

15

SMITHS
BLETCHINGTON

**THINK
SAFETY
FIRST**



**ONE
WAY
SYSTEM**



GIVE
WAY

GILL MILL QUARRY
DRIVER and VISITORS INFORMATION PACK

OPERATING HOURS



We are restricted to the following opening times and hours of operation:

Monday – Friday

Site Access 06:30 - 17:00

Loading & Unloading 07:00 - 16:30

Saturday

Site Access 06:30 - 12:00

Loading & Unloading 07:00 - 11:30

Sundays & Bank Holidays Closed

We have a works shut-down every Christmas details of which are published nearer the time.

At Easter, we are unable to operate on the Saturday as well as Good Friday and Easter Sunday.

No vehicles will be admitted outside of these hours and there are no overnight parking facilities on site.

Please do not cause an obstruction by parking outside the quarry out of hours. Details of nearby parking facilities are given in the next section.

HOW TO FIND US

Gill Mill Quarry, Standlake Road, Ducklington, Witney
Oxfordshire OX29 7PP

Tel: 01993 776061

(Site opening hours only)



LGV's are only permitted to enter the quarry via the A40 and A415. Turn left off the A415 at the last Ducklington turn. Proceed along the long Haul Road (max 25mph) until you reach the weighbridge area.



When leaving the quarry, all LGV's must turn right onto the A415 and head back towards the A40

Please note: there is no off-site parking adjacent to the quarry. The nearest garage allowing LGV's is at the A40 junction and there are various lay-bys on the A40 itself.

WHEN ARRIVING ON SITE



• The speed limit on the Haul Road is **25 mph**.

• The speed limit as you approach the weighbridge complex and elsewhere in the quarry is **15 mph**.



• **Give way** to vehicles exiting the wheel wash and keep the exit clear at all times.

• **If you end up in a queue of vehicles on the Haul Road, please remain in your vehicle.**

- Pull onto the weighbridge and speak to the operator, **you must remain in your vehicle**.
- The weighbridge operator will direct you to your place of loading/tipping.
- **Always obey** the one-way system as per the traffic management plan on next page.
- **Copies of this are available in larger A3 print at the weighbridge.**

• **When approaching a loading shovel always make sure the driver has seen and acknowledged you.**

• **When approaching weighbridge from Haul Road, give way to vehicles exiting the wheel wash facility.**

WHILST ON SITE

• The use of mobile phones, two way radios and hand held electrical devices whilst operating a vehicle within the quarry is **prohibited**.



• **No smoking** inside vehicles. Smoking is permitted outside of vehicles in designated areas.



• There is a designated parking area with toilet facilities for HGV's shown on the traffic management plan.



• You are welcome to park up here to take a break. Feel free to get out of your vehicle here but **do not go wandering** off as quarry vehicles and plant regularly pass close by.



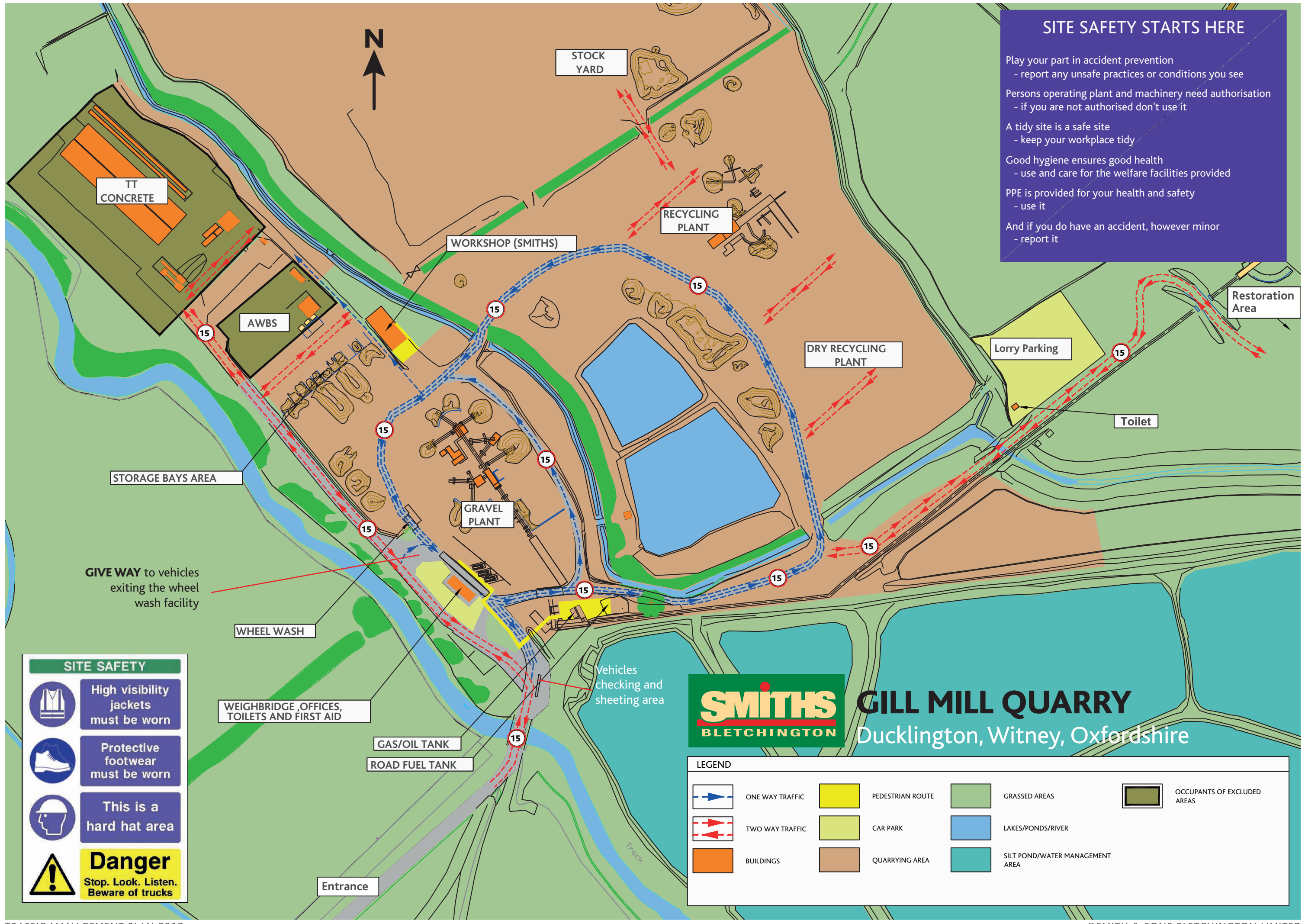
• Beware of and give way to quarry vehicles and when approaching one, make sure the driver has seen and acknowledged you.

• Avoid driving closely to the rear of loading shovels as they may be about to reverse.

• Stay inside your vehicle at all times when being loaded or when tipping.

• Do not access your tipper body in the working area and if you must get out of your vehicle, ensure that you are wearing the appropriate PPE as detailed in the next section.

• **Once you have tipped or been loaded, make your way back to the weighbridge via the one-way system and through the wheel wash.**



SITE SAFETY STARTS HERE

Play your part in accident prevention

- report any unsafe practices or conditions you see

Persons operating plant and machinery need authorisation

- if you are not authorised don't use it

A tidy site is a safe site

- keep your workplace tidy

Good hygiene ensures good health

- use and care for the welfare facilities provided

PPE is provided for your health and safety

- use it

And if you do have an accident, however minor











- report it

SITE SAFETY

- High visibility jackets must be worn
- Protective footwear must be worn
- This is a hard hat area
- Danger**
Stop. Look. Listen.
Beware of trucks



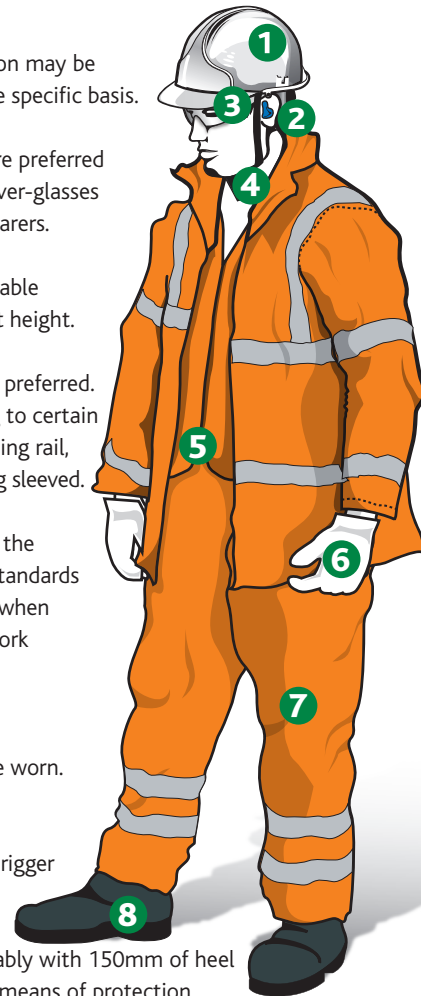
GILL MILL QUARRY
Ducklington, Witney, Oxfordshire

LEGEND							
	ONE WAY TRAFFIC		PEDESTRIAN ROUTE		GRASSED AREAS		OCCUPANTS OF EXCLUDED AREAS
	TWO WAY TRAFFIC		CAR PARK		LAKES/PONDS/RIVER		
	BUILDINGS		QUARRYING AREA		SILT POND/WATER MANAGEMENT AREA		

