



## Workplace Transport (Traffic Management) Policy and Procedure

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## Workplace Transport (Traffic Management) Policy and Procedure

### 1. Specific Legislation

- 1.1 Workplace (Health, Safety and Welfare) Regulations 1992.
- 1.2 The Management of Health and Safety at Work Regulations 1999.
- 1.3 Where possible the traffic management schemes on the Market will comply with traffic management standards for “public roads” as defined in the Road Traffic Act. The Market roads are private roads over which the public have legal rights of access at all times as defined in the Covent Garden Market Act 1961

### 2. Purpose

- 2.1 To manage workplace transport and other traffic on the common areas of the market in order to provide a safe environment within the market grounds.
- 2.2 To ensure that all Market users are aware of their roles and responsibilities in relation to workplace transport safety, including tenants, CGMA staff and all visitors to the Market.

### 3. Policy

- 3.1 CGMA will ensure that:
  - Where reasonably practicable, CGMA will provide resources to implement this policy, but the co-operation of the tenants and other users of the Market will be required for it to be effective.
  - Arrangements are made for the effective communication of this policy and procedure.
  - CGMA will use its powers, as far as is reasonable, to ensure all Market users comply with this policy. Serious and continuous breaches may be reported to London Borough of Wandsworth or the HSE for enforcement action or may result in byelaw prosecutions.
- 3.2 CGMA has consulted with and taken advice from the Covent Garden Tenants’ Association and the union UNITE when writing this policy. The policy will be reviewed annually.
- 3.3 Tenants Association will ensure that:
  - They collaborate and co-operate with CGMA in the formulation of this policy.
  - Communicate the policy to its Members and to encourage Members to develop proactive H&S Management including the safe use of workplace transport.
- 3.4 The role of UNITE is:
  - Collaborate and co-operate with CGMA in the formulation of this policy.
  - Encourage registered porters and other members of UNITE to comply with the requirements of this policy.

### 4. Procedure

#### Who is responsible for implementing this procedure?

- 4.1 The Chief Executive has overall responsibility for management of health and safety.
- 4.2 The Facilities Manager will be responsible for ensuring that workplace standards are maintained.

### **CGMA Responsibilities**

#### 4.3 As a landlord, CGMA will:

- Maintain and repair the fabric and lighting of the common parts of the Market in a reasonable and safe condition, including the traffic routes.
- Manage traffic schemes within the common areas of the site including pedestrian and vehicle traffic management and review them periodically.
- Inform users of the rules and regulations, byelaws and other conditions for entry into and work within the Market.
- Ensure CGMA's own workplace transport is properly maintained, serviced and FLT's under CGMA ownership undergo "Thorough Examination".
- Manage its own employees who use workplace transport.
- Ensure that CGMA employees who operate workplace transport are trained and authorised to do so.
- Ensure, as far as is reasonable, that contractors under CGMA's control comply with this policy.
- Record and investigate all known workplace transport related incidents and report all relevant fork lift truck (FLT) and workplace transport accidents to the Health and Safety Executive as required.
- Keep abreast of current and new legislation and other standards, assess and prioritise any risks that may impact on this policy.
- Make all reasonable endeavours to ensure this policy meets the requirements of relevant legislation.
- Review the policy regularly to ensure it remains effective and current or in the event of a significant occurrence, change to traffic arrangements or change to working practices. Advise all relevant parties of any changes necessary and record all reviews and changes.
- Ensure enforcement action against offenders under this policy is dealt with quickly and fairly within the guidelines of the policy.
- Nominate Law Enforcement Officers as and when considered necessary.
- CGMA is responsible for the upkeep and routine maintenance of the Market's roads, road markings and road signs. Proposals for any new traffic signs are to be put to CGMA for consideration. To avoid confusion, signage will be clear, conspicuous and kept to a minimum.

#### 4.4 As the Contracting Authority, CGMA will manage and monitor workplace transport as follows:

- Apply and monitor speed limits within the scope of the byelaws and as far as is reasonable.
- Enforce parking controls.
- Take appropriate action against vehicles travelling against one-way systems.
- Ensure correct operating standards for all transport under CGMA's direct control.



- Maintain a data base of all FLT operators and their drivers and a database of all Fork Lift Trucks, Reach Trucks and other lifting vehicles.
- Allocate 'Authority Registration Numbers' to all Market based FLT's, Reach Trucks and other lifting vehicles and make provision of these number plates to the Keeper.
- Take appropriate action against anyone failing to comply with this policy including reporting serious and continuous breaches to London Borough of Wandsworth or the HSE.
- Carry out suitable and sufficient Risk Assessments for activities and areas under our control when required and implement the significant control measures.
- Monitor pedestrian activity as far as is practical and encourage use of marked pedestrian routes.

