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METHOD STATEMENT FOR THE INSTALLATION AND REMOVAL OF PORTABLE ACCOMMODATION UNITS

Contents:

- 0.0 Scope**
- 1.0 Client Responsibilities**
- 2.0 Lift Plan**
- 3.0 Lift Plan Sketches**
- 4.0 Risk Assessment**
- 5.0 Method Statements**

0.0 Scope

This document outlines the **Safe System of Work** employed by **CHS** and its subcontractors to deliver and collect portable accommodation units. This document has been written in accordance with the **Lifting Operations and Lifting Equipment Regulations 1998** and **The Modular and Portable Buildings Association Code of Practice 2009**. This document has been produced without a site visit. It is therefore the responsibility of the client to ensure that any exceptional hazards present in the operating environment are notified to **CHS** and/or the Operator before any lifting takes place.

This document is not intended to replace a **Site Specific Lift Plan** to **BS7121** specification. If a **Site Specific Lift Plan** is required, **CHS** must be notified in writing. Sufficient notice must be given in order for an **Appointed Person** to visit site and produce the documentation. There will be an additional charge for this service.

In this document, the lorry mounted crane is referred to as a 'Hiab'.

1.0 Client Responsibilities

- 1.1 Provide safe access, egress and traffic management on site for the lorry loader and operative(s).**
- 1.2 Co-ordinate site activities of any other contractors to facilitate unimpeded access to set up/removal location during the works.**
- 1.3 Prevent access to the working areas by staff, contractors and members of the public.**
- 1.4 Provide a site specific safety induction for all operatives involved in the operation. This induction is to include any emergency warnings & procedures.**
- 1.5 Ensure that level ground suitable for the lorry loader to travel to and from the working location(s) is provided.**
- 1.6 Ensure a clear, level hard standing area suitable for the lorry loader and capable of withstanding the stabiliser loads is provided. A minimum 150mm compacted hardcore is recommended in all cases.**
- 1.7 Ensure that the site for the cabins to be installed is sufficiently level. Any additional works agreed at the time of order must be completed prior to unit delivery.**
- 1.8 Ensure that the Hiab Operator is made aware of any significant hazards that may be present within the working area.**
- 1.9 Ensure that the Hiab Operator is informed of any necessary information relating to**

ground conditions. This will include presence of underground services, areas of unstable ground and/or presence of voids.

1.10 Provide adequate welfare facilities for all operatives whilst on site.

2.0 Lift Plan;

2.1 Lorry loader vehicle and Hiab Operator will arrive at site and report to site responsible person.

2.2 The Hiab Operator will receive site specific safety instructions and/or site induction as necessary.

2.3 The task at hand, ground conditions and lift path will be inspected by the Hiab Operator.

2.4 Area will be cordoned off by the client under instruction of the Hiab Operator.

2.5 The weight of the unit to be lifted will be established. Cabin weights and chain lengths are detailed on the delivery note.

2.6 The radius of lift will be established.

2.7 Hiab duty chart will be checked to ensure SWL at lift radius is within specification.

2.8 Thorough Examination Certificates will be checked for all lifting equipment employed.

2.9 Appropriate lifting chains of sufficient SWL and correct length will be selected.

2.10 Lorry loader vehicle will be manoeuvred into position.

2.11 Lorry loader vehicle, Hiab and lifting accessories will be set up ready for lifting.

2.12 Unit will be installed / removed, as per respective Method Statement. Refer to section 5

2.13 Lifting accessories and Lorry Loader will be de-rigged

2.14 Hiab Operator will report to site responsible person and complete any necessary paperwork.

2.15 Lorry loader vehicle will leave site.

3.0 Lift Plan Sketches

Standard side lift

Standard gable end lift

4.0 - RISK ASSESSMENT – SP01 - CABIN DELIVERY/COLLECTION

LIKELIHOOD (L) 5=Frequent 4=Probable 3=Occasional 2=Improbable 1=Remote

SEVERITY (S) 5=Catastrophic 4=Major 3=Reportable 2=Serious 1=Minor

Degree of risk (R) LIKELIHOOD x SEVERITY 1>2=Remote 3>6=Low 7>14=Medium

15>25=High

Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced

PERSONS AT RISK

SIGNIFICANT HAZARDS

IDENTIFIED RISK

CONTROL MEASURES

RESIDUAL RISK

L S R L S R

Installation Staff Unfamiliar site conditions

2 3 6 Staff must receive site induction before commencing work

1 3 3 Installation Staff

Emergency procedures not known

1 4 4 Staff must receive site induction before commencing work

1 4 4 Installation Staff

Order of works not known/General

Accident hazard

4 3 12 Staff must attend method statement briefing.

