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IBG-HS-046-G1 Loading, Unloading and Load Security



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1. Introduction

The Company produces a variety of products which are packed and loaded using many different methods. Ibstock PLC is committed to ensuring the safe transportation of its products to customers in all sectors. The loading, delivery and unloading of products involves numerous hazards and risks which Ibstock aims to address.

This document provides Ibstock Employees and others guidance on minimum requirements regarding the security of loads being transported by or on behalf of Ibstock PLC.

To supplement this guidance and to ensure specific requirements to ensure all products can be safely transported SSOPs have been produced for each product type.

This guidance covers all product loads in any part of the Ibstock Group including but not limited to; bricks, brick specials, walling products, cast stone, rail products, fencing products, flooring, stairs, lift shafts, other concrete products, Kevington products, chimney units and Futures Division products.

A number of product specific SSOP's have been written to support this document, these are:

IBG-HS-046-G2A Cube Products

IBG-HS-046-G2B Fencing, Lintels & Building Products

IBG-HS-046-G2C Flooring Beams & Pre Cast

IBG-HS-046-G2D Rail Products

2. Load Safety and Security Principles

2.1 Legal Requirements

Everyone involved in loading a vehicle or managing a transport operation is responsible for making sure the load is:

- ❖ safely loaded
- ❖ secure during transport
- ❖ safely unloaded

Operators, drivers and companies sending goods ('consignors') must:

- ❖ secure all loads carried on vehicles
- ❖ make sure loads are transported, loaded and unloaded safely

2.2 Load Integrity

All individual components of a load regardless of product type must be in good condition and fit for transportation.

The driver should refuse to take a load or any part of a load if it is felt that it is not safe to transport the load. Under no circumstances will a driver be pressurised to take a load or part of a load which he/she thinks is unsafe.

Examples could be damaged brick packs, insecure bands on packs or pallets, cracked or damaged concrete products which could fail, loose materials on top of the load, damaged pallets, missing strapping, missing packaging (where packaging is integral to the security of the load).

2.3 Risk Assessment

Before any loading or unloading operation can be undertaken a risk assessment and SSOP must be in place and understood by the persons carrying out the task. Risk assessments and SSOP's can be generic but may need to be supported by a dynamic or point of work risk assessment to cover unexpected hazards, ie weather including high winds and heavy rain.

3. Responsibilities

3.1 Driver Responsibilities

Drivers can get an unlimited fine, be banned from driving and get penalty points on their driving licence for using a vehicle in a dangerous condition

If you are a driver who loads vehicles you must make sure any equipment you use is:

- ❖ In serviceable condition
- ❖ Strong enough to prevent the load from moving

If you do not load vehicles or have any input into how the vehicle is loaded you should check that the load is secure before you set off. You can ask for a copy of the load plan from the load consignor if one is available.

You should report concerns about loading or load securing to your employer or Ibstock. You should not proceed with a load if you have any doubts about its security.

During the journey you should check load restraints regularly. This is particularly important when:

- ❖ Using webbing lashings - these may lose tension over time
- ❖ Transporting loads that are likely to settle - for example, sand or aggregate
- ❖ After any harsh braking or if you have to swerve to avoid something

When on an Ibstock site you must follow a number of requirements, these are contained in several SSOP's which relate to product types. These SSOP's are aimed at ensuring your safety, the safety of others and the efficient loading of your vehicle, and must be followed. The SSOPs will be issued by dispatch.

When securing your load you should use any equipment provided by Ibstock as required, this could be gantries or steps to allow access to net or tools to help place corner boards.



Driver must be in a place of safety during loading/ unloading. A place of safety could be in the cab, behind a barrier or in another safe location away from the vehicle. Note depending on the operation taking place the vehicle cab may not be regarded as a place of safety.

3.2 Haulier Responsibilities

Vehicle operators must ensure vehicles are:

- ❖ suitable for the intended purpose
- ❖ safe to drive (roadworthy)
- ❖ driven by people who are qualified, trained and competent

Where drivers secure loads, they must be provided with:

- ❖ training
- ❖ correct equipment
- ❖ instructions

Drivers who raise concerns about the way goods are loaded or secured must be supported and not be pressured to take out a vehicle or trailer if they think it's unsafe

3.3 Ibstock Responsibilities

Ibstock will ensure that the load is:

- ❖ In a suitable condition for transport
- ❖ Stable before it's loaded onto a vehicle or trailer
- ❖ Packaged in a way that means it can be secured to the vehicle or trailer

Where on-site loaders secure loads, Ibstock will provide:

- ❖ Training
- ❖ Equipment
- ❖ Instructions

Where the driver is not involved in loading the vehicle, Ibstock will:

- ❖ Find them a safe place to wait
- ❖ Make them aware of how the product has been loaded and secured

A load plan can be helpful to ensure everyone knows how the load has been loaded and should be available where the driver has not been involved in loading.

An example of this is where the site plans the load based on product size and delivery order, loads the product and the driver secures the load

A typical load plan could include the following:

- ❖ The weight of the load
- ❖ Where the load has been placed on the load bed,
- ❖ How the load has been secured
- ❖ Any special instructions for unloading
- ❖ Precautions to take when unloading
- ❖ A photo of the secured load, including a date and time taken

3.4 Driver Self Loading and Unloading

Where self-loading or unloading is required the site must have arrangements for the task which include a risk assessment and SSOP, placing of the load prior to self-loading, an area large enough to allow the safe self-loading or unloading of the product so that no others are put at risk or impacted by the operation.

There must be a means to ensure the load has been secured following the relevant SSOP and that the products loaded or unloaded match what is stated on the delivery ticket.

4. Personal Protective Equipment (PPE)

The minimum PPE requirement on all Ibstock sites is detailed in IBG-HS-016-G1, this could change subject to the task being carried out and risk assessment. See Appendix 2 for further details.

5. Vehicles and Transport Types

5.1 Vehicle Selection

The vehicle should be suitable for the products being loaded, this includes its body work, points to which the load can be secured and access to the point of delivery.

The vehicle should be capable of safely transporting the load which it has been allocated, loading may be refused or the load reduced where this is not the case. Before loading takes place the vehicle's wheelbase, body length, body overhang, permitted axle and overall weight and method of securing the load should be considered.

Every load carried by a vehicle must comply with all relevant road traffic and health & safety legislation.

5.2 Vehicles

5.2.1 Vans

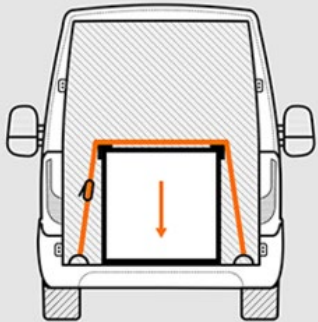
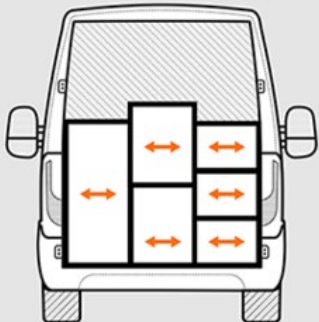
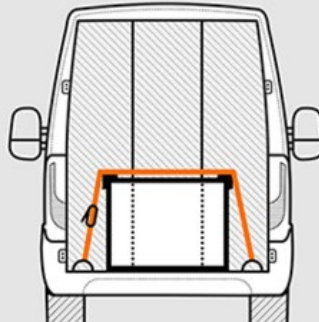
The rigid sides of a van body will usually be sufficient to prevent sideways movement of the load.

A bulkhead should be fitted between the load compartment and the cab to protect persons should the load move whilst in transit. The bulkhead should be strong enough to stop whatever is in the load compartment entering the cab.

Where possible, items should be loaded against a bulkhead, smaller items should be grouped together within a box or container, and large and/or heavy items should be secured to the vehicle. Where there is no bulkhead other means of preventing the load coming forward must be used. This could be by using straps or other materials to fill the voids between the load. Loads of any sort must not be carried in the cab.

Examples of Load Security

FRICTION LOCKING	INTERLOCK CONNECTION	COMBINED
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The lashing also presses the load onto the loading surface. The friction between the load and the loading surface is increased, thus firmly holding the load on the loading surface	All-round, seamless application of the load against the load space boundaries. The load mutually holds itself in place.	The term “combined load securing” means using interlocking connection together with friction locking load securing. The side and rear securing is achieved for example by lashing down, and by directly loading the cargo into locking elements.

<https://www.sixt.co.uk/magazine/tips/load-securing/> accessed 14.08.24

Where possible, items should be loaded against a bulkhead, smaller items should be grouped together within a box or container, and large and/or heavy items should be secured to the vehicle. Where there is no bulkhead other means of preventing the load coming forward must be used. This could be by using straps or other materials to fill the voids between the load. Loads of any sort must not be carried in the cab.

If a load is carried on a roof rack the load must be secured with cargo ratchet straps or strong rope, bungee cords must not be used to secure loads to roof racks.

The manufactures load ratings for roof rails, roof bars or roof racks must not be exceed. If loads on roof systems project over the front of the vehicle, beyond the roof system the load should be secured at the front of the vehicle. Do not place a load directly onto the roof.

Where loads are to be carried on there must be a means of access to allow the driver to reach and safely secure and release the load. This could be a gantry or warehouse steps.

5.2.2 Pick-ups

Loads must be secured in the load compartment and a means of preventing the load coming into the cab must be provided.

Loads should where ever possible be carried in the, placed against the bulkhead with gaps filled to prevent the load sliding around. Loads of any sort must not be stored in the cab

If a load is carried on a roof rack the load must be secured with cargo ratchet straps or strong rope, bungee cords must not be used to secure loads to roof racks.

The manufactures load ratings for roof rails, roof bars or roof racks must not be exceed. If loads on roof systems project over the front of the vehicle, beyond the roof system the load should be secured at the front of the vehicle. Do not place a load directly onto the roof.

5.2.3 Cars

Loads carried in cars must be loaded and secured so they do not present a risk to persons in the vehicle or to other road users.

Loads should where ever possible be carried in the, placed against the bulkhead with gaps filled to prevent the load sliding around.

If a load is carried on a roof rack the load must be secured with cargo ratchet straps or strong rope, bungee cords must not be used to secure loads to roof racks.

The manufactures load ratings for roof rails, roof bars or roof racks must not be exceed. If loads on roof systems project over the front of the vehicle, beyond the roof system the load should be secured at the front of the vehicle. Do not place a load directly onto the roof.

Cars being used to transport good must not be overloaded.

5.2.4 Tipper Lorries

Where loads are moved in tipper vehicles the load must be secured to prevent any part of the load being blown or bouncing from the vehicle. Nets used to cover the load must cover the whole of the load and be of small enough mesh to prevent material escaping through the mesh.

When loading tipper lorries the vehicle must never be over loaded and the load must be evenly spread throughout the tipper body.

There must be an exclusion zone between tipping vehicles, this zone must be large enough to prevent one vehicle toppling over onto another. A minimum of 15 metres either side of the tipping vehicles is recommended by the MPA.



5.2.5 Bulk Tankers

On arrival at site the driver should hand in any delivery notes making sure that the site is aware of the brand and quantity of material. Obtain precise instructions as to the delivery inlet pipe and any keys required. Dispatch may give instruction to meet with a site contact who will provide further information regarding discharging the load.

The driver should be given details of all silo level warning devices which are fitted, and verify that they work. Before starting to discharge the driver should be given confirmation that there is sufficient room to safely take the quantity of material being delivered.

Ensure silo product discs on inlet pipes correspond to product being delivered, if not check. Obtain a signature for authority to discharge into the silo before commencement of discharge. All drivers should satisfy themselves that site conditions are suitable for discharge and make themselves familiar with Health/Safety, environmental requirements. Arrangements could be different if night time driver managed deliveries are undertaken. In this case the specific requirements must be detailed in a risk assessment and SSOP including but not limited to - lone working, access and egress, emergency procedures, lighting.