## **Tenant Responsibilities**

- 4.5 Tenants are responsible for their own health and safety and the safety of others operating within their domain.
- 4.5.1 Tenants must comply with this Policy, and ensure compliance by their employees, contractors and agents.
- 4.5.2 Tenants and their employees have a duty to report safety problems under the Health & Safety at Work Act 1974. All observations are to be passed to CGMA – Tel 020 7720 2211.
- 4.5.3 Tenants are also responsible for managing their vehicles, employees, work practices and immediate work area. This includes ensuring that their employees and others under their control are competent and authorised to operate workplace transport.
- 4.5.4 Failure by any tenant to manage these may put the customers and employees of every other tenant at risk of serious injury.
- 4.5.5 In order to maintain New Covent Garden Market as a successful wholesale trading centre, tenants must co-operate with and support CGMA in enforcing all measures intended to ensure the safety of all pedestrians on site.
- 4.5.6 Tenants are responsible for preparing and implementing risk assessments in relation to their own workplace transport activities and of contractors engaged by them. This includes all loading and unloading activities.
- 4.5.7 This policy will be issued to all tenants.

## **Driver responsibilities**

- 4.6 All drivers, including FLT drivers, are required to comply with this policy.
- 4.6.1 All FLT drivers must comply with the Fork Lift/Reach Truck and Driver Registration guidance for the use of FLT's on the Market.
- 4.6.2 All drivers are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle within the UK and have a current driving license, eg are not disqualified and that their vehicle is insured and in a roadworthy condition.

### **Pedestrians (at work) responsibilities**

- 4.7 Pedestrians are required to comply with this policy. Pedestrians have a duty towards their own and others safety, and as such are required to use the walkways and other facilities provided to ensure their safe separation from workplace transport. They are also required to wear high visibility clothing where appropriate.

### **Members of the Public**

- 4.8 Although New Covent Garden Market is a public market, members of the public have no right of access except on bona fide business. However, CGMA does not currently seek to exclude them, unless they are under 16 and unaccompanied minors are not permitted at any time during wholesale Market operating hours.
- 4.8.1 Members of the public, including those entering the Market in vehicles are required to comply with the site Conditions of Entry. These conditions will be displayed at the entrances to the Market and copies will be available at Link House Control Room and Covent House.
- 4.8.2 Members of the public are expected to act in a safe manner to ensure their own safety and the safety of others. They must also co-operate with any controls that are in place to ensure a safe, healthy working environment.
- 4.8.3 All drivers are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle within the UK and that their vehicle is insured and in a roadworthy condition.
- 4.8.4 Under CGMA's Byelaws CGMA has the authority to exclude persons from entering the Market, including anyone under the age of sixteen.

### **Working Areas**

- 4.9 General Areas - The areas contiguous to the roads in the Fruit and Vegetable Market are designated for commercial uses for the purpose of loading or unloading. The prolonged storage of produce is not allowed - produce must be in the process of being actively loaded or unloaded. Owners of overstay parked vehicles in these areas or produce that is left for prolonged periods may become subject to enforcement action by CGMA and the relevant enforcing authorities. Vehicles using the central loading area must be fully sited on the marked area, including any goods and personnel carrying out loading/unloading activities.
- 4.10 Cut-throughs - The cut-throughs on A/B and C/D rows are for the use of pedestrians and Fork Lift Trucks (FLT) on designated marked routes. Parking, loading or unloading is not allowed.
- 4.11 Container Dock - This Dock is for the loading and unloading of lorries, limited to rear door access and must always be used according to the operating procedures.
- 4.12 Flower Market Dock - This Dock is for the loading and unloading of lorries, limited to rear door access and must always be used according to the operating procedures.
- 4.13 Fruit & Vegetable Unit Aprons. As aprons are usually part of the common parts of the Market and not in the tenant's demise, CGMA is responsible for them. When these areas are in use they are deemed immediate work areas and become the responsibility of the tenant. The aprons may be used for loading/unloading and the temporary stacking of produce but must not be used for vehicle parking.
- 4.14 Pedestrian Walkways - Pedestrian walkways have been marked alongside most roadways and cross overs. Pedestrians are required to use these walkways and other facilities, which are in place to ensure their safe separation from workplace transport. As far as is practical,

pedestrians who do not use walkways will be challenged and, where relevant, their employers informed.