Permit to lift (where applicable) must be signed off before commencing lift.

Appointed Person (where applicable)/Lift Supervisor to

organise and supervise all installation staff.

1 4 4

Noninstallation personnel

Non-installation staff in lifting area

2 4 8 Lifting area must be cordoned off and cleared before commencing lift.

All installation and associated staff must be vigilant at all times.

Lifting operation must be stopped immediately if access to the lifting area is gained by non-installation personnel.

1 4 4

Installation staff

Contact with moving plant 2 5 10 Banksmen must be used when reversing vehicles.

All installation staff must wear hi-vis vest/clothing.

1 5 5 Installation staff

Falling objects (eg lifting chains) 2 3 6 Hard hats must be worn at all times within the working area.

Load must be cleared of loose items before lifting.

1 3 3

PERSONS AT RISK

SIGNIFICANT HAZARDS L S R CONTROL MEASURES L S R

Installation staff

Other Staff

Members of public

Lifting equipment failure 2 5 10 All lifting equipment must be within regulatory thorough examination intervals.

Lifting equipment must not be used beyond its Safe Working Load or Working Load Limit.

All lifting equipment must be used in accordance with the manufacturers instructions

All operators of lifting equipment must be trained and competent.

All lifting equipment to be visually inspected before use.

All lifting eyes must be examined before attaching lifting chains.

All slingers must be trained and competent.

Ground conditions to be assessed prior to equipment set up.

Lorry Loader/Crane must only be set up on suitable, stable ground.

All load restraining devices (eg twist-locks, ratchet straps) must be removed before commencing lift.

1 5 5

Installation Staff

Other Staff

Members of public

Falling Load 2 5 10 Load may only be attached by a competent Slinger.

Load must not be lifted over persons or buildings containing persons.

Persons must be evacuated out of any buildings in lift path.

Load must not be lifted over vehicles containing persons.

All vehicles must be moved away from path of lift.

1 5 5

Installation Staff

Falls from height 3 4 12 All equipment used for working at height (WAH) must be suitable and fit for purpose.

All WAH equipment must be visually inspected before use.

Any ladders used must be stabilised. Where stabilisation devices are not available, ladder must be footed.

Any persons accessing cabin rooftops must wear appropriate fall protection equipment. Eg Harness and

inertia reel attached to jib.

Ladder must reach 1m (4 rungs) past rest point.

All staff must be competent in the use of any WAH equipment.

2 2 4

PERSONS AT RISK

SIGNIFICANT HAZARDS L S R CONTROL MEASURES L S R

Installation Staff

Failure of fall protection equipment 2 5 10 Fall protection equipment must be within inspection/service

as per regulatory and manufacturer's requirements.

User must visually inspect any fall protection equipment before use.

1 5 5

Installation Staff

Contact with overhead power cables 3 5 15 No lifting to take place within 15 m plus maximum boom

length for power cables on steel towers unless cable proved dead.

No lifting to take place within 9 m plus maximum boom

length for power cables on steel wooden poles unless cable proved dead.

1 5 5

Installation Staff

Wind 3 4 12 Tag lines to be used in general windy conditions.

Lifting operation must not be attempted during strong winds.

Lifting operation to be aborted if strong winds persist.

3 2 6

Installation staff

Manual Handling Injury 2 3 6 All staff must be fit for duty.

All staff must receive appropriate manual handling awareness training.

1 3 3

Installation Staff

Slips/Trips/Falls on level 2 2 4 Work area must be cleared of any obstructing items and materials before lift commences.

Any liquid/fuel spillages must be cleared up immediately

Suitable safety footwear must be worn.

1 2 2

Installation Staff

Other Staff

Fuel / Oil / Hydraulic Oil spills 1 2 2 All machines to be sufficiently fuelled before work commences.

Machine maintenance to be carried out off site.

All spillages to be reported to responsible person on site.

