

DELIVERY AND SERVICING PLAN

Young People's Academy / Young People's Hub

71 Falling Lane, Yiewsley, Hillingdon UB7 8AB

October 2021

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1. INTRODUCTION

- a. This document has been prepared in accordance with condition 17 of planning permission 5746/APP/2019/2403. The condition states:

Prior to occupation of the development hereby approved a Delivery and Servicing Plan shall be submitted to and approved in writing by the Local Planning Authority.

This shall:

- i. rationalise the number of delivery and servicing trips, particularly during peak traffic periods;*
- ii. ensure there is provision of adequate loading facilities;*
- iii. ensure that the delivery space and time is actively controlled through a site booking plan;*
- and*
- iv. provide details of measures which will be implemented to reduce neighbourhood impacts.*

- b. The purpose of this Plan is to provide supporting information describing how servicing will take place and operate in an acceptable manner at the site on Falling Lane, Yiewsley, Hillingdon UB7 8AB. The objective is to ensure that servicing is undertaken efficiently and effectively, thereby minimising any disruption to the public highway and the operation of the schools. Compliance and implementation of the Delivery and Servicing Plan will be monitored by the school Principals. The document details the following:

- i. The method of implementing the plan;*
- ii. Time of deliveries and how vehicles will manoeuvre on site;*
- iii. The behaviour of delivery and delivery personnel and school staff during deliveries.*

2. MANAGEMENT OF DELIVERIES

Method of Implementation

- a. The school Principals will be responsible for implementing the plan and ensuring that the drivers dropping off / picking-up children and delivery drivers are notified of the agreed servicing procedure as detailed below. The Principals and the Premises Team will monitor the plan and propose improvements if necessary.

Timing of Deliveries

- b. To manage drop-offs and pick-ups, the schools have direct contact with the Taxi and Minibus firms who bring the children to and from school. This enables the schools to schedule the specific times of the day for these events. Equally, the delivery of school resources/materials, waste management pick-up and postal deliveries are managed so as that they do not conflict or overlap with the drop-off and pick-up times and other known vehicular and pedestrian traffic.
- c. The school staff can therefore plan and prepare for the children arriving and leaving, as well as receiving deliveries.
- d. Student drop-offs and pick-ups are generally made at the same approximate time on each weekday of the week, so staff do have a good understanding of when vehicles are scheduled to arrive, e.g. Drop-Offs at 9am and Pick-Ups at 3.15pm.
- e. The average frequency and duration of each delivery is as follows:

Delivery type	Frequency	Typical vehicle	Typical vehicle length	Typical dwelling time
Student drop-off	Daily (Mon to Fri)	Taxi / Minibus / On foot	6m	10 minutes
Student pick-up	Daily (Mon to Fri)	Taxi / Minibus / On foot	6m	10 minutes
Postal delivery	Daily (Mon to Fri)	On foot/Transit Van	6m	5 minutes
Refuse collection	Weekly	Refuse vehicle	10-12m	10 minutes
General deliveries	Ad hoc throughout week	Car/Transit/Box van	2-8m	5 minutes
Sanitary collection	6 weekly	Transit Van	6m	30 minutes
Food deliveries	Twice weekly (Mon to Fri)	Lorry/transit	6 -12m	15 minutes
Contractors	Ad hoc	Car/Transit/Box van	2-8m	10 minutes - 3 hours +
Grounds maintenance	Seasonal	Transit Van	6m	2 hours
Cleaners	Daily (Mon to Fri)	Cars	2m	1 hour 30 minutes

- f. There will be no deliveries to the site by larger vehicles (up to 10.5m in length) outside of the hours 0700-2000 Monday to Sundays (inclusive).

Behaviour of Personnel during deliveries

- g. Delivery drivers will be instructed to ensure they travel at low speed to the site along Falling Lane and when they arrive on site to turn off the engines and avoid slamming the doors. They will also be asked to ensure they leave the site at low speed to avoid disturbing the neighbours.
- h. Trained members of teaching and support staff will be present during all student drop-offs and pick-ups to assist with their arrival and departure.
- i. Trained members of the Premises Team will assist with delivery vehicle access, as well as with the movement of goods from vehicle to Reception.
- j. For larger deliveries, trained members of the Premises Team will be present during unloading/loading operations. These members of staff will assist with the movement of goods from vehicle to Reception and other areas of the school site, ensuring noise and general disruption is minimised at all times.
- k. The school Principals will keep themselves available for liaison and engagement with neighbours and other local members to address any complaints or concerns about delivery procedures.

APPENDIX 1 – YPA/YPH SPECIFIC RISK ASSESSMENT

Hazards	Persons at Risk	Current Control Measures
Vehicles idling whilst making deliveries	Students / Pedestrians / Static Objects / Staff	• Deliveries will take place out of the drop-off and pick-up times, so no students will be around • There is a separate secure pedestrian route from the entrance of the school site to Reception • There are specific delivery drop-off areas which do not impact any other arriving or departing vehicles
Reversing from main road and through car park	Students / Pedestrians / Static Objects / Motorists / Delivery Vehicle / Cyclists	• Reversing and hazard lights and bleeper must be used. • Driver all round awareness. • Deliveries will take place out of the drop-off and pick-up times, so no students will be around • There is a separate secure pedestrian route from the entrance of the school site to Reception • There are specific delivery drop-off areas which do not impact any other arriving or departing vehicles
Movement of goods from delivery vehicle to Reception	Students / Pedestrians / Driver / Staff / Motorists	• Deliveries will take place out of the drop-off and pick-up times, so no students will be around • There is a separate secure pedestrian route from the entrance of the school site to Reception • There are specific delivery drop-off areas which do not impact any other arriving or departing vehicles • There is a dropped curb near the delivery drop-off area to allow for easy and swift delivery
Exiting from car park	Students / Pedestrians / Motorists / Delivery Vehicle / Cyclists	• Driver awareness of pedestrian and vehicle movement within car park. • Deliveries will take place out of the drop-off and pick-up times, so no students will be around • There is a separate secure pedestrian route from the entrance of the school site to Reception

APPENDIX 2 – SITE PLAN

The plan below shows the route through the site for student drop-off / pick-up and other deliveries.

Note: The car park has been designed to accommodate the maximum number of taxis and minibuses at the same time to avoid vehicles waiting in the road when the gates are shut.