### **Obstructions**

- 4.15 Parking, the storage of goods or any other such obstruction is not permitted on designated pedestrian routes. However, due to the nature of the site and its configuration, short term parking to enable loading or unloading of goods as close to the relevant unit as possible is sometimes unavoidable. In such circumstances, the relevant tenant will be responsible for supervising pedestrian movements in these areas and for ensuring that unloading etc is suspended until pedestrians have safely passed. All such activities should be included in the tenant's workplace transport risk assessments. All items such as security screening should be kept inside the unit after normal trading hours. Anything found outside units after trading hours or causing an obstruction may be removed by CGMA without notice and disposed of.

### **Cleaning**

- 4.16 At the end of the working day aprons must be left clear of product, screening and vehicles to allow cleaning.

### **Traffic**

- 4.17 Fork lift truck and vehicle drivers must take special care when in the vicinity of pedestrian walkways.

### **Personal Protective Equipment (PPE)**

- 4.18 All Market users, including customers who work in areas where workplace transport operates are to wear high visibility clothing and any other personal protective equipment identified by 'risk assessment'. Risk assessments should be carried out by the tenant or the employer of the person involved, i.e. the driver of a supplier, or jointly.

### **Parking**

- 4.19 Parking enforcement services on the site are managed by a third party contractor.
- 4.20 Only commercial vehicles may load on the aprons, central rows and the areas contiguous to the roads of the Fruit and Vegetable Market.
- 4.21 Private Vehicles may stop for up to 20 minutes either on the apron and commercial areas to load and unload only. Any private vehicle stopped beyond 20 minutes will be liable to be immobilised.
- 4.22 All vehicles – both Commercial and Private – parked illegally, i.e. on double yellow lines/ hatched areas/ disabled bays, may be immobilised or removed in any part of the Market, at any time.
- 4.23 To avoid misunderstandings, a Private Vehicle is defined as any Saloon, Sports Car, Hatchback or Estate Car, and includes 4x4 type vehicles i.e. Range Rovers, BMW X5, Mitsubishi Shogun etc.
- 4.24 Where a 4x4 type vehicle has a separate load area from the passenger cab e.g. a Pick up Truck, this will be classed as a commercial vehicle.
- 4.25 All Private Vehicles must be parked in the designated areas as indicated on the site map included within this policy at Appendix 1.

- 4.26 Permit holders must park in the area allocated to their entry tag category. Vehicles entering the Market on a casual entry basis may park in any of the designated parking areas taking any height restrictions into account.
- 4.27 Disabled badge holder parking is available and clearly marked at both ends of A, B, C & D Rows of the Fruit and Vegetable Market and Flower Market. Special bays may be allocated to drivers with a temporary incapacity.
- 4.28 Any vehicles parked in a designated disabled bay not displaying a valid disabled badge are liable to be immobilised.
- 4.29 CGMA reserve the right to relocate designated parking areas without prior notice.

### **Entry Tag System**

- 4.30 Vehicle entry to the Market is operated by an automated system using electronic vehicle tags which are attached to the windscreen of the vehicle entering the Market. Tags can be purchased from CGMA Reception at an annual charge.
- 4.31 Tagged vehicles can utilise any of the Market Entrances (Main Entrance, Flower Market and Underground Car Park). Entry to the Underground Car Park and Multi-Storey Car Park is restricted to vehicles under 2.13m (7ft). The entry tag transmits a signal which is read by proximity readers to automatically lift the entry barrier upon approach.
- 4.32 While the vehicle is in the Market the tag and coloured windscreen disc must be displayed at all times. Any vehicle not displaying a tag and coloured disc or entry receipt may be immobilised or incur an infringement notice. Vehicles are only to park in the designated areas.
- 4.33 In the event of a barrier failing to rise, drivers are required to pay the current entry charge for a parking ticket to enter the Market and should subsequently contact CGMA to investigate the cause. The entry fee will be reimbursed for all genuine barrier faults.
- 4.34 The tags are programmed with an anti pass-back system. This means they cannot be used to re-enter the Market until they have been read by the proximity reader when leaving via the exit barrier. When exiting the Market the barrier will automatically rise reactivating the tag for re-entry.
- 4.35 Any lost or stolen tags should be reported to CGMA on 020 7720 2211. Tags will only be replaced on electronic cancellation of the original. Replacement tags are chargeable. It is recommended that a list of tag numbers and the vehicles they have been allocated to are kept by all companies purchasing tags, as lost or stolen tags can only be replaced once the original is cancelled.
- 4.36 CGMA will not provide refunds for unused, lost or stolen tags.
- 4.37 Vehicles entering without tags are subject to a daily entry fee and issued a parking ticket valid for 4 hours which must be displayed in the windscreen.
- 4.38 Vehicle Entry Tags are available to NCGM Tenants, Customers, Suppliers and those with genuine business within the Market. The issue of tags is at the discretion of CGMA. Any misuse of tags may result in immediate cancellation without refund or compensation.