1 1 1

Standard Personal Protective Equipment (PPE) Requirements – fill box if required

Additional PPE (specify)

Protective Clothing

X Rigger Gloves X Eye Protection Respiratory Protection

Safety Footwear

X PVC Gloves Face Visor Welding Goggles

Head Protection

X Hearing Protection PVC Apron Harness & Inertia Reel X

Risk Assessment Revised 14/04/09

5.0 Method Statements

The following method statements describe the method of works for the following activities;

SP01a Single Cabin Delivery

SP01b Single Cabin Collection

SP01c Double stack cabin Delivery
SP01d Double Stack Cabin Collection

SP01a Method Statement – Single Cabin Delivery

- 1 The vehicle supplied to carry out any such operation will be a flatbed vehicle fitted with an appropriate lorry mounted crane (Hiab). The vehicle and all lifting equipment (crane, slings, chains, etc.) will be periodically tested and in good serviceable order. All relevant training and inspection certificates will be carried at all times and available for inspection, upon request.**
- 2 The operator will be suitably trained and qualified to operate the vehicle and the particular Hiab.**
- 3 On arrival at the site, the Operator will park his vehicle safely, avoiding blocking vehicle/pedestrian routes or obscuring the view of other plant in use on the site. Amber beacons will be used at all times whilst on site. The Operator must report to the site responsible person for induction and/or further instructions. The Operator will provide details of the load and delivery procedure. The Site Responsible Person and Operator will assess the level of assistance required to allow safe maneuvering of the vehicle and positioning of the load. The Operator will at all times follow any site safety instructions and comply with site P.P.E policy and other safety requirements.**
- 4 The Operator will be responsible for assessing any site-specific hazards, which may affect the safe operation of his equipment (eg overhead power lines, traffic routes, open/unsupported trenches, nearby structures, scaffolding, members of the public, weather conditions, etc.). These must be reported to the Site Responsible Person. Where members of the public may be present, the working area must be isolated and marshalls should be posted to ensure public safety, where necessary.**
- 5 The Operator will position the vehicle to allow safe operation of the equipment and offloading of the cabin. The Hiab stabilisers will be set up as per the manufacturer's instructions. Should the operator be unsure about any aspect of the operation, he must stop immediately and report findings to the Site Responsible Person.**
- 6 The Operator will safely remove all cabin restraining devices. These will be stored immediately to avoid any damage, contamination or trip hazards.**
- 7 The operator will unfold the crane and maneuver into position adjacent to the lifting chains mother ring on the nearside middle of the cabin rooftop.**
- 8 A ladder, suitable in length and in good serviceable condition will be placed against side of the cabin adjacent to the mother ring. The Operator will ascend the ladder and attach the Hiab hook to the mother ring. The operator will then descend the ladder.**
- 9 In windy conditions, an adequate number of guide-lines will be attached to the bottom corners to allow maneuvering of the cabin from a safe distance.**
- 10 The operator will perform a test lift, allowing the chains to become taught, to ensure load can be lifted safely, the crane is central over the load and the load is level, with all chains taking equal weight.**
- 11 The cabin will then be lifted from the vehicle bed into the required position. The guidelines (if used) will be removed.**
- 12 Once sited and level the chains will be removed by ascending a ladder adjacent to each of the lifting eyes in turn (the '4 corner' method). The operator will under no circumstances access the cabin rooftop. If rooftop access is unavoidable, then a harness and fall arrest system will be used as per SP01c – Double Stack Delivery.**
- 13 Once the chains have been removed from the cabin, the Hiab will be positioned to allow removal of the chains from the hook at ground level. The Hiab will be folded away, the stabilisers retracted and locked. The chains will be safely stowed.**
- 14 The operator will then report to the Site Responsible Person to complete the paperwork and to confirm with the client that the cabin has been delivered satisfactorily.**

15 Vehicle will leave site. Site safety rules will be followed until clear of the gate.

SP01b Method Statement – Single Cabin Collection

1 The vehicle supplied to carry out any such operation will be a flatbed vehicle fitted with an appropriate lorry mounted crane (Hiab). The vehicle and all lifting equipment (crane, slings, chains, etc.) will be periodically tested and in good serviceable order. All relevant training and inspection certificates will be carried at all times and available for inspection, upon request.

2 The operator will be suitably trained and qualified to operate the vehicle and the particular Hiab.

3 On arrival at the site, the Operator will park his vehicle safely, avoiding blocking vehicle/pedestrian routes or obscuring the view of other plant in use on the site. Amber beacons will be used at all times whilst on site. The Operator must report to the site responsible person for induction and/or further instructions. The operator will provide details of the load and collection procedure. The Site Responsible Person and Operator will assess the level of assistance required to allow safe maneuvering of the vehicle and subsequent lifting operation. The Operator will at all times follow any site safety instructions, comply with site P.P.E policy and other safety requirements, as directed.

