

SITE SURVEY REPORT

Journey Management Plan

Prepared for	Brightwater Exhibition Services Ltd
Date	13 Oct 2026
Site	Brightwater Exhibition Services
Prepared by	H. Lindqvist

FORM

Journey Management Plan

1. Journey details

Project	Brightwater Exhibition Services: Leeds to Glasgow stand delivery (completed example)
Start address	Unit 9, Gelderd Trading Estate, Leeds LS12
Organisation	Brightwater Exhibition Services Ltd
Location (GPS)	53.7856, -1.5862
Plan date	13 Oct 2026
Planned by	H. Lindqvist
Journey reference	JMP-EXAMPLE-0415
Date of travel	15 Oct 2026
Purpose of the journey	Deliver a stand and graphics for a trade show build
Destination address	Clydeside Event Hall, dock 4, Glasgow G3
Driver or drivers	R. Ferreira
Passengers	0
Vehicle registration or fleet number	FLEET-EXAMPLE-31
Vehicle	Goods vehicle over 3.5 tonnes
Vehicle height, laden (m)	3.6
Drivers' hours rules that apply	Assimilated rules (vehicle over 3.5 tonnes)

Weather on site

Observed on site Dry and breezy in Leeds; yellow wind warning for the Pennines on the 15th

A plan for one journey by road, made before it starts and closed after it ends. It does not check weekly driving limits, rest periods or duty time: check those from the tachograph or hours records.

2. Need for the journey

HSE: first, consider whether the journey is necessary.

Is the journey necessary?	Yes: it cannot be done another way
Alternatives considered	Local contractor or courier, None suitable
Why this journey, and why by road	The stand must arrive with our build crew for a timed slot at 14:00. No courier could take the whole load and keep the slot.

3. Route stages

One entry per leg, ending at each planned stop. Check restrictions on a route that suits the vehicle: HSE warns not to rely on in-vehicle navigation, as the map data may not be up to date.

Stages 1: Leeds depot

From	Leeds depot
From (GPS)	53.7856, -1.5862
To	Scotch Corner services
To (GPS)	54.4408, -1.6699
Roads	M621, M1, A1(M)
Planned departure	07:00
Planned arrival	08:15
Planned driving time (minutes)	75
Distance (miles)	55
Break at the end of this stage (minutes)	20
Where	Scotch Corner services, lorry park
Check in at the end of this stage?	Yes
Check-in due by	08:20

Stages 2: Scotch Corner services

From	Scotch Corner services
From (GPS)	54.4408, -1.6699
To	Tebay services
To (GPS)	54.4334, -2.5900
Roads	A66, M6
Planned departure	08:35

Planned arrival	09:55
Planned driving time (minutes)	80
Distance (miles)	55
Break at the end of this stage (minutes)	30
Where	Tebay services
Hazards on this stage	Weather
Hazards and how they are controlled	A66 is exposed and can close to high-sided vehicles in strong wind. Driver calls before leaving Scotch Corner; if the A66 is closed, use the A1(M), A69 and M6 instead.
Check in at the end of this stage?	Yes
Check-in due by	10:00

Stages 3: Tebay services

From	Tebay services
From (GPS)	54.4334, -2.5900
To	Annandale Water services
To (GPS)	55.1530, -3.3990
Roads	M6, A74(M)
Planned departure	10:25
Planned arrival	11:50
Planned driving time (minutes)	85
Distance (miles)	70
Break at the end of this stage (minutes)	45
Where	Annandale Water services
Check in at the end of this stage?	Yes
Check-in due by	11:55

Stages 4: Annandale Water services

From	Annandale Water services
From (GPS)	55.1530, -3.3990

To	Clydeside Event Hall, Glasgow
To (GPS)	55.8609, -4.2873
Roads	A74(M), M74, M8
Planned departure	12:35
Planned arrival	14:00
Planned driving time (minutes)	85
Distance (miles)	60
Hazards on this stage	Low bridge or height limit, Roadworks or closures, Busy delivery site or yard
Lowest headroom on this stage (m)	4.2
Hazards and how they are controlled	Venue service road has a 4.2 m height bar, above our 3.6 m. M74 roadworks near Hamilton. Venue yard has its own marshal; follow the venue's route to dock 4.
Check in at the end of this stage?	Yes
Check-in due by	14:15
Stages	4
Planned driving (minutes)	325
Planned driving (hours)	5.4
Planned breaks (minutes)	95
Distance (miles)	240
Longest stage (minutes)	85
Stages over two hours	0
Stages with headroom too low	0
Planned check-ins	4
Any driving between midnight and 6 am?	No
Weather forecast for the journey	Dry, wind gusting up to 45 mph over the Pennines in the morning. Alternative route via the A69 if the A66 closes to high-sided vehicles.

4. Check-ins and missed check-ins

HSE: keep in touch with people who work alone, at pre-agreed intervals, with a reliable way of knowing they have arrived or returned, and test it. Drivers check in when parked: no handheld phone use while driving.

Journey manager (receives check-ins)	H. Lindqvist
Phone	0113 496 0417
Backup contact if the journey manager cannot be reached	Out-of-hours duty manager, 0113 496 0499
How the driver checks in	Phone call
Grace period before a check-in counts as missed (minutes)	30

Steps when a check-in is missed 1: Call the driver twice, 5 minutes apart

Minutes after the missed check-in	0
What happens	Call the driver twice, 5 minutes apart
Who does it	Journey manager

Steps when a check-in is missed 2: Check the tracker for the last position; call the next stop or the venue

Minutes after the missed check-in	30
What happens	Check the tracker for the last position; call the next stop or the venue
Who does it	Journey manager

Steps when a check-in is missed 3: Call the duty manager; if the van is stopped off route with no contact, call 999 with the location

Minutes after the missed check-in	60
What happens	Call the duty manager; if the van is stopped off route with no contact, call 999 with the location
Who does it	Journey manager and duty manager
Minutes to the last step	60
Information the journey manager holds	Vehicle registration and colour, This route plan, Driver's mobile number, Tracker or telematics login, Emergency contact (held by HR)

5. Pre-departure checks and approval

Journey necessary, alternatives considered	Acceptable
Route suits the vehicle	Acceptable
Driver knows the vehicle height, laden and empty	Acceptable

Driving time and breaks within the drivers' hours rules that apply	Acceptable
Weather forecast checked, with a plan if it gets worse	Action needed
What needs doing, or why not checked	Yellow wind warning for the Pennines. Driver to call before leaving Scotch Corner; alternative route via the A69 agreed.
Destination told of the arrival time; its site rules, parking and unloading known	Acceptable
Driver fit, rested and briefed on the plan and check-in times	Acceptable
Vehicle daily check done and defects cleared	Acceptable
Load secured before departure, with time allowed to do it	Acceptable
Hands-free phone set up; no handheld use while driving	Acceptable
Breakdown kit: warning triangle, high-visibility clothing, charged phone	Acceptable
Toilets, rest areas or welfare on the route and at the site	Acceptable
Checks acceptable	11
Needing action	1
Not checked	0
Ready score (%)	92
Readiness	Ready once the actions are done

Readiness uses SiteSurvey's own rule: every check acceptable is Ready; 75% or more with no headroom problem is Ready once the actions are done; anything else is Not ready.

Approved by	P. Mensah, operations manager
Approval	Approved with the changes noted
Changes or conditions	Check the A66 status at Scotch Corner before stage 2. Use the A69 route if it is closed to high-sided vehicles.
Approver signature	

P. Mensah

6. Completion

Journey	Completed with changes
Actual departure	07:05
Actual arrival	14:40
Arrival point (GPS)	55.8609, -4.2873
Delay against the plan (minutes)	40
All check-ins made on time?	Yes
Issues on the journey	Weather, Traffic delay, Site access problem
Details	A66 open but gusty, drove at reduced speed. Queue at the M74 roadworks near Hamilton. Venue yard full on arrival, waited 15 minutes, and a deep pothole in front of dock 4, coned off by the venue.

Photos



7. Actions and sign-off

Items needing action	1
Result	Action needed before this journey is used again

Actions 1: Ask the venue to fill the pothole in front of dock 4 before the get-out on 18 October.

Action	Ask the venue to fill the pothole in front of dock 4 before the get-out on 18 October.
Priority	Before the next journey
Who will do it	H. Lindqvist

Due by 16 Oct 2026

Status Open

Actions 2: Add the A69 alternative to the standard Glasgow route plan for windy days.

Action Add the A69 alternative to the standard Glasgow route plan for windy days.

Priority At the next route review

Who will do it H. Lindqvist

Due by 23 Oct 2026

Status Open

Actions still open 2

Decision Journey closed, actions listed

Next review of this route plan 12 Nov 2026

Summary Delivered 40 minutes late after wind on the A66 and roadworks on the M74; every check-in made. Breaks taken as planned. Pothole at the venue dock reported.

Journey manager name H. Lindqvist

Journey manager signature

H. Lindqvist

Driver name R. Ferreira

Driver signature

R. Ferreira