Method Statement, Risk Assessment and Lifting Plan

Work Activity:

Ref No:          Site:

Date:            

Vehicle:         

Customer:        

Activity description and expected duration:
Use lorry loader to carry out task detailed above in "Work Activity". It will be under the control of a trained and competent lorry loader operator. Operators will have successfully completed the A50 CPCS course.

Personnel involved in activity and competences (Where appropriate):
All lorry loader operators have attended and successfully completed the A50 CPCS course for lorry loader operators. Copies of their training certificates are available on request. The driver will carry the relevant CPCS card for inspection. They will be in control of the lifting operation.

Tools equipment and plant to be used:
All plant, machinery and lifting equipment will be fully tested, thoroughly examined and serviced in line with the requirements of LOLER 1998 and PUWER 1998. Copies of the inspection and examination reports are available for inspection and are carried in the truck. Lifting equipment will be thoroughly examined on a 12 monthly basis. Lifting accessories will be thoroughly examined every 6 months.

Relevant risk assessments:
The attached risk assessment will be followed.
1. All drivers have completed the A50 CPCS course on the safe operation of lorry loader and are working towards NVQ level 2 for lorry loader operators.
2. All plant and equipment is maintained and thoroughly examined in accordance with PUWER and LOLER. This includes lifting equipment and accessories.
3. Unauthorised persons are not allowed around the vehicle during loading and offloading activities.
4. Plant and equipment are securely fastened to the lorry vehicle with chains and strops during transportation.
5. Drivers will ensure that offloading takes place on firm level ground to ensure stability of the vehicle.

Movement of materials/equipment:
The main contractors traffic management plan will be followed. Where reversing of vehicles cannot be avoided, the lorry loader vehicle will be manoeuvred into position with the assistance of a banksman. The area will be cordonned off or segregated from other activities on the site. The lorry loader operator will operate the lifting equipment via a remote control device, where available. The operator will keep clear of the lifting zone.
Method of Work:

1. On arrival at site, the driver will report to the site office to get instructions on where the plant needs to be delivered to. The driver will ask to see the traffic management plan for the project and adhere to the requirements in the plan.

2. Materials will be safely stacked and stowed on the flat-bed of the lorry loader vehicle using appropriate webbing straps or chains.

3. The driver will ensure that the area around the lorry loader vehicle is clear and unobstructed. The main contractor will be asked to confirm that the ground bearing capacity is suitable and sufficient to allow the safe off-loading of plant or materials. Any soft spots should be identified prior to off-loading.

4. The vehicle will be manoeuvred into position. Where there is a need to reverse the vehicle, a banksman will be deployed.

5. The driver will assess the need for outriggers and deploy them as necessary. Spreader plates will be used to decrease the point loadings on each of the outriggers.

6. The driver will be provided with the weight of the load and assess any issues in relation to centre of gravity and lifting points.

7. The driver will assess the type of lifting sling/chain assembly and attach the load in a safe manner. Safe means of access to the load will be provided.

8. The main contractors’ arrangements for preventing falls from vehicles will be complied with.

9. All drivers will wear appropriate PPE including:
   a. Hard hats to EN 397
   b. Hi-Vis jackets or vests to EN 471
   c. Safety Boots to EN 345
   d. Rigger gloves

**Note:** Employees must be briefed on the content of this Method Statement and Risk Assessments referred to on Page 1, in order that a Safe System of Work is adopted by them. Signatures are to be entered on RA/MS briefing Sheets.
Method Statement, Risk Assessment and Lifting Plan

PART 1: RISK ASSESSMENT

Main Hazards Are:

- Movement of equipment on and off the wagon
- Operation of the lorry loader

Persons/Properties Exposed Are:

- Drivers
- Other persons in the vicinity of lifting operations
- Damage to the load
- Damage to the vehicle

Assessment of Risk (Without controls):

<table>
<thead>
<tr>
<th>Severity</th>
<th>Likelihood</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
</tbody>
</table>

Control Measures Required:

1. All drivers have completed the A50 CPCS course on the safe operation of lorry loaders and are working towards NVQ level 2 for lorry loader operators.
2. All plant and equipment is maintained and thoroughly examined in accordance with PUWER and LOLER. This includes lifting equipment and accessories. Copies of test and thorough examination certificates will be held by the driver and made available to the main contractor on request.
4. Unauthorised persons are not allowed around the vehicle during loading and offloading activities.
5. Materials and equipment are securely fastened to the lorry loader vehicle with chains and strops during transportation.
6. Drivers will ensure that offloading takes place on firm level ground to ensure stability of the vehicle. Outriggers will be deployed and the driver will check that there are no soft spots beneath the outriggers e.g. manholes. Where necessary, spreader plates will be used to decrease the point loading on the outriggers.
7. The driver will stand clear of the load being lifted and will not position himself between the load and the vehicle. This will eliminate crushing risks in this area.

