



HGV Routing Plan

For

Fargro Ltd.

Vinery Fields, Poling, West Sussex, BN18 9PY

Version 1, January 2015

Fargro Ltd HGV Routing Management Plan

Document control sheet

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This document has been issued and amended as follows;

Date	Issue	Prepared by	Approved by
January 2015	1 st Draft	Paul Sopp Technical Director	Jim McAlpine Managing Director

1.0 Introduction

Fargro Ltd is constructing a new office and warehouse building for their horticultural distribution business at Vinery Fields, Poling, West Sussex, BN18 9PY. The business is relocating from an existing site at Toddington lane, Littlehampton, West Sussex, BN17 7PP, which has been allocated as part of the north Littlehampton residential extension.

Vinery Fields lies adjacent to the A27 dual carriageway with access only from the west bound carriageway. Exiting the site requires vehicles to join the west bound carriageway of the A27 and if intending to travel eastwards it is necessary to cross to the east bound carriageway. This can be achieved either by using a central reservation cross-over point approximately 600m west from the site exit or utilising the Crossbush junction roundabout 2.5 km from the exit (Appendix 1).

The central reservation cross-over is not considered suitable for Heavy Goods Vehicles (HGVs) and as a condition of planning Fargro Ltd is required to implement a vehicle routing management plan to ensure that HGVs do not use the central reservation cross-over.

2.0 Measures

Fargro will undertake to initiate measures to ensure that HGVs do not use the Poling cross-over point.

Fargro operate a fleet of five HGVs and receive an average of five HGV deliveries per working day (census 2013). All drivers of HGVs will be provided with a written vehicle routing guide requiring them to utilise the Crossbush junction if their intended direction of travel is to the east.

A multi-language sign will be erected on the exit from the Fargro site reminding drivers of the restriction.

Fargro owned vehicles

Fargro operated vehicles are only driven by Fargro employees. Prior to the commencement of operations from the Vinery Fields site and on the appointment of new staff each HGV driver will be instructed verbally and in writing not to utilise the Poling cross-over. Drivers will be required to sign a copy of this document confirming their understanding of this instruction. A printed laminated card will be produced to be fitted to the interior of each HGV as a reminder to drivers of this requirement. Failure to observe this requirement will be considered a disciplinary offence.

Other delivery vehicles

Fargro has a number of regular suppliers as well as receiving deliveries from couriers and others. All regular suppliers will be written to prior to the commencement of operations from the site with instructions for their drivers not to use the Poling cross-over point. This instruction will be repeated annually in writing and verbally in meetings between Fargro and supplier staff.

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On arrival at the Fargro site all drivers are required to sign in (for health and safety reasons), their registration number will be recorded and they will be asked to sign to say they have received routing instructions. All non-Fargro drivers leaving the Fargro site will be told verbally and handed a written routing instruction informing them of the restriction in using the Poling cross-over point. Failure to observe the restriction will result in the driver concerned being warned through their employer and after a second offence being banned from making deliveries to Fargro Ltd. The warning notices will be available in languages other than English as appropriate.

3.0 Management

Fargro Operations Manager will be responsible for managing the HGV Routing Plan, reporting to the Managing Director and the company Health & Safety Committee. The main responsibilities will be;

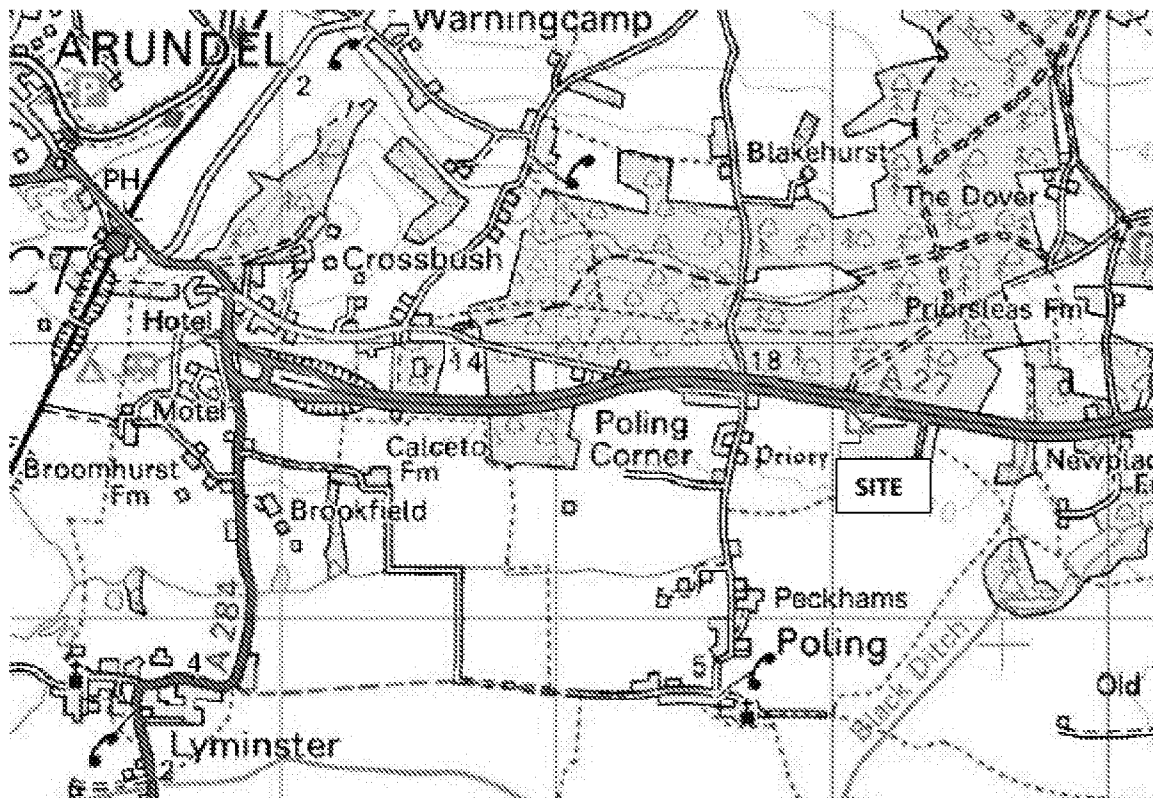
- Maintaining commitment and support of the HGV Routing Plan.
- Ensuring all drivers, both Fargro employees and non-employees are aware of the restrictions concerning the Poling cross-over.
- In his absence from site ensuring his deputy informs HGV drivers leaving the site of the Poling cross-over restriction.
- Ensuring Fargro employed drivers have signed a copy of this document prior to them being allowed to operate from the Vinery Fields site. Ensure that all drivers are reminded of the restriction on a regular basis and that a card detailing the restriction is displayed in each vehicle.
- Create a monitoring programme to at random intervals observe HGVs leaving the site to ensure their compliance with the restriction.
- Ensure all regular suppliers receive an annual reminder of the restriction.
- Annually review the operation of the HGV Routing Plan.
- A filing system will be established and maintained for recording correspondence relating to the HGV Routing Plan, the results of periodic monitoring and the results of each annual review.

