



Manchester Cabin Ltd / Bunkabin Ltd METHOD STATEMENT

**Delivering cabins, or containers, at a Customers premises, using a Hiab Crane.
Low Level Lifting Procedure.**

PROCEDURE

- Upon arrival at site the driver will report to the Site Foreman.
- The driver will position the wagon as close as possible to where the cabin or container is to be removed from site, in order that the load may be safely lifted, taking into consideration the size and weight of the unit.
- The driver will ensure there are no overhead obstructions or cables and check the ground to see if it is sound enough to carry the weight of the out rigger legs
- The driver will switch on the yellow flashing beacon and hazard lights, extended the telescopic outrigger arms and jack the crane level with the outrigger legs, which may be put on timber pads if required.
- The driver will control the crane from a remote control panel attached to his belt. He will unfold the crane arm from its parked position, the driver will then attach the chains to the crane hook, and position the crane and chains above the cabin to be lifted.
- The driver will attach the chains to the Lower level lifting points on the cabin / container.
- The driver will slowly take up the slack in the chains and check the chains are secure before commencing the lift.
- After satisfying himself that there are no pedestrians in the area the unit can be lifted clear of the wagon, it will then be slewed over the prepared site, lowered it into place, and if fitted with jacklegs adjusted to leave the unit level.
- Having completed the siting he will remove the chains from the unit.
- The driver will remove the chains from the crane hook, fold down the crane boom and place in the 'at rest' position, retract the outriggers, switch off the warning lights and leave site.

Controls in place.

- Mobile telephones are fitted to all wagons to keep in communication with the driver at all times.
- All vehicles are driven by trained and qualified personnel
- Hiab training for Hiab drivers covers loading and unloading cabins in a controlled, safe manner
- Lifting Chains are tested every 6 months in accordance with legal requirements
- Lifting cranes are tested annually and serviced in accordance with manufacturers recommendations
- All wagons serviced, maintained and tested as per legal and makers requirements
- Drivers issued with PPE including- Safety boots, hard hats, Hi Vis vests and coats, waterproof clothing and first aid boxes..
- Radio controlled equipment is fitted to allow the driver free movement away from the load and unload procedure which ensures extra awareness of people and equipment in the area.
- Timber blocks are carried to protect the ground under the outrigger
- Load securing straps on free issue upon request from the Transport Manager
- Twist locks fitted to wagons for securing container loads
- Small first aid kit carried on each vehicle
- Continuous review of vehicle loading procedures from drivers to Transport Manager
- All faults reported immediately to Transport Manager or Health and Safety Administrator
- Certification of Hiab training, Hiab crane test, chain tests, insurance and drivers licences are carried on the vehicle for inspection if required.
- Hazard lights and flashing yellow beacons are used during crane operations.
- Reversing sounders are fitted to all wagons



Manchester Cabin Ltd / Bunkabin Ltd METHOD STATEMENT

Collecting and loading a cabin, or container, from a Customers premises, using a Hiab Crane.

Low Level Lifting Procedure.

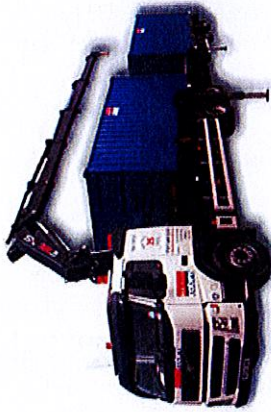
PROCEDURE

- The driver will position the wagon as close as possible to where the cabin or container is sited, in order that the load may be safely lifted, taking into consideration the size and weight of the unit.
- The driver will ensure there are no overhead obstructions or cables and check the ground to see if it is sound enough to carry the weight of the out rigger legs
- The driver will switch on the yellow flashing beacon and hazard lights, extended the telescopic outrigger arms and jack the crane level with the outrigger legs, which may be put on timber pads if required.
- The driver will control the crane from a remote control panel attached to his belt. He will unfold the crane arm from its parked position, and attach the chains to the crane hook, and position the crane and chains above the cabin to be lifted.
- The driver will attach the chains to the Lower level lifting points on the cabin / container.
- The driver will slowly take up the slack in the chains and check the chains are secure before commencing the lift.
- After satisfying themselves that there are no pedestrians in the area the unit can be lifted, it will then be slewed over the wagon bed, lowered onto the vehicle, locating the twist locks (containers) or fixing straps for cabins, if it is fitted with jacklegs these will be retracted and secured with pins.
- Having completed the loading he will remove the chains from the unit.
- The driver will remove the chains from the crane hook, fold down the crane boom and place in the 'at rest' position, retract the outriggers, switch off the warning lights and leave site.

Controls in place.

- Mobile phones are fitted to all wagons to keep in communication with the driver at all times.
- All vehicles are driven by trained and qualified personnel
- Hiab training for Hiab drivers covers loading and unloading cabins in a controlled, safe manner
- Lifting Chains are tested every 6 months in accordance with legal requirements
- Lifting cranes are tested annually and serviced in accordance with manufacturers recommendations
- All wagons serviced, maintained and tested as per legal and makers requirements
- Drivers issued with PPE inc Safety boots, hard hats, Hi Vis vests and coats, waterproof clothing and first aid boxes.
- Radio controlled equipment is fitted to allow the driver free movement away from the load and unload procedure which ensures extra awareness of people and equipment in the area.
- Timber blocks are carried to protect the ground under the outrigger
- Load securing straps on free issue upon request from the Transport Manager
- Twist locks fitted to wagons for securing container loads
- Small first aid kit carried on each vehicle
- Continuous review of vehicle loading procedures from drivers to Transport Manager
- All faults reported immediately to Transport Manager or Health and Safety Administrator
- Certification of Hiab training, Hiab crane test, chain tests, insurance and drivers licences are carried on the vehicle for inspection if required.
- Hazard lights and flashing yellow beacons are used during crane operations.
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RISK ASSESSMENT



MACHINE / PROCESS 08 DELIVERY & COLLECTION of CABINS	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT LOW LEVEL DELIVERY & COLLECTION OF CABINS	
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	

Completed by; Keith Humphries
Date; 25/01/2018
Review Date; 25/01/2020

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Injury to driver, pedestrians, general public Damage to vehicles , property Loss of Load Adverse weather	Severity 4 Likelihood 4	<ul style="list-style-type: none"> * All drivers are certified & fully qualified to drive / operate the vehicles & Cranes they use * All employee licences are audited every 12 months (Electronically by DVLA) * All vehicles & Cranes are regularly maintained * Radio controls fitted to the Hiab crane so the driver can see all around the load * All chains & lift equipment inspected every 6 months in accordance with LOLER regulations * Driver to test lift the load to confirm chains are secure * Driver to asses ground conditions & use Pads under the outrigger legs to keep the lorry stable * HGV Drivers to complete safety checks on a daily basis to assess the safety of the vehicle * Copies of all certification to be carried by the driver in their folder and stored in their vehicle * First aid kits stored in the vehicles * All vehicles fitted with telephones * Driver to assess weather conditions prior to any lifts 	Severity 4 Likelihood 2
RISKS Fatalities Crushing injuries Loss of load Entrapment Overturning lorry	Severity Multiplied by Likelihood RISK RATING : MEDIUM TO HIGH RISK 16		Severity Multiplied by Likelihood RISK RATING : LOW TO MEDIUM RISK 8

SEVERITY : 4 = FATALITY 3 = MAJOR INJURY 2 = MINOR INJURY 1 = FIRST AID ONLY
LIKELIHOOD : 4 = VERY HIGH 3 = HIGH 2 = MEDIUM 1 = LOW
RISK RATING : 1 - 4 = TRIVIAL TO LOW RISK 5 - 8 = LOW TO MEDIUM RISK 9 - 12 MEDIUM TO HIGH RISK 13 - 16 = HIGH TO VERY HIGH RISK

RISK ASSESSMENT



MACHINE / PROCESS 014 USE OF MOBILE PHONES WHILST DRIVING	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT USE OF MOBILE PHONES WHILST DRIVING	
PEOPLE AT RISK DRIVER / PASSENGER / OTHER ROAD USERS / PEDESTRIANS	

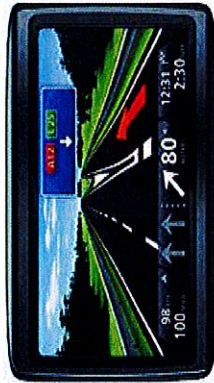
Completed by; Keith Humphries
Date; 25/01/2018
Review Date; 25/01/2020

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road Accident Other Road Users Pedestrians	Severity 4 Likelihood 4	All vehicles fitted with hands free mobile phone kits Any calls MUST be ignored and only responded to when stopped in a safe parking area	Severity 4 Likelihood 2
	Severity Multiplied by Likelihood	Telephone numbers must not be dialled or browsed in the mobile phones whilst in transit No use of mobiles phones with the ignition turned on	Severity Multiplied by Likelihood RISK RATING : LOW TO MEDIUM RISK 8
	RISK RATING : MEDIUM TO HIGH RISK 16		