### **Fork Lift and Reach Trucks**

- 4.39 CGMA's Workplace Transport (Traffic Management) Policy holds that Tenants must declare the details of their Fork Lift / Reach Trucks and drivers on an annual basis. This may be done

by completing the forms at Appendix 2 & 3 to this policy and returning them to CGMA. When changes occur to FLT's or drivers CGMA should be notified within seven days. Upon request all tenants must provide CGMA with all FLT maintenance and driver training/competence documents.

- 4.40 **Fork Lift Trucks (FLT's)** - The employer (the Tenant) must ensure that all FLT's they use conform to the standard, see attached specification document at Appendix 4. Trucks must comply with the "CGMA Standard" however the adoption of "best practice" could reduce the risk of prosecution. There is also the Approved Code of Practice (ACOP) L117, and HSG6 Guidance which should be observed. The employer is responsible for assessing the risks associated with lift trucks and other lifting vehicles and for implementing and maintaining appropriate control measures.
- 4.41 **Reach Trucks** - Reach Trucks are not to be used on the common parts of the Market, including aprons. They may only be used inside Units, and only then if the Tenant carries out a risk assessment and finds the risks acceptable. They may only be used on aprons when unladen, to move between Units.
- 4.42 **Registration Plates** - On receipt of the completed form (Appendix 2) each truck will be allocated a registration number by CGMA, if not already allocated. It will be the responsibility of the Tenant to attach a number plate with this registration to the front and rear of each FLT & Reach Truck, so that they are clearly visible. Number plates may be ordered through the Operations Department. Each initial set will be issued free of charge, however all replacements will be chargeable. CGMA does not permit the use of FLT's or Reach Trucks that have not been registered and that do not comply with the "CGMA Standard".
- 4.43 **Maintenance** - It is the responsibility of Tenants to ensure that all FLT's and Reach Trucks are correctly serviced, maintained and thoroughly examined in line with LOLER 98 and PUWER 98 Regulations.
- 4.44 CGMA and FLT Operators (Tenants) have a joint duty to ensure that only competent Fork Lift Truck (FLT) drivers drive FLT's within the Market. As CGMA is not in a position to assess the driver's competence it is the responsibility of Tenants to supply this information by filling in Annex B to this letter. The consequence of this is that all FLT drivers operating within the Market are required to hold a current Group "B" (car) licence, assuming the FLT being driven has a gross vehicle weight under 3500kg. Advice on licensing requirement for FLT's over this weight should be sought from DVLA.
- 4.45 Under the Provision and Use of Work Equipment Regulations 1998 employers must ensure that all persons who use work equipment, or supervise and manage work equipment, have received adequate training for the purpose of Health & Safety. This also includes the requirements set out in the Market Byelaws.
- In practice this means, **NO ONE WITHOUT A VALID FORK LIFT TRUCK LICENCE AND APPROPRIATE FLT TRAINING MUST BE ALLOWED TO DRIVE A FORK LIFT TRUCK WITHIN THE MARKET.**
- If you allow untrained or inadequately trained personnel to use your Fork Lift Trucks **YOU WILL PERSONALLY BE HELD LIABLE.** This includes buyers, clients, other tenants and anyone else who is under your control.
- 4.46 There is also a requirement to abide by the rules laid down in relationship to the build standard and use of Fork Lift Trucks within these regulations.
- 4.47 In addition to holding a current Group "B" driving licence, drivers should have received training as follows:



- Training in accordance with the ACOP “Rider operated lift truck: operator training” L117 carried out by a company who is a member of the five bodies recognised as competent by the HSE as training provider.
  - HSE guidance recommends refresher training for FLT drivers every 5 years. Refresher training is also advised if a driver has been involved in an accident/ incident or that his ability to operate a FLT safely causes concern.
  - HSE guidance also recommends a medical examination every five (5) years for drivers over the age of forty (40) It is also recommended that drivers over the age of sixty (60) have a medical examination every 12 months.
- 4.48 **Drivers Registration** - The Fork Lift Trucks & Drivers form at Appendix 3 must be completed and returned with details of all drivers applying for registration.
- 4.49 **PPE** - Employers (Tenants) must ensure that their drivers are issued with, and wear, appropriate **high-visibility clothing** and **safety footwear** at all times while operating FLT's.
- 4.50 CGMA is responsible for the health and safety management of the common areas of the Market and as such may take enforcement action against Tenants whose FLT's or drivers fail to comply with the above requirements including reporting serious and continuous breaches to London Borough of Wandsworth or the HSE or prosecution under the Market Byelaws. CGMA will investigate all FLT related accidents and ensure that any lessons learnt are incorporated into CGMA's Workplace Transport (Traffic Management) Policy.