4 The Operator will be responsible for assessing any site-specific hazards, which may affect the safe operation of his equipment (eg overhead power lines, traffic routes, open/unsupported trenches, nearby structures, scaffolding, members of the public, weather conditions, etc.). These must be reported to the Site Responsible Person. Where members of the public may be present, the working area must be isolated and marshalls should be posted to ensure public safety, where necessary.

5 The Operator will position the vehicle to allow safe operation of the equipment and loading of the cabin. The Hiab and vehicle will be set up as per the manufacturer's instructions. Should the operator be unsure about any aspect of the operation, he must stop immediately and report findings to the Site Responsible Person.

7 The operator will unfold the crane and maneuver down to allow attachment of the lifting chains at ground level. The Hiab will then be positioned above the cabin ready for attachment of the lifting chains.

9 In windy conditions, an adequate number of guide-lines will be attached to the bottom corners to allow maneuvering of the cabin from a safe distance.

10 The chains will be attached to the cabin by ascending a ladder placed adjacent to each of the lifting eyes in turn (the '4 corner' method). The operator will under no circumstances access the cabin rooftop. If rooftop access is unavoidable, then a harness and inertia reel system will be used as per SP01d – Double Stack Collection.

11 The operator will then perform a test lift, allowing the chains to become taught, to ensure load can be lifted safely, the hook is central over the load and the load is level, with all chains taking equal weight.

12 The cabin will then be lifted onto the vehicle bed and positioned ready for transport. The Hiab hook will be positioned on the nearside middle of the cabin to enable detachment from ladder access.

13 The operator will ascend a ladder positioned nearside middle of the unit and detach the mother ring from the Hiab hook. The chains will be left on the roof of the cabin and twisted over to prevent movement whilst in transit. The operator will then descend the ladder.

14 The guidelines (if used) will be removed and the ladder will be stowed.

15 The Hiab will be folded away, the stabilisers retracted and locked.

16 The cabin will be secured to the vehicle with a minimum of 2 ratchet straps, which go over the cabin roof and chains.

17 The operator will then report to the Site Responsible Person to complete the paperwork and to confirm with the client that the cabin has been collected satisfactorily.

18 Vehicle will leave site. Site safety rules will be followed until clear of the gate.

SP01c Method Statement – Double Stack Cabin Delivery

1 The vehicle supplied to carry out any such operation will be a flatbed vehicle fitted with an appropriate lorry mounted crane (Hiab). The vehicle and all lifting equipment (crane, slings, chains, etc.) will be periodically tested and in good serviceable order. All relevant training and inspection certificates will be carried at all times and available for inspection, upon request.

2 The operator will be suitably trained and qualified to operate the vehicle and the particular Hiab.

3 On arrival at the site, the Operator will park his vehicle safely, avoiding blocking vehicle/pedestrian routes or obscuring the view of other plant in use on the site. Amber beacons will be used at all times whilst on site. The Operator must report to the site responsible person for induction and/or further instructions. The operator will provide details of the load and delivery procedure. The Site Responsible Person and Operator will assess the level of assistance required to allow safe maneuvering of the vehicle and positioning of the load. The operator, at all times, follow any site safety instructions and comply with site P.P.E policy and other safety requirements.

4 The Operator will be responsible for assessing any site-specific hazards, which may affect the safe operation of his equipment (eg overhead power lines, traffic routes, open/unsupported trenches, nearby structures, scaffolding, members of the public, weather conditions, etc.). These must be reported to the Site Responsible Person. Where members of the public may be present, the working area must be isolated and marshalls should be posted to ensure public safety, where necessary.

5 The Operator will position the vehicle to allow safe operation of the equipment and offloading of the cabin. The Hiab stabilisers will be set up as per the manufacturer's instructions. Should the operator be unsure about any aspect of the operation, he must stop immediately and report findings to the Site Responsible Person.

6 The Operator will don a full body safety harness.

7 The Operator will safely remove all cabin restraining devices. These will be stored immediately to avoid any damage, contamination or trip hazards.

8 The operator will unfold the crane and maneuver into position to allow attachment of a fall arrestor to the Hiab jib at ground level. The Hiab hook will then be positioned adjacent to the lifting chains mother ring on the nearside middle of the cabin rooftop.

9 A ladder, suitable in length and in good serviceable condition will be placed against side of the cabin adjacent to the mother ring. The Operator will ascend the ladder and attach the Hiab hook to the mother ring. The Operator will then descend the ladder.

10 In windy conditions, an adequate number of guide-lines will be attached to the bottom corners to allow maneuvering of the cabin from a safe distance. The ropes will be doubled up to allow release from ground level.

