



The Tomato Plant Company Ltd

Method Statement and Risk Assessment – Loads requiring lifting

Generic method statement & risk assessment for the removal of portable accommodation units and/or shipping containers and/or other loads requiring lifting.

N.B. This document is to be regarded as a generic assessment only; when available, site specific method statements and risk assessments will take precedence.

Method Statement

1. Access and egress

- a. The work will commence on (date and time to be advised) when our vehicle driver/operator will arrive at site, report to site security and sign the visitor's book (if necessary) and then report to the client's designated site representative.
- b. In advance of our arrival on site, client's representative will ensure that no activities or obstructions hinder our lorry loader's ability to perform the removal of the load.

2. Site Induction

- a. Before the commencement of any work, our driver/operator will report to the client's responsible site representative for a full site induction. At this time the driver should be made aware of any rules and/or cautions relating to routes, hazards etc. to be observed whilst on site.
- b. The lorry loader driver/operator will produce all documents required to undertake a lifting operation:
 - Copy of current method statement/risk assessment.
 - 12 monthly certificate of inspection for lorry loader.
 - 6 monthly certificate of examination for lifting accessories.
 - Relevant CPCS/CSCS/ALLMI/IPAF cards/certificates.
- c. Nominated responsible person to undertake brief of method statement and risk assessment.

2. Site Induction (continued)

- d. If required driver/operator will request any relevant permits to work.
- e. All site personnel to wear all appropriate PPE at all times.

3. Lifting activity – sequence of events

- a. Upon acceptance of method statement/risk assessment and issue of permit to lift, our driver/operator will proceed to the work area and set the vehicle up for the lift.
- b. When the load is an accommodation unit, driver/operator will make sure any loose furniture etc. is laid down on the floor to prevent damage to the unit whilst in transit. Any damage to the load is to be noted, and such note signed by the client's representative before removing the load from site.
- c. Lorry loader will be positioned in the nominated lifting area adjacent to the load. Should reversing be necessary, a banksman should assist the driver/operator. All unnecessary and/or unauthorised personnel will be cleared from the lift area.
- d. The driver/operator will set up the vehicle as per the manufacturer's instructions. Suitable supports will be placed under the outriggers where ground conditions dictate. It is the responsibility of the client to establish the presence of any adverse ground conditions and ensure that adequate preparation has been made to mitigate these before the lorry loader's arrival on site.
- e. The driver/operator will check the lifting gear over visually and then position the HIAB so as to attach o-ring of four chain brothers and inertia reel fall block to the HIAB hook.
- f. The operator will then connect the inertia reel to his safety harness (to be worn at all times). He will then raise the HIAB and position it over the load. He will then climb onto the load by means of a stabilised ladder and attach lifting hooks at each lifting point. He will then descend the ladder and disconnect the inertia reel.
- g. A guideline will be attached to the load to assist in controlling any tendency for it to swing.

3. Lifting activity – sequence of events (continued)

- h. The HIAB hook will now be raised to take the weight of the load and ensure the lift is centered and stable. The load will then be slewed over the vehicle and lowered onto the vehicle load bed.
- i. Once the load is in position on the vehicle the operator will connect to the inertia reel, climb onto the load by means of a stabilised ladder and remove the lifting hooks from the lifting points. He will then descend the ladder and disconnect from the inertia reel.
- j. When the lift is complete the driver/operator will remove the four leg chain brothers and stow the HIAB in its correct position for driving away.
- k. The driver operator will secure the load as necessary and will be escorted or directed from the site.
- l. Client site representative is then responsible for clearing all rubbish left, if any, when the load has been removed.

4. Additional Notes

Personnel attending site and position: The Tomato Plant Company Ltd – Driver/operator

Client and or Clients representative

General Lifting Information :

Maximum Load weight

Driver to establish with clients representative before the lifting takes place.

Safe Working Load

Driver to ensure that the stabilisers and legs can be fully extended regardless of lift, pads are placed under legs. Legs are not to be supported over fresh trenches, manhole covers or over any power cables. Also make sure that the chains are at the correct angle to lift, to prevent unit from swinging when lifted.

4. Additional Notes (continued)

Use of P.P.E.

All personnel must wear the following PPE at all times as a minimum on site:

Hard hats, steel toe cap boots, gloves, harness and lanyard whilst at heights (check that all test certificates are in date), high visibility vests or coats.

Working at heights rescue plan.

In the event that a person working at height and wearing a safety harness should fall and consequently be suspended at height the following rescue plan is to be followed.

The following requirements need to be available and accessible before commencing work at height whilst protected by the wearing of a safety harness and lanyard.

- 1 x Ladder with Stabiliser
- 1x Person to act as rescuer.

Rescue sequence:

a) Rescuers to be alerted that their attendance is required.

b) During operations, the Inertia Reel connecting the operative (via Safety Harness) to the Hiab/Crane will be above the persons head, therefore there will be no chance of a "pendulum effect" in the event that operative should slip off the side of the load.

c) Consequently there should be no need to lower the Operative to ground by means of the

Hiab/Crane based on that an inertia should not let them fall any more than 0.5m.

d) One rescuer to place ladder and stabiliser immediately adjacent to suspended person so they can gain a foothold or arm hold on that ladder and perform a self-rescue.

4. Additional Notes (continued)

Site welfare

- a) First aid – Cover shall be provided by the Client.
- b) Toilets – Tomato Plant personnel and/or sub contractors may require the use of any existing site facilities whilst at site.

Pollution and waste.

1. In the event of an oil leak/spill from a lorry loader all lorry loaders will carry a spill kit and a drip tray to catch any residual oil.
2. Any waste generated by our activities will be collected and removed prior to our exiting the site.

EXAMPLE RISK ASSESSMENT

Risk Calculation:

Likelihood of harm	x	Severity of harm	x	Control rating
Common occurrence = 5		Death = 5		No protection = x 1.00
Frequent occurrence = 4		Major injury = 4		Safe working practice = x 0.75
Occasional occurrence = 3		Notifiable injury = 3		Protection with PPE, SWP, training = x 0.50
Possible occurrence = 2		Minor injury = 2		Complete protection = x 0.25
Improbable occurrence = 1		Trivial injury = 1		Foolproof = x 0.00

Risk rating:

0 - 5 Satisfactory 6 - 15 Action necessary 16 – 25 Immediate action mandatory

N.B. If, following the application of controls, a risk rating greater than 5 exists then refer the assessment to the Health and Safety Manager for review of controls. Further controls should be instigated to reduce the risk rating.

Risk Assessment

Scope of works – Uplift and removal of miscellaneous loads.

Site location – All sites.

Persons exposed – Tomato plant employees, client employees, potentially other site workers and the public including young persons.



N.B. Important:

All Tomato Plant staff attending site must be made aware of any client health and safety risk assessments, regulations and/or emergency procedures that may apply to the site prior to the commencement of work.

All operatives involved in the lifting operation are reminded of their responsibilities under Lifting Operations and Lifting Equipment Regulations 1998, BS 7121 Part 1 Safe Use of HIABS and BS 7121 Part 4 (Safe Use of HIABS) Lorry Loaders.

HEALTH & SAFETY RISK ASSESSMENT								
HAZARD IDENTIFIED	1	2	3	4	5	6	7	8
	Factors of harm		Risk	CONTROL MEASURES	Likelihood x Severity See Note 1 = column 3	Control Rating See Note 1	Residual Risk Multiple of Columns 5&6	Control Measures Implemented by (name)
	Likelihood	Severity	Multiple of Columns 1&2					
	Note 1	Note 1						
Lorry Loader	2	5	10	Lorry loader to have valid 12 monthly (lorry loader) and 6 monthly (lifting tackle) certification. Lorry loader operator to produce CPCS trained and competent card.	10	0.5	5	
Access/Egress	2	5	10	Client to ensure that no vehicles or plant are placed to hinder access/egress of lorry loader at site entrance, site roadways and in the proximity of the lifting position. Driver to seek aid of competent banksman if required.	10	0.5	5	
Lifting Operations	2	5	10	Operator to set-up lorry loader as per manufacturer's instructions. Operator to undertake visual inspection of vehicle and Hiab arm to ensure no obvious signs of a defect prior to any lift. Operator to examine ground surface prior to lifting operation to ensure no obvious signs of soft ground or surface erosion. (Ground conditions are the clients responsibility). Lorry loader stabilisers must be fully extended. Operator to check for proximity hazards.	10	0.5	5	
Working at Height	2	5	10	Follow method statement. Ladder to be in good order and inspected prior to use. Ladder to be stabilised or footed. Over reaching to be avoided. Persons to wear a safety harness c/w safety lanyard and shall clip on to inertia reel fall block if access to top of load required. Climbing on load should be avoided if possible. – positioning ladder at each lifting point is preferred method.	10	0.5	5	
Site Personnel Interface	2	5	10	Site personnel not involved in the lifting operation should be controlled so that they do not encroach into the lifting radius. Client to cordon off working area or supervise the operational area for unauthorised encroachment.	10	0.5	5	
Failure of Lorry Loader	2	5	10	Lorry loader capacity to be as stated in agreed lift plan. All lorry loader lifts should be undertaken on level and secure ground.	10	0.5	5	
Slinging of Loads	2	3	6	Loads to be properly slung, if possible using the integral lifting points on each load. Suitable PPE to be worn – Hard Hats, Lace Up Safety Boots, High Vis, Gloves and Safety Eyewear.	6	0.5	3	