Drivers should not control traffic and/or pedestrians whilst discharging but should advise any persons entering the area of any exclusion zone.

The vehicle should be parked in a safe manner for discharging on firm level ground, ensuring tractor/trailer are in line. Drivers should seek instructions if it is felt that conditions for access or discharge are dangerous.

Beware of any overhead services, electric cables, communications cables, gas supplies, structures, gantries and pylons. Discharge should not commence until the driver is happy that it is safe to do so.

Where tipping tanks are used, a suitable exclusion zone must be in place. 15 metres each side and 5 metres to the front and where possible to the rear.



Drivers must comply with the health, safety and environmental instructions given by the site and report any defects and health, safety and environmental concerns they have.

Drivers should not connect their vehicle directly onto a site hose as the condition of the hose is unknown. A hose belonging to the delivery vehicle shall be fitted between the delivery vehicle and the site receiving pipework. During discharge hose whip restraints must be used.

Drivers should not discharge the tanker if the prevailing wind/weather conditions are not suitable. Do not continue to work if there is any feature that you are unsure or unhappy about without reassurance from someone your site contact.

For pressurised tanker delivery drivers will be required to wear hard helmets, eye protection (goggles) hi-vis tops & trousers, lace up safety boots with ankle support, other PPE such as gloves, hearing protection may be specified by the operator of the tanker.

5.2.6 Specialist Vehicles

Where specialist loads are being collected, transported or unloaded the vehicle operator must provide risk assessments and method statements to demonstrate the load can be put onto the vehicle safely, is secured, can be transported and unloaded safely.

When unloading specialist loads, risk assessments, safe systems of work and if required lifting plans should be provided and understood by those carrying out the work. A safe place to load or unload must be provided along with sufficient resources including manpower to ensure the task can be completed safely. Means of safe access onto the vehicle bed may also be required along with access to sling the load.

Specialist loads would for example include heavy quarry plant, equipment and machinery purchased from suppliers which requires unloading with a means other than a basic lift with a fork lift truck.



An articulated dump truck (ADT) was being collected from site, no one was available to load the machine so the driver undertook the task himself. During the operation the ADT was driven off the side of the low loader. Behind the lorry is a 3 metre drop. This incident impacted the site for several hours and required assistance from a specialist recovery company.

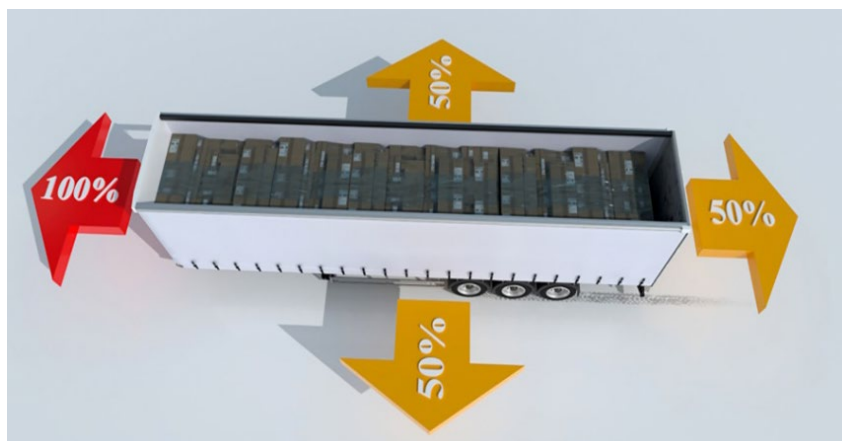
6. Load Types and Securing Methods

6.1 General Load Security

All loads must be secured to the vehicle before leaving site or if being moved internally the load must be safe to move to a load securing area. Secure means the load cannot move length ways, sideways, up wards, cannot fall from the vehicle and cannot bounce from the vehicle. In the event of an incident the load must be contained on the vehicle.

DVSA Guidance states - The load securing system you use must be able to withstand forces equivalent to:

- ❖ The entire weight of the load in the forward direction
- ❖ Half the weight of the load to the sides
- ❖ Half the weight of the load to the rear



The forces required to prevent a load from moving under normal driving conditions.

This is the minimum requirement for normal driving on the road. It applies to all vehicles and all loads regardless of size or weight.

A load secured to this standard should be able to withstand foreseeable emergency manoeuvres such as

- ❖ An emergency stop
- ❖ Swerving to avoid an obstruction on the road

There may be circumstances where extra load security is needed. If the journey is partly by sea, additional securing methods may be needed to comply with maritime regulations. In such cases the haulier should obtain specialist advice regarding the requirements.

Weather can affect the security of the load. You should think about using additional securing in:

- ❖ Snow or ice
- ❖ Wet weather
- ❖ Strong winds

6.2 Palletised Loads

All palletised loads must be secured to the pallet, this could be by shrink wrapping, banding or strapping. The load must not be able to slide off the pallet during braking or cornering.

Pallets must be strong enough to carry the weight of the load placed on them, of a suitable size for the product being loaded onto them, and in good condition. Where loaded pallets are stacked upon each other the total weight of product stacked must not exceed the load rating of the bottom Pallet. Due to the variety of products dispatched by the company and the potential for mixed products being put onto a pallet each site will need to assess the type of pallet they require. When placed on the vehicle the pallets must be secured to the vehicle using ratchet straps

Minimum 800mm corner boards must be used where products could become insecure on the pallet for example where pad stones are stacked on a pallet and a strap could damage the outer packaging. Palletised products should be netted or sheeted where products could move or be lost in transit.

6.3 Divisible Loads and Headboards

The headboard must be capable of withstanding the forces incurred should a load move forward unexpectedly.

Where a divisible load is above the headboard, it must be secured to prevent the load moving. In the event of an incident such as heavy braking the load could enter the cab harming the driver and others in the cab.