Table 1. Action plan

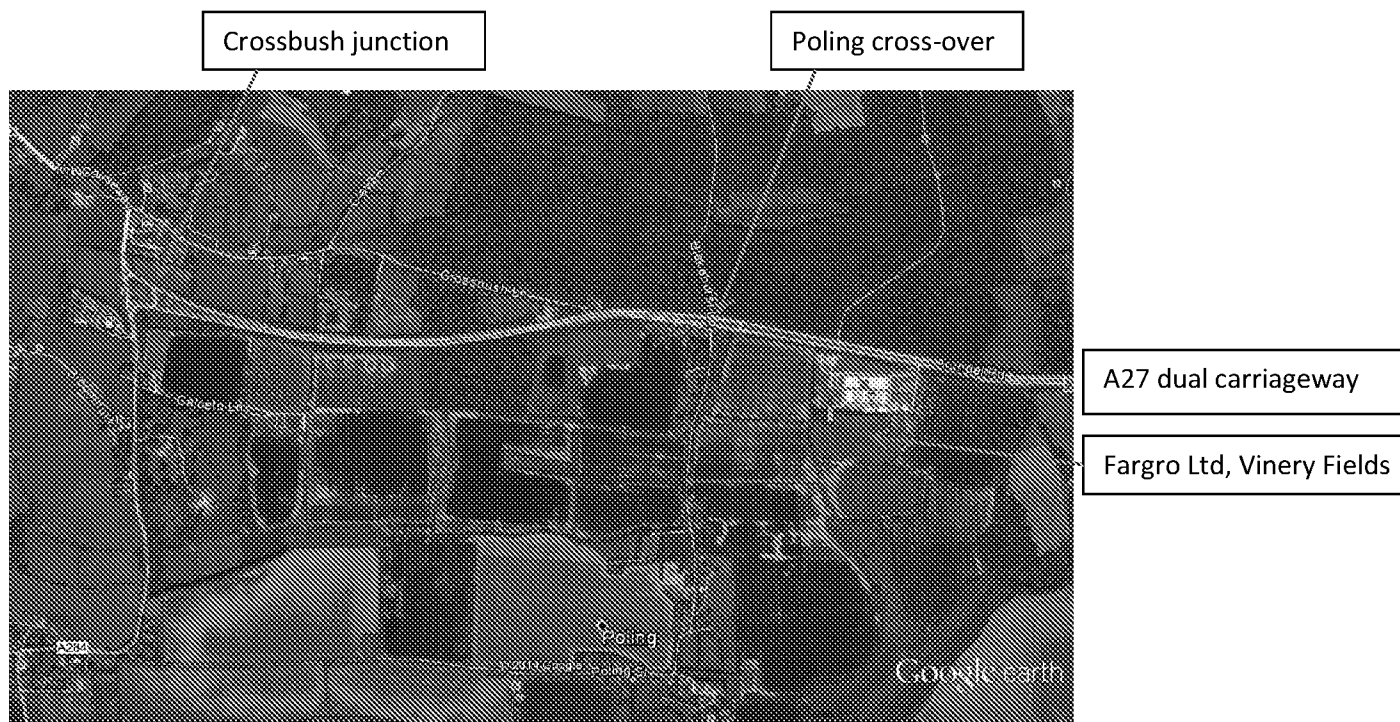
Measure	Responsibility	Timescale
Appoint Operations Manager as responsible for the HGV Routing Plan	Managing Director	Prior to occupation
Instruct all Fargro employed drivers of the restriction	Operations Manager	Prior to occupation
Write to all regular suppliers informing them of the restriction	Operations Manager	Prior to occupation
Ensure all warehouse staff are aware of the restriction and inform all HGV delivery drivers of the restriction	Operations Manager	From occupation.
Undertake monitoring programme	Operations Manager	From occupation
Review HGV Routing Plan	Operations Manager	Annually

Appendix 1

Map showing site location



Satellite photograph view of the site and the relevant junctions



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