## 5. Policy Enforcement

- 5.1 The Workplace Transport (Traffic Management) Policy on site includes the control of all types of transport. CGMA will take action against those who fail to comply with the policy. All tenants and drivers must provide the relevant vehicle or licence information to SOs or CGMA upon request.

### Procedure

- 5.2 Traffic Infringements - Security Officers (SOs) of the Market Security Force (MSF) carry out regular foot and mobile patrols throughout the Market. Offence details will be noted, logged and where possible recorded on CCTV or by still photography.

#### Typical infringements include:

- Speeding over the 20mph Market speed limit
  - Driving against a one way traffic system
  - Dangerous parking or obstruction
  - Unauthorised parking on demarcated areas, pedestrian walkways or access gates
  - Fork Truck Standards (e.g. lights, number plate, seat belts) or use (e.g. carrying people, lifting persons up on forks/pallet and not wearing hi-visibility clothing)
- 5.3 Identification - CGMA can obtain details of vehicle ownership through an official link to the DVLA.
- 5.4 Notification - Most minor violations will result in verbal warning. The following controls will be enforced for all other infringements:
- Instances of unsafe driving behaviour may result in a formal warning letter or in the issue of a fixed charge Infringement Notice to the tenant or their agent. If the unsafe behaviour

continues after an appropriate number of warnings, the tenant will be prosecuted under Market byelaws.

- Instances of unsafe FLT equipment may result in a formal warning letter or in the issue of a fixed charge Infringement Notice and could also result in enforcement of the tenant under the Market byelaws.
- Instances of driving FLTs in an unsafe manner (including load stacking) will result in the requirement for immediate retraining of the operator and may result in a formal warning letter or in the issue of a fixed charge Infringement Notice
- Serious and continuous breaches of Health & Safety Rules may be reported to London Borough of Wandsworth or the HSE for enforcement action.

- 5.5 Loading and Unloading – Tenants loading and unloading activities in common areas will be monitored. Unsafe practices such as overhanging central loading areas or pedestrians in traffic routes will be logged and the tenant instructed to stop the activity and relocate. Persistent offenders will be formally warned and the bye laws enforced where necessary.

### Enforcement action

- 5.6 The activities identified above will be monitored, as far as is reasonable. Significant issues will be dealt with when identified and thereafter logged. The log will be reviewed on regularly and will also be discussed at the Health & Safety Steering Committee (HSSG).
- 5.7 Infringements – Any infringement will be subject a fixed charge Infringement Notice. This administration charge is currently £50 per infringement plus any consequential costs incurred by CGMA such as vehicle removal and DVLA enquiry costs and is subject to the prevailing VAT rate. These charges will be reviewed and may vary as necessary.
- 5.8 Immobilisation - All vehicles – both Commercial and Private – parked illegally, i.e. on double yellow lines; or any vehicle parked without displaying a tag and the correct coloured disc, are liable to be immobilised in **any** part of the Market, at any time and may incur a fixed charge Infringement Notice.
- 5.9 Permit Suspension - A vehicle entry permit may be suspended. The vehicle can still enter the Market on payment of the standard entry fee. This is an action that may only be applied to permit holders.
- 5.10 Prosecution - Offenders may be prosecuted under Market Byelaws and may be reported to London Borough of Wandsworth or the HSE for enforcement action.
- 5.11 Banning - For serious incidents CGMA may elect to ban the driver or the vehicle from entering the Market. This would normally be for a prescribed time period; however CGMA does have the power to impose a lifetime ban.

### Prosecution under the Covent Garden Market Authority Byelaws

- 5.12 Covent Garden Market Authority was set up by various Acts of Parliament to own and manage the property and buildings of the New Covent Garden Market. In exercise of the powers conferred on them by one of these acts the CGMA Market byelaws were made to which all Market users must abide and by which penalties can be brought against anyone infringing them.
- 5.13 In respect of the CGMA Traffic Management Policy prosecutions against offenders under the CGMA byelaws can result in the following process.
- 5.14 A byelaw made under the 1933 Act which was in force on 17 July 1978 (which the Market Byelaws were) and which specified £20 as a maximum fine, had the effect as if the byelaw specified a fine of £50 (section 31 (2)-(3) of the Criminal Law Act 1977). By section 46 of the

Criminal Justice Act 1982 the reference to a maximum of £50 was converted to a reference to level 2 on the standard scale. Level 2 is presently fixed at £500 by section 37 of the Criminal Justice Act 1982.

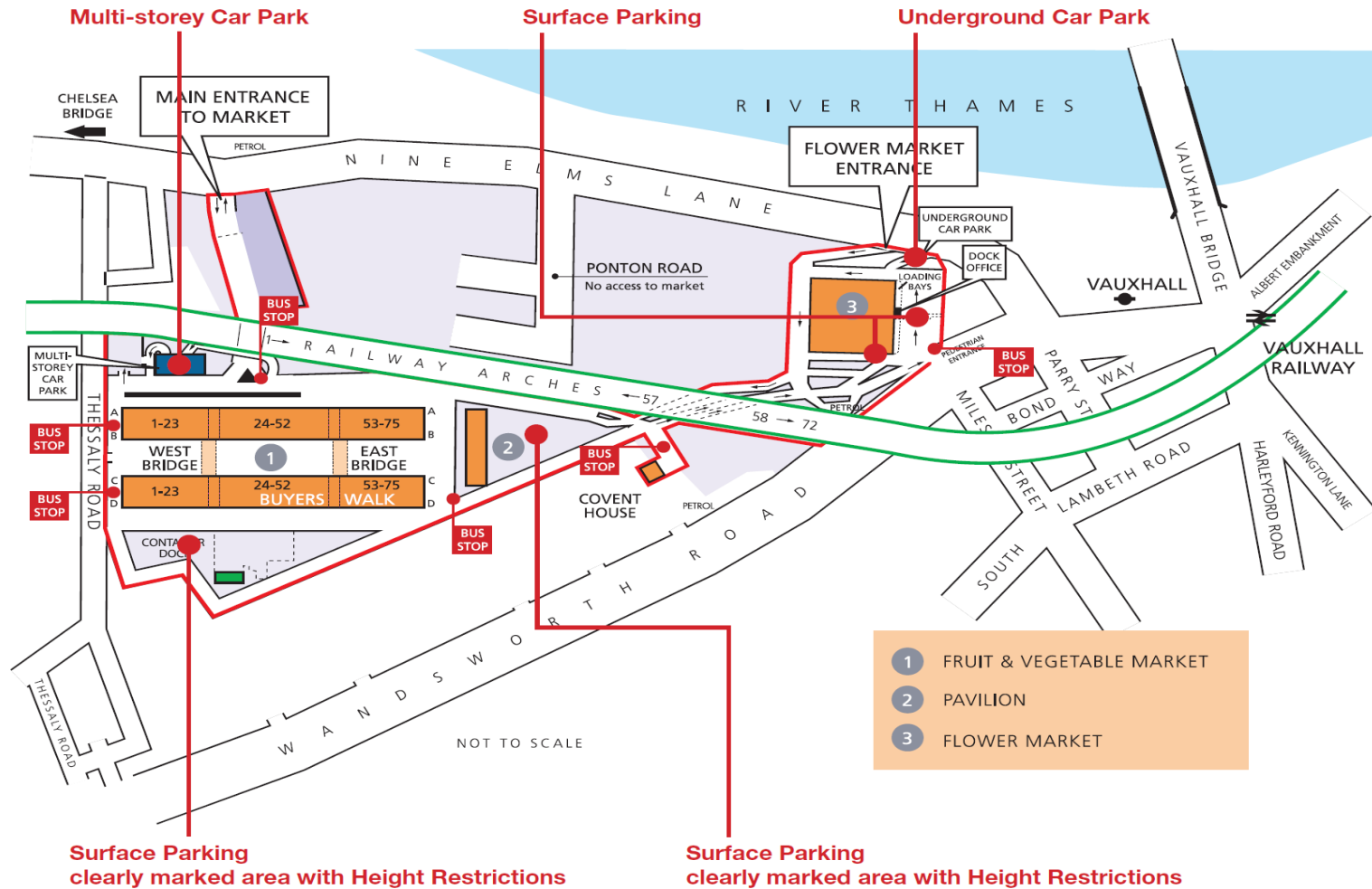
- 5.15 Also under the provision of Section 64 of the Magistrates Court Act 1980 the Magistrates Court has power to exercise a discretion to make an Order that a Defendant pay the Complainant's cost, the Complainant in this case being the Authority.
- 5.16 Therefore for every infringement upon which CGMA takes action, a tenant could be liable for the £500 fine plus legal costs of c.£1500 per infringement.

## **6. Standard Forms, Letters and Relevant Documents**

- Appendix 1** Workplace Transport - Covent Garden Market Plan  
**Appendix 2** Workplace Transport - Fork Lift Truck Registration  
**Appendix 3** Workplace Transport - Fork Lift Truck Driver Registration  
**Appendix 4** Workplace Transport - Electric Counterbalance Fork Lift Truck Specification  
**Appendix 5** Workplace Transport - Conditions of Entry

	Workplace Transport (Transport Management) Policy and Procedure
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**Appendix 1: Workplace Transport – Covent Garden Market Plan**



**Appendix 2: Workplace Transport - Fork Lift Truck Registration**

**FORK LIFT / REACH TRUCK VEHICLE NOTIFICATION**

- 1) Please find listed below details of all Counter Balance Fork Lift and Reach Trucks used by this Company.
- 2) I confirm that all vehicles detailed below are serviced every 6 months and maintained to CGMA Traffic Management Policy standards
- 3) I will inform CGMA if any of the details below change.

**PLEASE LIST TRUCK DETAILS BELOW**

To be completed by the Tenant						
FLT / RT MAKE & TYPE	MODEL	SERIAL NUMBER	DATE OF MANUFACTURE	GROSS WEIGHT	CGMA REG NUMBER (EXISTING NUMBER)	REG NUMBER REQUIRED (PLEASE TICK)

NAME (Print) \_\_\_\_\_

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

UNIT \_\_\_\_\_

POSITION IN COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

**Appendix 3: Workplace Transport - Fork Lift Truck Driver Registration**

**FORK LIFT / REACH TRUCK DRIVER NOTIFICATION**

- 1) Please find listed below details of all Counter Balance Fork Lift and Reach Trucks drivers employed by this company
- 2) I confirm that all drivers detailed below are competent and eligible to drive the vehicle types above
- 3) I will inform CGMA if any of the details below change.

**PLEASE LIST DRIVERS' DETAILS BELOW**

To be completed by the Tenant					
SURNAME	FIRST NAME	GROUP "B" LICENCE (expiry date)	FLT / REACH (FLT/ RT/BOTH)	DATE OF LAST TRAINING	DATE OF LAST MEDICAL (if applicable)