Where devisable loads are loaded above the headboard, the load must be secured to ensure the load cannot move under braking and prevent persons in the cab being crushed by the load.

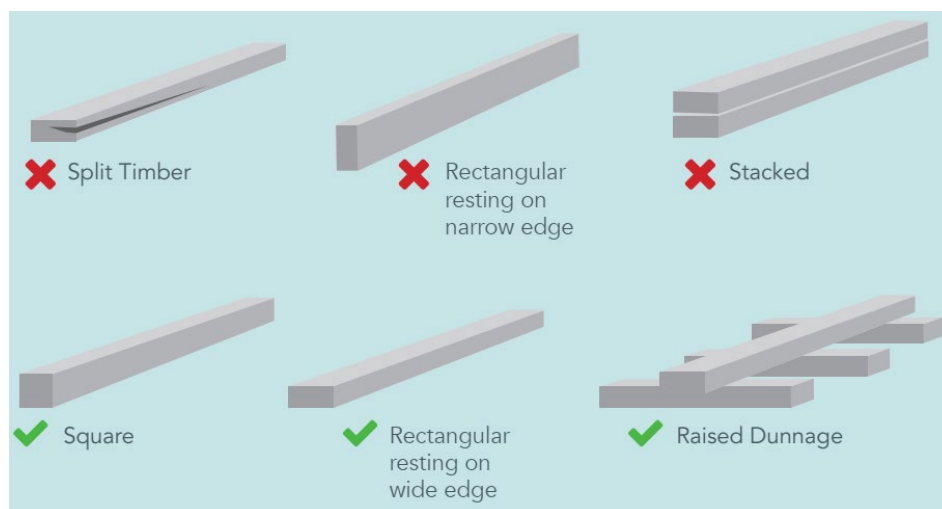
6.4 Dunnage

Dunnage is the packing placed under or between parts of the load, when placed between layers of a load for example concrete floor beams it may also be referred to as bearers.

Dunnage is to be used in a number of scenarios including when the load is more than 300mm away from the headboard, to prevent damage to product, stabilize loads and allow loading and unloading using forklifts or lifting slings.

If the load has multiple layers of lengths of rigid sections, the upper rows of dunnage should be placed directly above the bottom dunnage.

All dunnage must be secured to the vehicle when not in use. Small pieces can be dangerous to other road users or pedestrians should they fall from a vehicle.



6.5 Pre-loaded Trailers

Where preloading of empty trailers for collection takes place consideration should be given to ensure the trailer cannot move or the legs collapse whilst the trailer is on site. The trailer should be parked on flat level ground. Ensure the trailer legs cannot collapse if too much weight is placed on them, this could require supports to be placed under the front of the trailer. Product should be loaded from the headboard toward the rear of the trailer. When trailers are preloaded the site must be prepared to rearrange the load or parts of it should the driver not be happy with weight distribution or being able to place straps to prevent damage to the product.

Handbrake / parking brakes must be applied to all trailers which are dropped on site whether for loading or the trailer is being parked waiting collection at another time.

6.6 Loads That Have Moved in Transit

Vehicles arriving on site with a load which has moved or where movement of the load becomes apparent during unloading, should be quarantined on site. A risk assessment and SSOP for the safe unloading must be devised in conjunction with the vehicle owner and the driver. Vehicles with shifted loads must not be sent back onto the public highway.



7. Product-Specific Loads

7.1 Brick

Brick packs must be secured using a minimum 5 tonne strap per pair of packs, straps must be secured to the trailer via loading eyes or the chassis, rope hooks must not be used for securing straps. Non metallic corner boards or strap protectors must also be used.

Where the vehicle does not have sides or curtains which would contain the load, in addition to straps the load must be netted or sheeted, the net or sheet must cover the whole of the load down to the vehicle bed.

Where the load is more than 300mm from the head board additional means of preventing forward movement must be used, this could be by cross strapping, additional strapping or by using dunnage as shown in Section 6.4 above.

DVSA guidance on forward and rearward movement must be followed, see diagram in Section 6.1.

Double stacking of brick packs is not permitted.



Nets not extending to the vehicle bed



Incorrectly loaded bricks moved during braking

7.2 Walling Products

Packs of walling products must be secured using a minimum 5 tonne strap per pair of packs, straps must be secured to the trailer via loading eyes or the chassis, rope hooks must not be used for securing straps. 800 mm non metallic corner boards must be used.

Where the vehicle does not have sides or curtains in addition to straps the load must be netted or sheeted, the net or sheet must cover the whole of the load down to the vehicle bed. Cast stone products must never be double stacked on a vehicle.

DVSA guidance on forward and rearward movement must be followed.

7.3 Rail Products

Rail products must be secured to the bed of the vehicle using a sufficient number of straps. The number of straps will be determined by the weight and size of the product. Non metallic corner boards or strap protectors must be used to prevent damage to the straps.

Due to the nature of these products and the potential for damage to the product each load may need the straps placing in specific positions relative to the load. Where this is applicable the site will give further advice. Where products are loaded on to flat vehicles without sides, nets must be used to contain the product, nets must cover to the vehicle bed.

Straps must not be attached to the rope hooks but to either the vehicle chassis or purposely provided anchor points.

7.4 Fencing and Lintels

Fencing products and lintels must be secured using sufficient straps to secure the load to the vehicle bed. This would generally require a minimum two straps on each element of the load Non metallic corner boards or strap protectors must be used to prevent damage to the straps.

Due to the nature of these products and the potential for damage to the product each load may need the straps placing in specific positions relative to the load. Where this is applicable the site will give further advice.

7.5 Mixed loads and Multi Drops

Load planning is done centrally where vehicle weight, number of drops vehicle configuration and load distribution is taken into account. Load distribution is done by the loader who will use product knowledge and experience to place the load. If there is any doubt regarding vehicles and loads the sites are contacted, Where there are multi drops the first products off are generally placed on the rear of the vehicle. The site should have a method of identifying which products belong to which drop, this could be as simple as using a marker pen.

