

**Title:** Method Statement for Cabin Delivery to Archway Unit

**Client:** tba

**Site Address:** London

**Date:** tba

**Client Contact:** tba

**Prepared By:** Martin Ellis

**Company Name:** Simon Ellis Specialised Distribution Ltd

**Scope of Works:** Delivery and unloading using lorry mounted crane, 4 x 24 ft cabins + 1 Toilet block

**Introduction:** This method statement has been prepared on the basis of the information supplied by the client.

**Client Responsibilities:**

- A. Provide safe access and traffic management on the site for the delivery of the Hiab, any support vehicles and personnel.
- B. Co-ordinate site activities of other contractors to facilitate unimpeded access to Hiab location during the works.
- C. Ensure level ground suitable for the Hiab to travel to and from the working locations.
- D. Ensure a clear and level hard standing area suitable for the Hiab nominated.
- E. Provide suitable lighting if the works are to be carried out during, or close to the hours of darkness.
- F. Provide assessment and assurance that the site is not contaminated.
- G. Provide shared welfare facilities.

**Arrival at Site:**

Before any work, including the rigging of the Hiab, commences the Lifting Supervisor will contact the Client's Site representative and ensure that all preparations have been made for the work. Any inductions necessary for the site will be arranged and conducted by the client during which evacuation procedures and site rules will be advised. Operatives must present themselves to the site manager with personal documentation and certification and documentation of lifting equipment and all relevant certification. CPCS to be checked and recorded prior to work commencing.

The lifting supervisor will hold a brief toolbox talk with all personnel who the client deems as involved in the lift. During this talk the lifting supervisor will outline the work and identify the main personnel and their responsibilities. All personnel will then be asked to sign the toolbox talk attendance record sheet.

**Risk Assessment:**

The risk assessment prepared for this work will be in accordance with

1. The Management of Health and Safety at Work Regulations 1999
2. Lifting equipment used under BS 7121 LOLER Regulations

**Pre-Start Checks:**

Clear with site management prior to loading and unloading  
Check condition of site for vehicle movement  
Check set down area for load  
Check lifting accessories  
Check area clear of non-essential personnel  
Check for overhead hazards  
Attached Risk assessment forms to be completed prior to commencement of operations

**Key Safety Issues Identified in Risk Assessment:**

Site Condition  
Falling material  
Crushing by materials  
Hand injuries to slinger  
Overturning vehicle - Equipment failure  
Contact with overhead cables / obstructions  
Is this a blind lift  
Are lifting operations to take place over obstacles

**Personnel Requirements**

CPCS Lorry Loader  
Slinger / Banksman  
All to be trained and certified for Working at Heights  
**NB All relevant training qualifications to be available for inspection for onsite client supervisor prior to lifting operations**

**Items to be Lifted**

4 x 24 ft cabin, 1 x 12x9ft toilet 1 x toilet tank

**Unload necessary Lifting and handling equipment off site ready to receive cabins.**

**Sequence of Work and Good Working Practises to be Employed**

1. Gain access onto lifting area using agreed entrance and route and position vehicles accordingly. Tractor unit to be used as crane for all units delivered.
2. Using a banksman, position Hiab vehicle within safe unloading distance of set down area for cabin
3. Make vehicle safe, fully braked with wheel chocks if necessary.
4. Fully extend stabilizers and position pads under each leg.
5. Select lifting gear ( 4 leg 10mm 6.7 tonne at 0 - 45 degrees chains ) in order to unload cabin.
6. Unfold and lower Hiab, lowering hook to operator level and attach chains, slow descent fall arrester and blue feed line to inertia reel clip.
7. Position delivery vehicle in line with tractor unit ( crane ) ensuring that only one lane of St Thomas Street is utilised.
7. Place hook over centre of load
8. Driver / Operator to fit harness, retract inertia reel feed by use of blue line and attach to harness.
9. Driver / Operator to make access to roof or sides of cabin load using footed ladder. **Please see our working at height method statement ref: E1228 which is to be complied with.**
10. The chains will be attached to load as required.
11. Driver / Operator will remove inertia reel feed once safely on the ground.

**Sequence of Work and Good Working Practises to be Employed - continued**

12. The Hi ab will take the strain and the lifting gear will be checked for configuration.
13. Lift unit, remove delivery vehicle and place onto skates in St Thomas Street.
14. Secure skates to cabin using ratchets provided.
15. Slinger / Banksman to reattach inertia reel via blue feed cord and gain access to the sides or roof of the cabin to detach chains using all safe working practices as prescribed above.
16. Retract Hi ab arm clear of skated unit.
17. Delivery vehicle to leave site.
18. Position forklift at one end of cabin and secure as above.
19. Using banksman manoeuvre cabin at ground level into place via archway door. Ensuring minimum disruption to traffic flow.
20. Chock cabin and remove forklift.
21. Chock skated end of cabin and remove skate.
22. Repeat process for all other cabins.

When works are completed remove loading accessories, ie skates and forklift from site, reload onto transport and leave using approved route.

In all cases the safe working practices prescribed by this method statement must be used.

**Protection of the Public**

Access to work area to be denied. Cone off or appoint personnel to prevent entry to lifting arc. Banksmen to be used during lifting operations.

**First Aid Arrangements**

Welfare facilities will be shared as provided on site by the Principal Contractor.  
The first aid kit will be kept in the vehicle.  
Security must be informed when operatives are on site (sign in and out especially out of hours).  
In the event of a minor accident where no other agencies are involved and require minor treatment the Principal Contractor must be informed as soon as possible for recording in the site accident book. Head office must be informed.  
Anything above minor injuries the emergency services must be informed, then security, then the Principal Contractor.

**Specific Training Requirements**

All operatives will attend the Principal Contractors Course Induction Course if required of them.  
All operatives will have received the appropriate training and certification as required for specific tasks.  
As a safeguard against loss all original certificates are kept on file at the offices of Simon Ellis Specialised Distribution Ltd and can be produced on request.

**Plant and Equipment Used**

Self loading truck complete with Hi-ab  
Fork lift truck  
Cabin skates  
Lifting accessories  
Hand tools  
Dunnage  
Fall arrester with slow descent facility used in conjunction with WAH Rescue Plan

**PPE to be Worn**

As per minimum site requirements - safety helmets, safety footwear and hi-viz jackets or tabards, gloves and safety glasses. Any extra PPE requirements i.e. ear and respiratory protection will be supplied to operatives as and when they need them and will be suitable for task in hand.

**Out of Hours Contract Numbers**

**Simon Ellis 07789 742 773 - Martin Ellis 07837 612 623 - Office 01702 216644**

**Key Points for Workforce**

Be aware of adjacent and overhead works by other trades. If conflict arises consult management.  
At no time must our works conflict or put at risk the public or other trades.  
Maintain clear access at all time. Good Housekeeping  
Beware overhead cables / obstructions.