11 The operator will perform a test lift, allowing the chains to become taught, to ensure load can be lifted safely, the crane is central over the load and the load is level, with all chains taking equal weight.

12 The cabin will then be lifted from the vehicle bed into the required position on top of the ground floor cabin. The guidelines (if used) will be removed.

13 Once sited and level the chains will be removed. This will be done by the operator attaching his harness to the fall arrestor cable and ascending the ladder onto the cabin rooftop. Each of the lifting eyes will then be removed in turn. The Operator will then descend the ladder and detach the fall arrestor cable when he is on the ground.

14 Once the chains have been removed from the cabin, the Hiab will be maneuvered down to allow removal of the chains and fall arrestor from the hook at

ground level. The Hiab will be folded away, the stabilisers retracted and locked. The chains and fall arrestor will be safely stowed.

15 The operator will then report to the Site Responsible Person to complete the paperwork and to confirm with the client that the cabin has been delivered satisfactorily.

16 Vehicle will leave site. Site safety rules will be followed until clear of the gate.

SP01d Method Statement – Double Stack Cabin Collection

1 The vehicle supplied to carry out any such operation will be a flatbed vehicle fitted with an appropriate lorry mounted crane (Hiab). The vehicle and all lifting equipment (crane, slings, chains, etc.) will be periodically tested and in good serviceable order. All relevant training and inspection certificates will be carried at all times and available for inspection, upon request.

2 The operator will be suitably trained and qualified to operate the vehicle and the particular Hiab.

3 On arrival at the site, the Operator will park his vehicle safely, avoiding blocking vehicle/pedestrian routes or obscuring the view of other plant in use on the site. Amber beacons will be used at all times whilst on site. The Operator must report to the site responsible person for induction and/or further instructions. The operator will provide details of the load and collection procedure. The Site Responsible Person and Operator will assess the level of assistance required to allow safe maneuvering of the vehicle and subsequent lifting operation. The Operator will at all times follow any site safety instructions, comply with site P.P.E policy and other safety requirements, as directed.

4 The Operator will be responsible for assessing any site-specific hazards, which may affect the safe operation of his equipment (eg overhead power lines, traffic routes, open/unsupported trenches, nearby structures, scaffolding, members of the public, weather conditions, etc.). These must be reported to the Site Responsible Person. Where members of the public may be present, the working area must be isolated and marshalls should be posted to ensure public safety, where necessary.

5 The Operator will position the vehicle to allow safe operation of the equipment and loading of the cabin. The Hiab and vehicle will be set up as per the manufacturer's instructions. Should the operator be unsure about any aspect of the operation, he must stop immediately and report findings to the Site Responsible Person.

7 The operator will unfold the Hiab and maneuver the hook down to allow attachment of the lifting chains and fall arrestor (to the jib) at ground level. The Hiab will then be positioned above the cabin ready for attachment of the lifting chains.

19 In windy conditions, an adequate number of guide-lines will be attached to the bottom corners using a ladder to allow maneuvering of the cabin from a safe distance.

20 The Operator will don a full body safety harness.

21 The chains will be detached from the cabin. This will be done by the operator attaching his harness to the fall arrestor and ascending the ladder onto the cabin rooftop. Each of the lifting eyes will then be attached in turn. The Operator will then descend the ladder and detach the fall arrestor cable when he is on the ground.

22 The operator will then perform a test lift, allowing the chains to become taught, to ensure load can be lifted safely, the hook is central over the load and the load is level, with all chains taking equal weight.

23 The cabin will then be lifted onto the vehicle bed and positioned ready for transport. The Hiab hook will be positioned on the nearside middle of the cabin to enable detachment from ladder access.

24 The operator will ascend a ladder positioned nearside middle of the unit and detach the mother ring from the Hiab hook. The chains will be left on the roof of the cabin and twisted over to prevent movement whilst in transit. The operator will then descend the ladder.

25 The guidelines (if used) will be removed and the ladder will be stowed.

26 The Hiab hook will be maneuvered down and the fall arrestor will be removed from the Hiab at ground level. The Hiab will then be folded away, the stabilisers retracted and locked ready for transport.

27 The cabin will be secured to the vehicle with a minimum of 2 ratchet straps, which go over the cabin roof and chains.

28 The operator will then report to the site responsible person to complete the paperwork and to confirm with the client that the cabin has been collected satisfactorily.

29 Vehicle will leave site. Site safety rules will be followed until clear of the gate.