Where mixed products are loaded on top of each other packs should be stacked in a pyramid where possible with the smaller products on top of larger ones. Where different products stacked upon each other straps will be placed close to bearers to prevent damage to the product. The driver must be satisfied with the positioning of each element of the load and that it is secure before the vehicle leaves site. If the driver is not happy with any element of the load he must raise the issue with the site immediately.



A mixed load with some elements pyramid stacked, straps a placed close to the bearers to prevent damage

The weight of each pack should be clearly marked on the pack and will also be shown on the loading ticket.



Typical pack of fencing product showing pack weight

Products over 600 mm wide should be secured with two straps, where smaller products ie pad stones are being secured a single strap and a corner board can be used.



Product over 600 mm wide secured with two straps close to the bearers

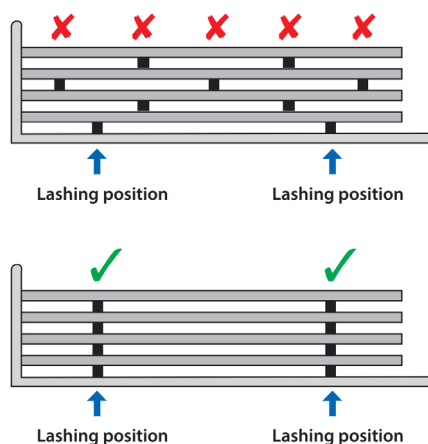
Straps must not be attached to the rope hooks but to either the vehicle chassis or purposely provided anchor points. Strap protectors or sleeves should be used when securing concrete products.

7.6 Flooring Beams

Flooring products come in a number of lengths, sizes and weights most loads are of a mixed nature with regard to size of product and there will be times when the driver is collecting a multi drop load. This can make it difficult to ensure the product is correctly loaded to ensure weight distribution and drop sequencing, the configuration of the vehicle can further compound this.

The distribution of the load on the vehicle will be worked out by the site, normally by a planner who will allocate the load and tonnage and finally by the loader driver who will place the product taking into account the vehicle, components of the load including weight and dimensions, axel and overall vehicle weight and the unloading sequence. The driver must agree to this as he/she is responsible for the vehicle and load when it is on the highway, drivers will be provided with details of product and overall load weights. Timber bearers must be placed between each layer of product, where loads are uneven on each side of the vehicle i.e. shorter product on one side than the other additional bearers may need to be used. When placing straps ensure there is a timber bearer beneath the product no more than 200 mm from the strap. Straps should be placed on the inside of the bearers; this is to prevent damage to the load.

Corner boards or strap protectors must be placed under every strap.



7.7 Hollow Core, Stairs and Lift Shafts

As with flooring beams hollow core products come in a number of lengths, sizes and weights most loads are of a mixed nature with regard to size of product and there will be times when the driver is collecting a multi drop load. This can make it difficult to ensure the product is correctly loaded for weight distribution and drop sequencing, the configuration of the vehicle can further compound this.

The distribution of the load on the vehicle will be worked out by the site, normally by a planner who will allocate the load and tonnage and finally by the loader driver who will place the product taking into account the vehicle, components of the load and the unloading sequence. The driver must agree to this as he/she is responsible for the vehicle and load when it is on the highway, drivers will be provided with details of product and overall load weights.

When working out the distribution of the load the site must consider vehicle length, width and carrying capacity, individual product weight and the total weight of the load, overall vehicle and axle weights, pyramid loading and sequence of unloading. Any additional items such as sand, cement, aggregate and alimats must also be considered when determining load distribution.

Elements of the load will be placed so that the first units to be unloaded are loaded last and placed at the top of the load pyramid, there will be occasions when this requirement cannot be fulfilled when this happens the driver must be made aware. Where slabs have been cut down the length of the product the cut edge should face inwards when loaded.

Where there are gaps over 300 mm in the load additional means will be needed to prevent forward movement. Where stair units have a landing which extends over one metre the landing must be propped.

Timber bearers must be placed between each layer of product, where loads are uneven on each side of the vehicle i.e. shorter product on one side than the other additional bearers may need to be used. When placing straps ensure there is a timber bearer beneath the product and the strap is no more than 200mm from it.



To prevent damage to the load straps should be placed on the on both the inside and outside of the bearers. Corner protectors and where required sleeves will be used to protect the straps and ensure load security.

Due to the different behaviour and elongation under load conditions, chain lashings and web lashings must not be used to secure the same load.



Trailer safety posts – trailer safety posts are used to provide additional restraint to minimise the risk of forward or backward movement of the load. The posts must be fitted in the rear of the trailer at all times. Where there is no alternative but to oversail the load additional means must be used to secure the load.

The posts are to be used at the front of the trailer and the concrete products /stacks are to be loaded close to the posts.



When unloading, follow the site rules and do not enter site until instructed to do so

Park the vehicle where instructed, ensuring it is safe to do so remove all chains and or straps, ensure there is a means to arrest a fall such as air bags, bean bags or similar around the vehicle before unloading takes place. When unloading unless you are directly involved you must be in a place of safety, the vehicle cab may not be a place of safety so an alternative may need to be used.

Any damage or mistreatment of pre cast units during offloading and loading must be reported immediately.

Never climb on the trailer whilst being unloaded unless specifically instructed to do so and there is a means of fall prevention or fall arrest in place.

7.8 Futures Loads

Futures loads must be secured to ensure the load can be loaded, secured, transported and unloaded safely. Product size and shape can vary and the site will provide information on the dimensions and weight of the load prior to the vehicle arriving on site.

Loads will predominantly be secured in crates or on pallets and wrapped thus the load and pallet form a single unit. All crates and pallets will be secured using one or two straps depending on

the size of the unit being loaded. Larger or heavier units may require more straps as will units where there is a void of over 300mm. Edge protection is not normally required, however where there are sharp edges which could damage strap protectors may be needed.



Futures load packed into a crate, wrapped and secured with two straps

8. Special Transport Considerations

8.1 Transporting Bottled Gases

Transporting bottled gas should be avoided where possible, if gas has to be transported in a vehicle the minimum amount of gas should be transported. Gas bottles must be transported upright and be secured to avoid movement, the valves must be protected. Where possible gas bottles should only be transported in open vehicles, if carried in a closed van there must be adequate ventilation. Toxic gases must never be transported in the same compartment as persons.

Do

- ❖ Ensure the vehicle is suitable for the task, being of adequate strength and in good condition
- ❖ Adequately ventilate the vehicle
- ❖ Load gas bottles upright, with the valve at the top
- ❖ Fit a blanking cap or plug to the outlet connection for the duration of travel

Do not

- ❖ Allow anyone to smoke in or near any vehicle being used to transport gas bottles
- ❖ Operate any sources of ignition near the gas bottles, including lanterns, cigarette lighters, portable cooking stoves, etc
- ❖ Carry more than 333kg of gas without an ADR licence
- ❖ Carry unnecessary passengers

8.2 Transporting Fuel

When transporting fuel, ad-blue or similar substances the substance should be contained in a bunded tank secured to the vehicle bed using twist locks or cargo ratchet straps. When transporting part full fuel tanks consideration must be given to the live load and the driver must drive to the conditions. Fuel must not be carried in a car or van without a bulkhead between the driver and the load.

Where diesel is transported, the amount carried must not exceed 1000 litres, the fuel must be carried in a UN approved container, a spill kit and minimum 2 kg fire extinguisher must also be carried on the vehicle. The driver must have ADR training and be trained to use the fire extinguisher and spill kit.

Training to transport Dangerous goods without a full ADR licence in accordance with ADR 1.3.2. is required when goods such as fuel cubes and gas cylinders are carried below the threshold.

8.3 Waste

All waste must be transported from site via licenced carriers with the appropriate documentation provided. Waste transfer note or Consignment note. Waste must be loaded securely so it cannot be lost from the vehicle transporting it, this includes sheeting where part of the load could be lost, i.e. waste brick. Skips must be covered or have lids which are closed when the vehicle leaves site.

Where waste is transported on flat bed lorries or trailers the load must be secured to prevent forward or backward movement, side to side movement be prevented from lifting from the bed. A method of containing the load must be in place. If waste is on pallets the pallet must be of a suitable size and strength to hold the load, the means of securing the waste to the pallet must have sufficient strength to retain it to the pallet.



Waste metal pallets from the production process were secured to pallets with plastic strapping used for brick packs. The pallets were secured to the vehicle using straps but there was no means to contain the load. After travelling approximately 1 mile part of the load was lost in a residential area resulting in damage to several cars, fortunately no persons were injured.

8.4 Courier Collection and Delivery

A number of courier companies are used for collection and delivery of products, brick specials and samples are an example of this. Where possible an area should be set aside to allow the safe collection and delivery by couriers.

It should be noted that a number of courier companies do not supply PPE to their employees, if this is the case then collection and deliveries need to be risk assessed to establish the safest means to facilitate the collection or delivery.



Courier collection area away from main loading operation

9. Loading and Unloading Operations

9.1 Loading and Load Securing Areas

Each site must provide a safe area to load and unload products and an area with any required equipment to safely secure a load before it leaves site.

Loading areas ideally will be fixed but in many cases this is not practical as it would lead to extensive fork lift movements. Where loading areas are fixed, loading bays should be clearly marked out. Where there is no fixed loading area drivers will be advised of where to go by dispatch or the Istock loader operator.

Load securing areas ideally should be separate from the loading area, be on solid level ground, concrete or asphalt with adequate lighting and means of access to the vehicle where required. Means of access could include warehouse type steps, fixed or movable gantries which give drivers safe access to secure the load by placing nets, sheets or other load security equipment. Refer to IBG-HS-010 Traffic Management for further guidance.



Vehicle with access steps and handrails



Movable access gantry

All site must have the following

- ❖ A copy of the Loading Safe Standard Operating Procedure on display
- ❖ Designated and marked strapping bays on flat level ground with CCTV coverage or in view of personnel working at the site
- ❖ Adequate lighting
- ❖ If there are separate loading and strapping bays, strapping bays should be positioned in a way that pedestrian traffic interaction is reduced
- ❖ Minimum 1 x set of aircraft steps or gantry for sites that net product. Clay, walling and roofing sites to have 2sets of aircraft steps.
- ❖ Loading Signage on concrete base to put in front and behind a vehicle during the loading process to prevent movement.
- ❖ Safe strapping sign to be displayed in strapping area
- ❖ A loading tool shadow board with tools on to reduce need to get up on the bed of the truck
- ❖ Bays marked clearly and product identifiable

9.2 Access to Vehicle Beds

Safe access must be provided to the bed of a vehicle where access is required. This could be utilising steps and ladders on the vehicle or by equipment provided by the site including warehouse type steps, fixed or movable gantries which give drivers safe access to secure the load by placing nets, sheets or other load security equipment.

Drivers must not use ad-hoc means of gaining access on to vehicle beds such as climbing the under run bars.

When working on a vehicle bed, edge protection must be provided. Where the product (for example brick packs) are loaded and leave a gap down the centre from which the driver can work the packs can be edge protection providing there is no risk of a fall from height. Any work on the vehicle bed must be approved by the site management.

Drivers must not climb on top of a load. The only exception to this is when flooring products are being lifted from a vehicle directly into position on a structure at a constructions site. When carrying out this task a working at height risk assessment must be in place along with a means of fall prevention or arrest.



9.3 Overnight Parking

Vehicles may only be parked overnight if there has been prior written agreement with the responsible manager. Vehicles must be reverse parked in a safe place agreed with the responsible manager. Suitable lighting and means of access and egress to the parking area must be provided. Under no circumstances will drivers be permitted to stay in the vehicle overnight.

10. Incident and Non-Routine Activities

10.1 Vehicle Repairs

Vehicle repairs, whenever possible should take place off site. Minor repairs may be carried out on site with permission of the responsible manager, minor repairs could include topping up fluids, tightening nuts but would not include any work at height, a risk assessment and SSOP will be required for the individual task.

If more complex repairs are required permission must be given by the responsible manager. These tasks must be carried out by competent persons who must follow the risk assessment and SSOP. Work should be carried out in a segregated safe area only after Authorisation to Work and any necessary Permit to Work have been issued vehicle must be off with the key out of the ignition, wheel chocks may need to be used. If working under a raised body or lorry loader the body or lorry loader must be secured from coming down by the manufacturers recommended method. Type of repair deemed more complex could include hydraulic hose replacement, glass replacement, tyre and wheel changes, this list is not comprehensive.

Tyre repair or replacement must be carried out by competent tyre specialists, following their risk assessments and method statement. If tyres are provided on contract for example on a pence per kilometre basis any out of hours inspections must be agreed at site before contractors arrive to carry out inspections. Authorisation to work will be required for these tasks.



Unauthorised contractor observed working on a vehicle, the vehicle owner had organised a contractor to repair on a vehicle without informing the site team.

10.2 Vehicle Recovery

The recovery of broken down, damaged or vehicles which cannot otherwise be driven can be high risk work and needs to be carried out by specialists, the impromptu towing of a vehicle should not take place.

If a vehicle needs to be recovered the responsible manager must be informed prior to recovery being organised. The responsible manager will agree the best time for the recovery to take place. Recovery must be carried out by competent persons following risk assessment and method statements with Authorisation to Work being issued.

Under no circumstances should any vehicle be recovered using chains



Specialist recovery company working at Leicester Road site

11. Training and Competence

Persons carrying out loading and unloading operations at Ibstock or others sites must be trained and competent to carry out the task.

Persons driving LGVs for Ibstock must have the appropriate Licence for the class of vehicle being driven and be trained and competent to operate and lorry loader mounted to the vehicle. LGV drivers must maintain CPC. Drivers must report all notifications of prosecution and traffic offences, including speeding, the issue endorsement points or disqualification from driving to their line manager.

Drivers of vans, pickups and cars must hold a full licence for the class of vehicle being driven. The drivers of road vehicles belonging, hired or leased to Ibstock must be set up on the Continuum system by emailing benefits@ibstock.co.uk. The driver will then be sent a link to provide their consent to the checks and upload their driving licence. Drivers must report all notifications of prosecution and traffic offences, including speeding, the issue of endorsement points or disqualification from driving to their line manager.

Fork Lift drivers must hold a valid licence for the machine they operate.

Ibstock employees must have their training recorded on the site training matrix.

12. Records and Compliance

12.1 Records

Ibstock employees

Record Type	Retention	Location
Driving Licence	Length of employment	Centrally
Lorry loader (where applicable)	Length of employment	Site training matrix
FLT Licence (where applicable)	Length of employment	Site training matrix
Side Loader Licence (where applicable)	Length of employment	Site training matrix

12.2 Appointments

No appointments are required by this procedure.

13. Appendices

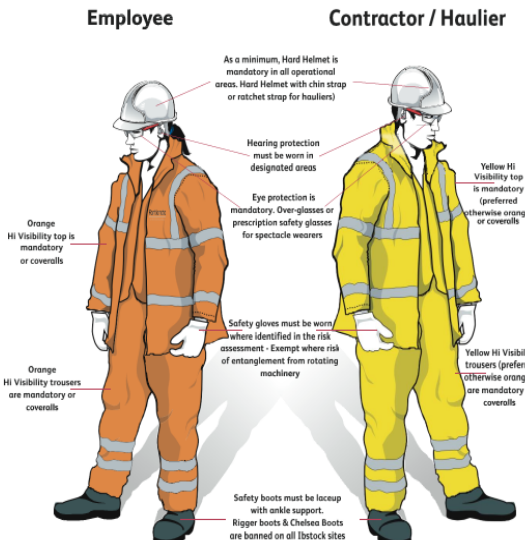
Appendix 1

Link to DVSA Guidance Securing Loads on HGV and Goods Vehicles

<https://www.gov.uk/guidance/securing-loads-on-hqvs-and-goods-vehicles>

Appendix 2

IBG-HS-016-G2 PPE Specification

IBG-HS-016-G1 Personal Protective Equipment Specification		ITEM	SPECIFICATION	APPLICABLE	EXEMPTION	ADDITIONAL GUIDANCE
 Employee As a minimum, Hard Hat is mandatory in all operational areas. Hard Hat with chin strap or ratchet strap for hauliers) Hearing protection must be worn in designated areas Eye protection is mandatory. Over glasses or prescription safety glasses for spectacle wearers Safety gloves must be worn where identified in the risk assessment - Exempt where risk of entanglement from rotating machinery Safety boots must be laced up with ankle support. Rigger boots & Chelsea Boots are banned on all Ibstock sites Contractor / Haulier Yellow Hi Visibility top is mandatory (preferred otherwise orange) or overalls Yellow Hi Visibility trousers (preferred otherwise orange) are mandatory or overalls Notes Items not conforming currently to the above standards should be changed ON REPLACEMENT (i.e. not currently displaying the correct Logo, incorrect colour or VISITOR not printed on rear of garment etc) Fleeces and Hooded Tops should not be issued as PPE. Hooded Tops should not be worn at any time in operational areas. The use of fleeces as an outer layer is also prohibited. In all cases suitable storage areas are required for all PPE. Each site must clearly define their operational area on site. Operational areas would NOT include parts of the workplace as listed below: • Pedestrian routes from car parks to locker rooms or offices that are clearly defined and marked including physical segregation from moving vehicles • Offices • Canteens • Inside mobile plant (with doors / windscreen) • Control rooms - fully enclosed from operational area		1. Hard Hat	Colour: White Hard Hat Standard: BS EN 137 Additional Information: Company Logo on front	As a minimum, Hard hat is mandatory in all operational areas. Hard Hat with chin strap or ratchet strap for hauliers)	Any exemptions from wearing of Hard Hat must be approved by SHE Advisor and Operations Senior Team. Exemption will be allowed following a risk assessment where there is no identified risk of head injuries.	Colour of Hard Hat can be changed to meet relevant standards i.e. Green for First Aiders, Yellow for Visitors, Red Fire Marshals Hard Hat Liners to be provided where required to protect against cold weather
		2. Overalls	Colour: Orange Standard: Reflective stripes to BS EN 20471, Class 1 as a minimum. Additional Information: Logo on front left, full name and site name. PROBAN flame resistant overalls or equivalent standard are required when undertaking hot work.	In all operational areas by all employees and contractors	Contractors overall colours are not restricted but must have reflective stripes to BS EN 20471 as a minimum. Visitors entering operational areas are exempt as long as they are complying with POINT 3 and accompanied by a Sitebook Personnel.	Applicable for all staff working in operational areas. If overalls are not worn then a combination of point 3 and 4 are required for employees and contractors working in operational areas. Collected customers arriving to site must be requested to comply with point 2 or 3 and 4 combined. If arrived without the attire must be issued with point 3 and remain in the vehicle whilst loading takes place. All load securing must be conducted under direct supervision.
		3. Top Coats, Waterproofs, Polio T-shirt	Colour: Orange Standard: Reflective stripes to BS EN 20471, Class 1 as a minimum. Additional Information: Logo on front left, first name and site name. MUST be worn if not wearing overalls (point 2). PROBAN flame resistant overalls or equivalent standard are required when undertaking hot work.	In operational areas by all employees and contractors including visitors to the site. Employees and contractors working in operational areas must wear with point 4.	Contractors overall colours are not restricted but must have reflective stripes to BS EN 20471 as a minimum. Employees and contractors do not have to wear if complying with point 2.	Pole shirts could be long or short sleeve unless risk assessment identifies exposure to hazardous substances (long sleeve is mandatory). Hi Visibility coat or waist coat provided by the company to visitors must have 'VISITOR' printed on the rear and bottom top on the front left. Purchase on replacement of any existing stock. No hooded tops at anytime - no fleeces as outer wear
		4. Hi Visibility Trousers	Colour: Orange Standard: Reflective stripes to BS EN 20471, Class 1 as a minimum. Additional Information: MUST be worn if not wearing overalls. PROBAN flame resistant overalls or equivalent standard are required when undertaking hot work.	Compulsory for employees and contractors working in operational areas, unless covered by point 2 (e.g. if not wearing overalls)	Employees and contractors do not have to wear if complying with point 2.	Hi Visibility coats are not approved work wear. Delivery drivers may be exempt if loading / unloading takes place in a fixed or temporary designated area with supervision.
		5. Boots & Safety footwear	Colour: As per group standards. Standard: Steel toe capped, closed midsole and anti-slip. (EN 20346) Additional Information: Must be laced up with ankle support. Metatarsal protection on safety boots is mandatory for manual stacking of walling close products or where risk assessment identifies the need.	In all operational areas by Employees, visitors and contractors.	Employees and contractors may be exempt from wearing ankle support boots only if highlighted as an additional hazard by an occupational health advisor.	Rigger and Chelsea Boots are banned from all Ibstock sites. Wellington Boots could be worn for tasks where the risk assessment identifies the need to do so. This must be restricted to the specific task. Wellington Boots must not be worn where the task requires access via the use of a ladder or other work at height equipment.
		6. Eye Protection	Eye protection should adhere to BS EN 186 Additional requirements - Head / Impact to be identified through local risk assessment Additional Information: Prescription glasses are to be made available to employees by the contractor.	Mandatory in all operational areas (including Laboratories) by all employees, visitors and contractors.	Where a risk assessment clearly identifies there is an increased risk of injury due to restricted vision, e.g. heavy rain, inside enclosed vehicles. Must be agreed by Factory Manager.	Tinted glasses may be worn but only outside buildings. Indoor and Outdoor lens is acceptable. Safety glasses are mandatory in Laboratories. Type of eye protection may vary depending on risk i.e. Safety glasses, visor, goggles, welding mask etc.
		7. Hand Protection	Standard: Identified by local risk assessment i.e. not resistance Additional Information: Gloves sizes vary	In designated areas determined by a risk assessment and by all employees, visitors and contractors.	For specialist activities (specialist assembly or grip) exemptions are allowed. Where there is a risk of entanglement from rotating machinery, Exemption for medical conditions to be approved by Factory Manager, SHE Advisor, and supported by occupational health advisor.	Gloves must be suitable for their task, where there is risk of cuts the resistance should be at the correct level. Other hazards such as handling hot objects will require heat resistance gloves or gauntlet.
		8. Hearing	Standard: Hearing protection is compulsory in designated areas to the correct BS EN standard for the nature of the hazard. Additional Information: Hearing protection required must be determined by the site noise survey.	Mandatory in designated areas clearly stated by risk assessment and signage. Must be worn by all employees, visitors and contractors.	When the source of noise is not operational and the exemption identified in the risk assessment. In non-designated areas.	Consider traffic movements and communication method when selecting the type of hearing protection.
		9. Respiratory Protection	Standard: Respiratory protection is compulsory in designated areas to the correct BS EN standard for the nature of the hazard i.e. R60, Dust and welding fumes. Additional Information: The minimum standard for respiratory mask is FFP3.	Mandatory in designated areas clearly stated by risk assessment and signage where applicable. Must be worn by all employees, visitors and contractors.	In non-designated areas.	Ensure that fit testing is undertaken; the only exemption for a face fit test is if the respiratory system provides positive air pressure. If users have a facial hair then a powered air respirator will need to be issued. Powered air respirator with PPE filter is mandatory when exposed to welding fumes. Records must be kept on inspection and maintenance of equipment.

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Appendix 3

Link to British Compressed Gas Association guidance on transporting bottled gases

<https://bcga.co.uk/wp-content/uploads/2021/09/BCGA-L-01-Rev-6-04-08-2021.pdf>