DELIVERY DRIVERS

Preferred High Visibility Clothing to
EN471 Class 3 - High Speed Roads

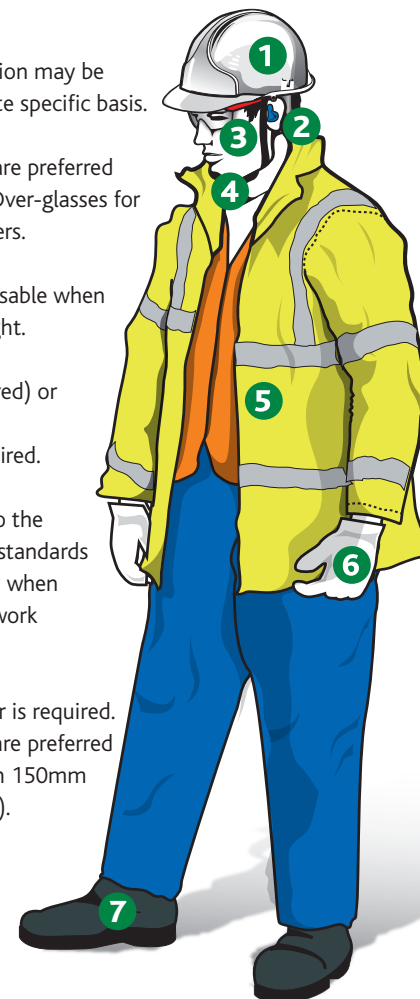
1. Helmets normally less than 5 years old. Date of manufacture should be found on all helmets and they should be of a good condition.
2. Hearing protection may be required on a site specific basis.
3. Safety glasses are preferred for all drivers. Over-glasses for spectacle wearers.
4. Chinstraps advisable when working at height.
5. Orange High Vis preferred. When delivering to certain contracts, including rail, this must be long sleeved.
6. Safety gloves to the required BSEN standards are compulsory when undertaking a work activity.
7. High visibility trousers must be worn.
8. Safety boots are compulsory. No rigger boots. Boots must be laced up (preferably with 150mm of heel support). Other means of protection are assessed by risk assessment.



COLLECT DRIVERS

High Visibility Clothing to
EN471 Class 2 MINIMUM preferred

1. Helmets normally less than 5 years old. Date of manufacture should be found on all helmets and they should be of a good condition.
2. Hearing protection may be required on a site specific basis.
3. Safety glasses are preferred for all drivers. Over-glasses for spectacle wearers.
4. Chinstraps advisable when working at height.
5. Orange (preferred) or yellow High Vis clothing is required.
6. Safety gloves to the required BSEN standards are compulsory when undertaking a work activity.
7. Safety footwear is required. Lace up boots are preferred (preferably with 150mm of heel support).



WHEEL WASHING PROCEDURES

- All LGV's must exit the working area via the wheel wash.
- Do not enter the wheel wash until the vehicle in front has left the wash and the exit area is clear.
- Proceed slowly into the wash and keep the vehicle moving at a slow walking pace.
- Do not stop the vehicle or try to reverse back through the wash.
- Vehicles leaving the wheel wash have priority. Vehicles from the right (from Haul Road) must give way.
- Report any faults to the weighbridge operator.



WHEN LEAVING THE SITE

- Drive onto the weighbridge once it is clear then stop and wait for the thumbs up from the operator.
- Pull forward past the weighbridge handrail and walk up the stairs to collect your paperwork.
- **Prior to leaving the quarry, all vehicles over 7.5 tonnes must sheet their loads. For those who still have to manually sheet, a bay is provided after the weighbridge to the left of the Haul Road.** (see site map on previous page)
- You may also stop in this bay to carry out vehicle checks etc but you must not use it as a parking area to take a break.
- **Please take care to ensure you have the correct load, that it is secure and within the vehicle's legal carrying capacity.**
- Do not stop on the Haul Road or pull onto the verges as they are very soft.
- All LGV vehicles must turn right onto the A415 towards the A40 when leaving the quarry. The only exception to this is if you are delivering to Standlake, Stanton Harcourt Northmoor or Sutton villages.
- Any accidents, incidents, near misses or general concerns should be reported to the weighbridge operator before leaving the quarry.

CONTRAVENTION OF QUARRY SAFETY RULES

- All of the information and rules within this handbook are there to protect you and those around you.
- These rules will help the quarrying industry achieve its target of zero harm.
- As a Company we have a robust disciplinary system in place to deal with potential misconduct involving our own employees.
- We have also implemented a structured and robust penalty system to deal with any potential misconduct or dangerous incidents involving people not employed by Smith & Sons (Bletchington) Ltd
- The system is in the form of an official warning notice and a suspension notice.



- **A warning notice will be issued for a first breach of the Company's health & safety requirements and this will remain on file for 6 months.**
- **Any further breach within this period will result in a suspension notice being issued. This will last for a period of 5 working days preventing the person/persons from entering any sites operated by Smith & Sons (Bletchington) Ltd.**
- **In the unlikely event that a first breach is deemed to be of a very serious nature, a suspension notice could be issued at this time.**

SAFETY FIRST - QUARRY SAFE



• RESPECT THE RULES • STAY SAFE • ENJOY YOUR VISIT •
• WE LOOK FORWARD TO SEEING YOU AGAIN •



Smith & Sons (Bletchington) Limited
Enslo, Kidlington, Oxfordshire OX5 3AY

Telephone: 01869 331281
Email: info@smithsbletchington.co.uk
Web: www.smithsbletchington.co.uk

Gill Mill Quarry
Ducklington, Witney, Oxfordshire OX29 7PP