PPE:

- Safety helmets
- Hi-Vis Jackets
- Safety footwear
- Eye protection
- Protective overalls
- Gloves
- Ear muffs
- Ear Plugs
- Dust Mask
- Gauntlets
- Harnesses
- Breathing apparatus
PART 2: SITE SPECIFIC ASSESSMENT

Additional Persons / Property Exposed Are:

Additional Specific Hazards Identified Are:

Maximum Number Of People Involved In The Activity:

Frequency and Duration of Activity:

Additional Control Measures are required (Where additional persons/hazards are identified as above (Part 2), or where control measures from Part 1, cannot be put in place):

List Extra PPE:

Assessment of Risk (With controls):  Severity □ x Likelihood □ = Risk □

<table>
<thead>
<tr>
<th>Risk Rating</th>
<th>Severity</th>
<th>Likelihood</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Extreme Multiple Deaths</td>
<td>Probable</td>
</tr>
<tr>
<td>4</td>
<td>High Single Death or Multiple Serious Injury</td>
<td>Very Likely</td>
</tr>
<tr>
<td>3</td>
<td>Moderate RIDDOR injury</td>
<td>Likely</td>
</tr>
<tr>
<td>2</td>
<td>Slight Minor Injury, No lost Time</td>
<td>Possible</td>
</tr>
<tr>
<td>1</td>
<td>Nil No Injury/Near Miss</td>
<td>Not Likely</td>
</tr>
</tbody>
</table>

Risk Score Action
9-25 Put controls in place before commencing to reduce risk score
6-8 Priorities and control as far as reasonably practicable
1-5 No further action required, review periodically
LIFTING PLAN

<table>
<thead>
<tr>
<th>LOAD</th>
<th>WEIGHT Approx (kg)</th>
<th>REACH Approx (m)</th>
<th>HEIGHT Approx (m)</th>
<th>METHOD i.e. Slings / Shackles</th>
<th>Reference No.</th>
</tr>
</thead>
<tbody>
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</table>

HAZARDS IDENTIFIED or KNOWN ON SITE

<table>
<thead>
<tr>
<th>HAZARD TYPE</th>
<th>PRESENT (Y / N)</th>
<th>CONTROL MEASURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead electric cables</td>
<td>Y / N</td>
<td></td>
</tr>
<tr>
<td>Other overhead obstacles</td>
<td>Y / N</td>
<td></td>
</tr>
<tr>
<td>Excavations</td>
<td>Y / N</td>
<td></td>
</tr>
<tr>
<td>Unstable / soft ground</td>
<td>Y / N</td>
<td></td>
</tr>
<tr>
<td>Hazardous substances</td>
<td>Y / N</td>
<td></td>
</tr>
<tr>
<td>Traffic or roads</td>
<td>Y / N</td>
<td></td>
</tr>
<tr>
<td>Other vehicles</td>
<td>Y / N</td>
<td></td>
</tr>
<tr>
<td>Restricted areas</td>
<td>Y / N</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Y / N</td>
<td></td>
</tr>
</tbody>
</table>

GENERAL RULES FOR USE OF LORRY LOADER

Only the authorised operatives are allowed to operate the loader. The authorised operator is responsible for the daily vehicle checks including loader (this is covered by the defects report sheet). All attachments must be fitted in accordance with the manufacturers instructions. The vehicle must be kept in good condition. Paying attention to windows and mirrors. The 'Thorough Examination Certificate' must be made available on request. The machine must not be left running when unattended. Remove ignition key when not in use. The lift shall be directed by the nominated slinger / banksman in accordance with lifting plan.

DECLARATIONS by personnel;

Prepared By:                               Date:
CPCS Operator Card No:                     Valid Until:
Received/Reviewed By:                     Date: