Colwall Orchard Group:

Safe Way of Working: SWOW18 -

Arrangements for Bulk Deliveries

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Review: Annually thereafter (or in the event of any incident)

Reviewed by: C Blake 3rd December 2024

Next review: by 30 April 2025

**Introduction**

This document provides an overview of the arrangements for deliveries of large volume or bulky materials such as manure, mulch and bark chippings; trees, fencing or building materials used by Colwall Orchard Trust (COT) and allotment plotholders at Colwall Allotments (a part of Colwall Village Garden), at Lugg’s Mill Orchard or any other site where COT volunteers are working.

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**Arrangements for Bulk Deliveries**

It is essential that bulk deliveries are planned for in advance of delivery. As landowner COT is responsible for Health and Safety at the sites it owns and COT has obligations as a responsible landowner. It must meet environmental regulations such as Cross Compliance and compliance with environmental agreements that it has entered into with other parties like Natural England.

A nominated person, usually a Lead Volunteer or a member of the Allotment Working Group, will be responsible for organising procurement and delivery of bulk materials.

In obtaining such bulk materials care must be taken to ensure that such materials are fit for purpose and free from diseased material, weeds and contaminants. Bulk materials should only be procured from reputable sources. The nominated person should be willing to refuse to accept delivery of material from a supplier if it is not as expected when delivered.

A delivery date must be agreed in advance with the supplier and it is essential that the nominated person checks with the manager of the COT site to make sure that the proposed delivery date is acceptable and does not clash with any prior arrangements for use for the site at that date/time.

Delivery date/times should be flexible. When COT sites are very wet they may be subject to closure to vehicles if the ground conditions are unsuitable for driving on. On that basis the manager of the COT site must advise the nominated person that the site is temporarily closed so that any planned delivery can be postponed and re-arranged..

The exact delivery location should be negotiated in advance between the nominated person and the site manager. COT has to meet certain environmental legal obligations and there are regulations that govern the repeated storing of some materials in the same place (for example with regards to manure), so this needs to be checked in advance.

Delivery drivers must be warned in advance of any restrictions regarding access to and from the sites.

Deliveries must be supervised by the nominated person to ensure safe access onto the site, safe manoeuvering whilst on the site, correct unloading of the bulk materials and safe exit of the delivery vehicle from the site.