

Visiting Driver Site Rules

Hand this to every driver on arrival and get the signature · covers your duty to non-employees

Under section 3 of the Health and Safety at Work etc. Act 1974 you owe a duty to people who are not your employees, and that includes every delivery and collection driver who comes through the gate. Most sites have never considered this. The Northwood Consumer prosecution included a section 3 charge.

Scope and limitations — read before use

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Part 1 — The card to give the driver

Print this page, laminate it, and hand it over at the gate. Keep the wording short enough that a driver will actually read it.

SITE RULES FOR VISITING DRIVERS

[COMPANY NAME] · [SITE ADDRESS]

On arrival

- Report to reception before doing anything else.
- Do not enter the yard until you are told where to go.
- The site speed limit is ____ mph. It applies to you.
- High visibility clothing must be worn at all times outside your cab.
- Follow the one-way system. Do not take short cuts.

While you are being loaded or unloaded

- Position the vehicle where you are directed, switch off, apply the parking brake.
- If the trailer is uncoupled, apply the trailer brake and chock the wheels.
- Then either wait in the designated safe waiting area, or remain in your cab — you will be told which applies here. Do not wander around the yard.
- Do not move the vehicle until you are given a positive instruction that the operation is complete.
- Do not walk into the working area, and never stand where a load could fall.

Before you leave

- Check the load is secure. Load security in transit is your responsibility.
- Remove and return the wheel chocks.
- Leave by the designated exit route.

If something goes wrong

- Anybody can give the emergency stop signal — both arms raised. If you see it, stop.
- Report any accident, near miss or damage to reception before you leave.
- In an emergency the assembly point is: _____

Part 2 — Acknowledgement record

Keep this. It is the evidence that you discharged your duty to a non-employee.

[illegible]

Part 3 — What you need to have in place for visiting drivers

Requirement	Why	In place? Y/N	Action
A clear reporting point with signage visible from a cab	Drivers who do not know where to go drive into the yard and find out		
A designated safe waiting area away from the traffic area	Somewhere for the driver to be that is not in the working area		
A written rule on cab or no cab during loading	The most common cause of confusion, and of drivers being struck		
Site rules card and acknowledgement record	Evidence of discharging the section 3 duty		
Welfare facilities available to drivers	Drivers are entitled to reasonable access to toilets and washing facilities		
A means of controlling vehicle movement (keys, lights or supervision)	Prevents drive-away during loading		
Communication where the driver does not speak English well	Pictorial signage or translated cards where you regularly receive such drivers		

Prepared by	Approved by	Date	Review date