NAME (Print) \_\_\_\_\_

COMPANY \_\_\_\_\_

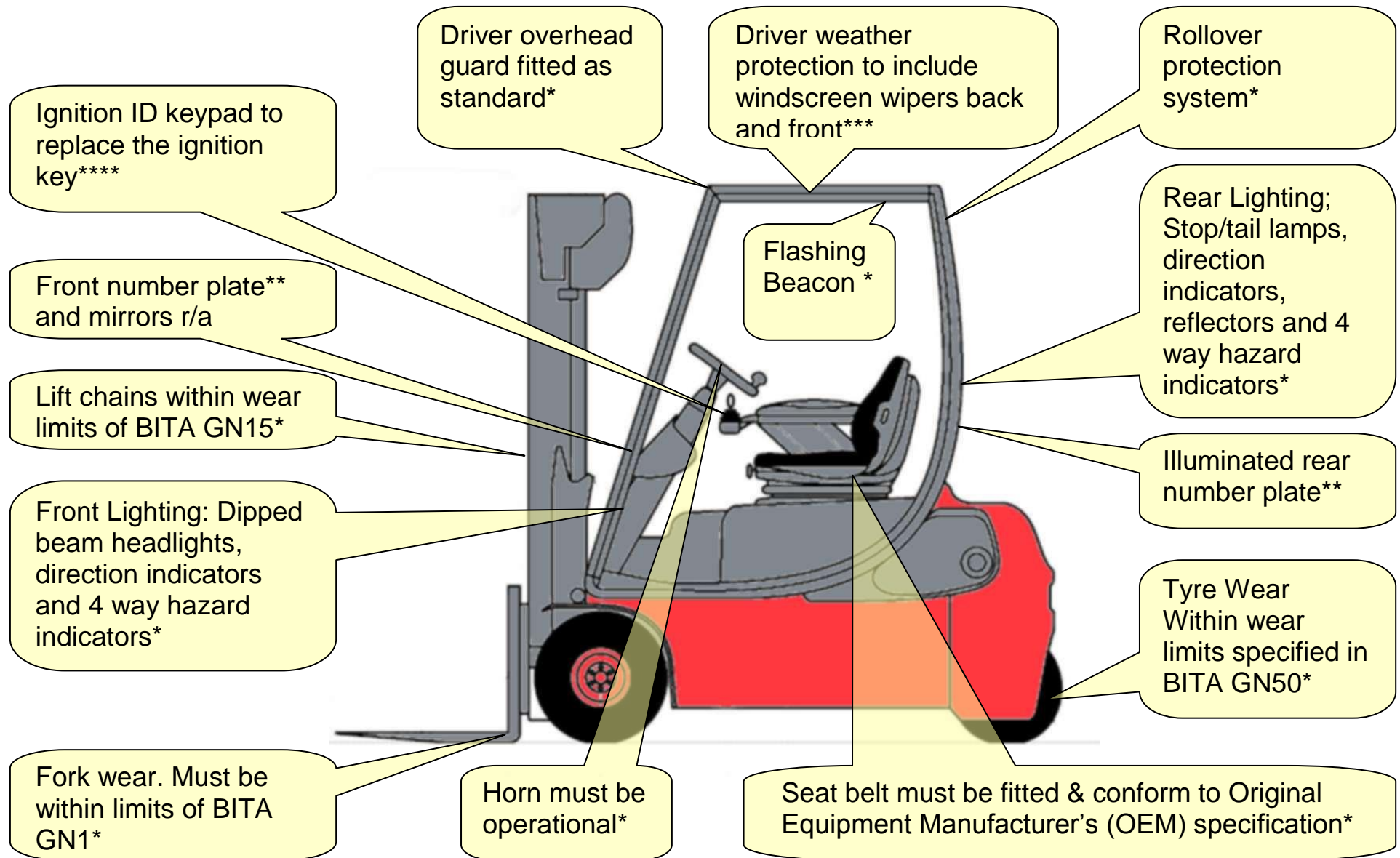
SIGNATURE \_\_\_\_\_

UNIT \_\_\_\_\_

POSITION IN COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

## Appendix 4 Workplace Transport - Electric Counterbalance Fork Lift Truck Specification



**Abbreviations:** BITA - British Industrial Truck Association.

**GN:** Guidance Note. **Note:** Reversing bleeper not to be fitted

**Legend:** \* Mandatory. \*\* CGMA Requirement. \*\*\* Best Practice. The use of cling film is not acceptable.

## Appendix 5: Workplace Transport – Conditions of Entry

### 1. INTRODUCTION

1.1. **General** - The HSE and Wandsworth Council are the Enforcing Authorities for health and safety on the Market – this includes traffic management. As owner and landlord of the Market, CGMA is responsible for the management of traffic within the common areas on the site.

1.2. **Safety** - It is the duty of all Market Users to co-operate with CGMA in maintaining a safe working environment. By entering the Market the person has accepted the conditions of entry listed below.

### 2. GENERAL CONDITIONS

2.1. Compliance with these conditions of Entry and where relevant the Market Byelaws and CGMA's Traffic Management Policy is required at all times copies of are available from CGMA.

2.2. Where possible pedestrians should use pavements, first floor corridors and pedestrian walkways to minimise the interface with workplace transport. Roads should only be crossed at designated crossing points.

2.3. Pedestrians in loading and unloading areas should use only marked walkways.

2.4. Any person entering the Market who may be considered at risk should be supervised and controlled. This particularly applies to young persons and those with physical impairments.

2.5. Care should be taken to avoid slip, trip and fall hazards associated with the work and environment of the Market.

2.6. Driving on site must be in accordance with the Road Traffic Act and the Highway Code.

2.7. Drivers must adhere to all traffic controls on site.

2.8. The displayed speed limits must be observed across the whole site.

2.9. Drivers must only operate those vehicles for which they hold the relevant qualification.

2.10. "Tailgating" at entrances is prohibited.

2.11. Vehicles must load and unload in designated areas which are Aprons, the Fruit & Veg Centre Road and Dock areas. Parking, the storage of goods or any other such obstruction on pedestrian routes when unavoidable to enable unloading of goods must be supervised by the relevant tenant at all times. Private vehicles may only stop in these areas for a maximum of 20 minutes when loading and unloading. Dock areas are restricted to use by lorries only.

2.12. Vehicles entering the Market must be roadworthy, insured and displaying the appropriate Road Fund Licence and certification.

2.13. Vehicles must be secured when unattended.

2.14. Vehicles contravening any of the conditions of entry may be subject to parking control measures.

2.15. All vehicles, both commercial and private, must park in the designated car parks. Parking is prohibited on double yellow lines, hatched areas, and (unless a valid disabled badge is displayed) disabled bays.

2.16. NCGM Tenants' employees and other Market user vehicles may park whilst at work or conducting business. Except by permission of CGMA overnight or extended periods of parking and storage of vehicles on site is prohibited.





- 2.17. High visibility clothing should be worn by anyone regularly working in close proximity to workplace transport and is mandatory for drivers of Fork Lift and Reach Trucks.
- 2.18. “Fly tipping” or unauthorised disposal of rubbish from vehicles in the Market is not tolerated and offenders may be refused readmission and prosecuted under the Byelaws.
- 2.19. Transhipment of any kind is not permitted within the confines of the Market.
- 2.20. Under CGMA’s Byelaws CGMA has the power to remove and exclude persons from entering the Market, including unaccompanied minors.
- 2.21. Contravention of the Market byelaws may lead to prosecution.

