



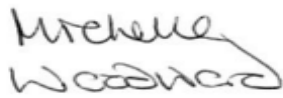


METHOD STATEMENT			
<b>Location:</b>		<b>Date:</b>	
<b>Activity:</b>	Delivery and Collection of Plant Using an Articulated Low Loader (Standard)		
<b>References:</b> (e.g.: PUWER, Health & Safety Plan, etc.)	Provision & Use of Work Equipment Regs (PUWER) Lifting Operation & Lifting Equipment Regs (LOLER) Health & Safety at Work, etc Act 1974 Management of Health and Safety at Work Regulations 1999 Construction (Design and Management) Regs 2015 (CDM) New Roads and Street Works Act 1991 Safety at Roads and Street Works booklet HSE Guidance Safe Working at Height Risk Assessments as applicable		
<b>Equipment/Plant Required:</b>	Low Loader Suitable securing chains Plant as applicable		
<b>PPE Required:</b> <b>MANDATORY/AS REQUIRED</b>	<div style="display: flex; align-items: center;">     </div> <div style="margin-top: 5px;">             High-Visibility Orange              Jackets/Vests and Full-Length              Trousers           </div>		

### Description of Method

001	<b>Brief Scope of Works:</b> This method statement covers the delivery of mechanical plant to various sites as applicable, located on the highway. <ul style="list-style-type: none"> <li>Drivers shall have been briefed on this method statement and the associated risk assessment as a minimum on Annual Stand Down Day.</li> </ul>
002	<b>Reference Documents:</b> As above, plus associated risk assessments: including <ul style="list-style-type: none"> <li>RA002 - Delivery and Collection of Plant Using Articulated Low Loader and</li> <li>RA004 - Loading Plant Using Beaver Tail or Rigid with Ramps.</li> <li>J. Swingler Transport's Business Management System (see vehicle folders)</li> <li>Specific site rules.</li> </ul>
003	<b>Procedure Before Any Work Begins on a Construction Site:</b> <ul style="list-style-type: none"> <li>Prior to arriving on site, ensure all traffic management will be in place and a designated area for loading/unloading the plant has been set up by the client /Traffic Management Contractor.</li> <li>Where this is not the case, liaise with the site staff to determine the safest loading/unloading area. This will need to include solid and level ground for the HGV truck and trailer.</li> <li>Under the guidance of the Operations Manager who would communicate if additional site-specific briefing required and times/location etc. Alternatively,</li> <li>Drivers loading or unloading should follow site signage and report to the Site Office or Site Manager for site specific instructions. This may include the issue of a permit from the site if required.</li> <li>On leaving the vehicle, all operatives must wear the appropriate PPE, which includes as a minimum, safety footwear, high-visibility clothing (minimum a waistcoat and full-length trousers), hard hat and protective gloves. Site rules may also specify other items or variations – adhere to these as applicable.</li> <li>Drivers must consider whether it is safe to proceed without a banksman (e.g., not if there are</li> </ul>

