Drivers must familiarise themselves with the Site Layout Plan, which identifies:

Site entrance and exit

Traffic routes and delivery areas

Banksman points

Pedestrian routes

Wheel wash location

Welfare / site office

Emergency muster point

11. Driver Acknowledgement.

I confirm that this Delivery Safety Information Sheet has been issued to the driver(s) attending site and that its contents have been explained.

Name: _____

Company: _____ Date:
