

HALLMARK EVENT HIRE

Method Statement & Risk Assessment for the Delivery of Mobile Toilet Units.

Method

Mobile trailed toilets are normally delivered to site by a towing vehicle.

Toilets are usually positioned by the towing vehicle, the vehicle hand brake applied and the trailer levelled by means of lowering the jacks at each corner.

The handbrake on the trailer is then applied, the towing hitch disconnected and the towing vehicle draws away.

When collecting a trailer the reverse operation is applied.

Risk Assessment

<u>Risk</u>	<u>Who Affected</u>	<u>Control Measures</u>
1) Collision with moving vehicles	Operators and third parties	Use hazard flashers, reversing sounders, beacons and lookouts. Exclude unnecessary persons from the immediate area.
2) Being trapped against other objects by trailer and/or vehicle	Operators and third parties	As above
3) Being struck by runaway vehicle or trailer	Operators and third parties	Follow method above. Exclude unnecessary persons from the area
4) Strains and muscular injuries	Operator	Use vehicle for moving trailer, use jacks for support and do not attempt manual movement of the unit.
5) Trips and Falls	Operator	Ensure steps and handrails are in place before entering the unit.
6) Chemical Contamination	Operator	Issue Operatives with COSHH data sheet and relevant PPE as required. Ensure operatives are familiar with data sheet.

FOR LOADING / OFFLOADING BY USE OF LORRY MOUNTED CRANE

1. GENERAL

A lorry-loader crane will be used to load / transport & offload goods.

The operator will be fully trained and have a test certificate for the use of lorry-loader cranes.

Safety of all personnel on site is of major consideration.

All equipment used has a test certificate.

Vehicles carry test and inspection certificates for all lifting equipment carried on them.

Site conditions will always be taken into consideration, with regard to ground suitability, level and overhead obstructions etc.

2. LOADING

The lorry will arrive at site, and the driver will position himself alongside, and or reverse up to the units to be lifted. Cranes vary in reach and lifting capabilities.

The operator will set up the lorry for lifting, firstly by extending the stabiliser legs, using pads to spread the loading underneath the feet.

The operator will ascertain the correct equipment to load safely, and will prepare the equipment for lifting with chains / slings as necessary, he will then load the lorry.

Once loaded, the crane will be folded away, the load will be secured for transport.

3. OFFLOADING

As above, the lorry will arrive at site and the driver will position himself alongside, or reverse up to the area he will be offloading at. He will then set up the lorry for offloading, again with the use of stabiliser legs and timber pads.

Equipment required for offloading is again the discretion of the operator, who will liaise with operatives on site with regard to their requirements.

The operator will then offload the units into a position that is safe and within the working radius of the specific crane on the job, taking into consideration site conditions and requirements.

Once offloaded, the crane will be folded away, and the lorry will pull off site.