SEVERITY : LIKELIHOOD : 4 = FATALITY 4 = VERY HIGH
3 = MAJOR INJURY 3 = HIGH
2 = MINOR INJURY 2 = MEDIUM
1 = FIRST AID ONLY 1 = LOW

RISK RATING : 1 - 4 = TRIVIAL TO LOW RISK 5 - 8 = LOW TO MEDIUM RISK 9 - 12 MEDIUM TO HIGH RISK 13 - 16 = HIGH TO VERY HIGH RISK

RISK ASSESSMENT



MACHINE / PROCESS 015 USE OF SATELLITE NAVIGATION	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT USE OF SATELLITE NAVIGATION	
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	
Completed by; Keith Humphries Date ; 25/01/2018 Review Date ; 25/01/2020	

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road Accident	Severity 4	Satellite navigations must be positioned in an area that is comfortable use but not in a position that obstructs vision on the road	Severity 4
Other Road Users	Likelihood 4		Likelihood 2
Pedestrians		Vehicles MUST be stationary in a safe parking area when inputting details into the satellite navigation	
Impact Injury		Drivers must assess when it is safe to use the satellite navigation	
Cuts	Severity Multiplied by Likelihood		Severity Multiplied by Likelihood
Entrapment	RISK RATING : MEDIUM TO HIGH RISK 16		RISK RATING : LOW TO MEDIUM RISK 8
Fatality			

SEVERITY LIKELIHOOD : 4 = FATALITY 4 = VERY HIGH
 3 = MAJOR INJURY 3 = HIGH
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 1 = FIRST AID ONLY 1 = LOW
RISK RATING : 1 - 4 = TRIVIAL TO LOW RISK 5 - 8 = LOW TO MEDIUM RISK 9 - 12 MEDIUM TO HIGH RISK 13 - 16 = HIGH TO VERY HIGH RISK

RISK ASSESSMENT



MACHINE / PROCESS 016 DRIVING AT WORK	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT DRIVING AT WORK	
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	

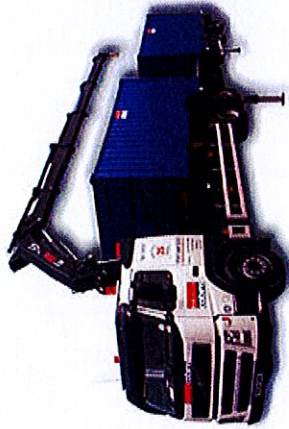
Completed by; Date ; Review Date ;	Keith Humphries 25/01/2018 25/01/2020
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HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road accident Other employees Other road users Pedestrians Impact injury Cuts Entrapment Fatality Confrontation	<p>Severity 4 Likelihood 4</p> <p>Severity Multiplied by Likelihood</p> <p>RISK RATING : MEDIUM TO HIGH RISK 16</p>	<p>* All drivers are certified & fully qualified to drive / operate the vehicles they use</p> <p>* All employee licences are audited every 6 months (Electronically by DVLA)</p> <p>* Annual driving assessments course</p> <p>* All drivers comply with the working time directive (where applicable)</p> <p>* All vehicles are regular maintained</p> <p>* HGV Vehicles are subject to daily inspections</p> <p>* Non HGV vehicles are inspected weekly</p> <p>* All drivers supplied with telephones & emergency numbers</p>	<p>Severity 4 Likelihood 2</p> <p>Severity Multiplied by Likelihood</p> <p>RISK RATING : LOW TO MEDIUM RISK 8</p>

SEVERITY LIKELIHOOD : 4 = FATALITY 4 = VERY HIGH
 3 = MAJOR INJURY 3 = HIGH
 2 = MINOR INJURY 2 = MEDIUM
 1 = FIRST AID ONLY 1 = LOW

RISK RATING : 1 - 4 = TRIVIAL TO LOW RISK 5 - 8 = LOW TO MEDIUM RISK 9 - 12 MEDIUM TO HIGH RISK 13 - 16 = HIGH TO VERY HIGH RISK

RISK ASSESSMENT



PROCESS 030 Entry & Exit of the lorry	SITE / DEPARTMENT Premises or Site
ACTIVITY COVERED BY THIS ASSESSMENT Entry & Exit from a lorry	
PEOPLE AT RISK EMPLOYEES / PUBLIC	

Completed by; Keith Humphries
Date; 25/01/2018
Review Date; 25/01/2020

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Fall from height	Severity 4 Likelihood 3	Other road users, pedestrians and oncoming vehicles must be observed prior to entry to the vehicle	Severity 4 Likelihood 2
Uneven Surface		3 points of contact must be observed when climbing into the lorry	
Slips & Trips		Ground conditions must be observed to assess safety under foot prior to exiting the vehicle	
Adverse Weather	Severity Multiplied by Likelihood	Other road users, pedestrians and oncoming vehicles must be observed prior to exiting the vehicle	Severity Multiplied by Likelihood
Over Reaching	RISK RATING : MEDIUM TO HIGH RISK 12	On exiting from the lorry, you must not jump from the seat, but observe the same method as entering the vehicle, maintaining 3 points of contact at all times.	RISK RATING : LOW TO MEDIUM RISK 6
Pedestrians			
Other Road Users			

SEVERITY LIKELIHOOD : 4 = FATALITY 4 = VERY HIGH 3 = MAJOR INJURY 3 = HIGH 2 = MINOR INJURY 2 = MEDIUM 1 = FIRST AID ONLY 1 = LOW

RISK RATING : 1 - 4 = TRIVIAL TO LOW RISK 5 - 8 = LOW TO MEDIUM RISK 9 - 12 MEDIUM TO HIGH RISK 13 - 16 = HIGH TO VERY HIGH RISK

BUNKABIN

RISK ASSESSMENT 09-TRAFFIC AND PEDESTRIAN MOVEMENT ON SITE

A. Activity:

A1 Delivering onto and removing off of cabins on client premises (either single or stacked).

B. Hazards:

- B1 Injury to pedestrians or other road users.
B3 Damage to vehicle, customer premises or equipment.

C. Risk Rating Prior to Control Measures

Severity: 04 Likelihood: 04 Rate: 16

D. Control Measures:

- D1 Vehicles driven by trained and licensed persons only. Hi-ab training for wagon drivers. loading and unloading in accordance with operators training. List of approved/authorised drivers in health and safety records. Keys not to be left in ignition when not in use.
D2 Driver to observe all speed restrictions and traffic signs whilst on site.
D3 Client to ensure all pedestrians and vehicles are kept clear from the off-loading/loading area.
D4 If an unauthorised pedestrian or vehicle enters the working area the driver will cease all operations immediately.
D5 Whilst driving on site and operating the hi-ab crane orange flashing beacons will be displayed by the vehicle.

TO REMOVE CABINS OFF SITE – REVERSE THE ABOVE!

E. Risk Rating With Control Measures

Severity: 04 Likelihood: 01 Rate: 04

Severity:	4 = Fatality	3 = Major Injury	2 = Minor Injury	1 = First Aid Only
Likelihood:	4 = Very High	3 = High	2 = Medium	1 = Low
Rate:	1 – 4 = Trivial to Low Risk	4 – 8 = Low to Medium Risk	9 – 12 = Medium to High Risk	13 – 16 = High to Very High Risk

OIL SPILLAGES PROCEDURES

It is an offence to cause pollution, either deliberately or accidentally. It is therefore the company's (and its employees') responsibility to take all practical steps to prevent contamination of all watercourses and the ground by oil and its related products. In order to minimise the risk of such contamination, the following procedure should be followed:

PREVENTION

1. Ensure that tanks and vessels are not overfilled; by checking the amount already in the receiving vessel and that there is sufficient space to accept the volume to be transferred.
2. Monitor/supervise all deliveries and transfers, and stop the operation if there are any leaks or overflows.
3. Take care when manoeuvring delivery vehicle to ensure it stay clear of all tanks, pipes and fittings.
4. When the transfer is complete, check that pump is shut down, all valves are properly closed and that any drips from valve ends/hose couplings etc. are contained.

SPILLAGE

As soon as a discharge of oil to ground is discovered,

1. Shut down all related transfer pumps, and close all related valves to contain the oil in its holding vessel.
2. Once the discharge has been stopped, prevent the spread of the oil by surrounding it with "Multisorb" granules, sand or similar material. Every effort should be made to prevent the oil reaching any surface water drains.
3. When the spread of oil has been stopped, soak up the remaining oil in "Multisorb" Granules and transfer back into empty Granule bags from return to the transport depot for disposable.
4. Inform the Client of the spillage and what corrective actions have been taken, do not leave the customers premises until the customer is satisfied that sufficient measures have been taken to rectify the spillage.
5. Inform the transport office 0161 684 3333 (by telephone before you leave the customers premises) of the customers contact name informed of the spillage.
6. If any storage tank is ruptured or leaks in a manner that cannot be stopped, every effort must be made to safely transfer the oil from the offending vessel or tank to one that is secure.
7. If this is not possible, then advise the customer that the Environment Agency must be alerted by calling the emergency hotline: 0800 80 70 60
8. In the event of a serious spillage where oil is known to have entered a watercourse or ground then please ensure that the customer is made aware to contact the Environment Agency on the emergency hotline number (as above).