

Site Operating Procedure Summary – CT Lewis Ltd, Trojan Close, Swansea

Purpose of the Report

This Site Operating Procedure has been prepared to provide clarity regarding the operational management of the CT Lewis Ltd site, including site access arrangements, operating hours, traffic management, health and safety requirements, and emergency procedures. The document is intended to clearly define how the site operates and to manage expectations regarding activities and working hours within the yard.

Site Operations

- The site is used for storage container management, vehicle storage and HIAB (truck-mounted crane) operations.
- The procedure establishes mandatory operational and safety requirements for staff, visitors and customers using the site.

Operating Hours

The document confirms the site operating hours as follows:

- Monday to Friday: 24-hour access and operation.
- Saturday: 06:00 to 18:00.
- Sunday: 06:00 to 18:00.
- Emergency access may be required for customer call-outs (for example utility providers such as Western Power).
- Vehicles may occasionally return to the yard outside normal hours due to factors beyond the operator's control, such as motorway traffic incidents.

The report clarifies that whilst 24-hour access is available during weekdays, out-of-hours activity is generally limited and typically associated with operational flexibility, emergency requirements or delayed vehicle returns.

Traffic Management

- Maximum site speed limit is 5mph.
- A one-way traffic system operates throughout the yard.
- Reversing vehicles must be supervised by a banksman.
- Unauthorised parking within operational areas is prohibited. [\[Doc 5 - CT...Procedure | PDF\]](#)

Storage Container Operations

- Containers are inspected before handling.
- Containers are only placed on suitable stable ground.
- Stacking is limited to a maximum of two containers high.
- Container lifting and stacking operations cease when wind speeds exceed 32mph.
- Customers accessing storage containers must be accompanied by a member of CT Lewis staff.

HIAB and Lifting Operations

- All HIAB operators must be appropriately trained and certified.
- Equipment inspections and LOLER compliance checks are required.
- A 5-metre exclusion zone must be maintained during lifting operations.
- Complex lifts require a written lift plan before works commence.

Health and Safety Requirements

- All personnel must wear appropriate PPE, including high-visibility clothing and safety boots.
- Visitors must sign in and receive a site safety briefing before entering operational areas.
- Pedestrians and vehicle operators must maintain clear communication within the yard environment.

Emergency Arrangements

- The procedure includes emergency contact details and fire evacuation procedures.
- First aid facilities are available on site.
- Spill response measures are in place for any fuel, oil or chemical incidents.

Conclusion

The Site Operating Procedure demonstrates that CT Lewis Ltd operates under established management controls, traffic arrangements and health and safety procedures. The primary purpose of the document is to provide clarity on site operations and working hours, helping manage expectations regarding activities that

may occur within the site while ensuring operations are undertaken safely and in a controlled manner.