	lots of pedestrians or moving vehicles in the area) and seek further advice from JST Operations Manager/Site Manager if unsure.
004	<p><b>Procedure Before Any Work Begins on the Roadside (i.e. not on a site):</b></p> <ul style="list-style-type: none"> <li>Wherever possible, loading/unloading should take place within established traffic management areas. Operatives must remain within the traffic management area.</li> <li>Where traffic management is not available, determine the safest loading/unloading area, seeking advice from the client. This will need to include solid and level ground for the delivery vehicle. Pull off the main carriageway wherever possible. Do not stop where the vehicles or loading/unloading process may cause an obstruction, e.g. across junctions or driveways, or where it may create a hidden hazard, e.g. on a bend or over the brow of a hill. ENSURE YOUR TRUCK CAB IS ON WRONG SIDE OF ROAD FACING ONCOMING TRAFFIC- thus ensures all your lights provide advance notice to all road users of your vicinity.</li> <li>All operatives must wear the PPE specified below and be vigilant at all times for traffic and pedestrians – consider both your own safety and how your actions will affect others. Remain on the verge or opposite side of the vehicle to traffic wherever possible.</li> <li>On leaving the vehicle, all operatives must wear the appropriate PPE, which includes as a minimum, safety footwear, high-visibility clothing (minimum waistcoat and high-visibility trousers, but in low light or on dual carriageway roads with a speed limit of 50mph or above, wear Class 3 long-sleeved high-visibility jackets), hard hat and protective gloves. Site rules may also specify other items or variations – adhere to these as applicable.</li> <li>Drivers must consider whether it is safe to proceed without a banksman (e.g. not if there are lots of pedestrians or moving vehicles in the area) and seek further advice from Head Office if unsure.</li> </ul>
005	<p><b>General Method for Delivery and Collection:</b></p> <ul style="list-style-type: none"> <li>If on a construction site, when the site is ready for the plant to be delivered. In general, our operations are often at the end /beginning of shift and completed without a banksman.</li> <li>Where a banksman is not available to assist, extra vigilance and care must be taken. Drivers must consider whether it is safe to proceed without a banksman (e.g. not if there are lots of pedestrians or moving vehicles in the area) and seek further advice from Head Office if unsure.</li> <li>Where banksman are available, the driver to ensure that communications are understood, the driver can see the banksman at all times and the banksman is familiar with the turning circle of the relevant low loader.</li> <li>The driver will approach the site or loading/unloading area via the designated route. FLASHING BEACONS MUST BE TURNED ON AS YOU APPROACH.</li> </ul> <p><b>DELIVERY</b></p> <ul style="list-style-type: none"> <li>The driver will lower the trailer and the tailgate, making sure that nobody is in the vicinity.</li> <li>All ties will be released.</li> <li>The driver will drive the plant off the trailer under the guidance of the banksman (where available) and park it in a designated area. The driver must wear the seat belt and remain seated at all times when moving an item of plant or the lorry itself.</li> <li>When unloading (delivery) is completed of all equipment for the load, a Proof of Delivery photograph to be taken via Drivers tablet and the Qargo app to confirm delivery.</li> <li>Access to the trailer bed should be restricted to the driver only. Access to lorry and plant must only be by the correct route (e.g. built-in steps) and use handrails or grab bars provided – do not jump down from platform or cabs of lorry or plant.</li> <li>When on the trailer bed, remain within the confines of the platform and do not go too close to the edge of the platform or walk backwards on the platform or ramps.</li> <li>The machine operatives will then take charge of the plant and take it into site.</li> <li>On completion the driver will store all accessories in the designated storage box.</li> <li>The rear of the trailer will be raised and locked in position, making sure the area is clear.</li> <li>The driver will then go and park up in the designated area until the works are completed or leave site and return as required to remove the plant from site.</li> </ul> <p><b>COLLECTION</b></p> <ul style="list-style-type: none"> <li>On completion of the works a JST driver will then be called back to site to collect the plant.</li> <li>The driver will lower the trailer and the tailgate, making sure that nobody is in the vicinity.</li> <li>Prior to loading, the driver must ensure that the trailer is clear of any debris or other potential</li> </ul>

	<p>hazard such as spillages, ice, water or mud.</p> <ul style="list-style-type: none"> <li>• Prior to loading the trailer, the driver will check the plant for any visual defects, if defects are found, the driver will take photographs via the Mobile App <b>TIMESTAMP</b> which provides a GPS location date and time stamp of the photograph/damage. All photographs are sent to the WhatsApp group J Swinger with details to be responded and actioned by the Operations Manager.</li> <li>• The plant will normally be loaded by the JST driver. Drivers should not be sent to collect items of plant they are not competent to operate where there is any likelihood that a competent plant operator will not be available. If in doubt, drivers must contact Operations Manager.</li> <li>• The driver will drive the plant onto the trailer under the guidance of the banksman (where available). The plant operative/driver must wear the seat belt and remain seated at all times when moving an item of plant.</li> <li>• Where a banksman is not available to assist, extra vigilance and care must be taken. (e.g. not if there are lots of pedestrians or moving vehicles in the area) and seek further advice from Operations Manager/Site Office if unsure.</li> <li>• Plant is to be loaded as directed by the driver and must be positioned for optimum axle weight distribution and load security. The driver is ultimately responsible for the load positioning and load security during loading and must be present at all times. Secure the plant from the ground wherever possible.</li> <li>• The vehicles will be loaded as described above and any deviation from the prescribed method must be approved by J. Swinger Transport's management.</li> <li>• On completion of the plant being loaded, the vehicle will then leave site under the guidance of the banksman, where available and necessary, alternatively the driver must take extra care on their route from site. <b>Turn off flashing beacons once clear of site.</b></li> </ul>				
006	<p><b>Defect Identification</b></p> <ul style="list-style-type: none"> <li>• For all deliveries and collections of plant items, the plant must be visually inspected prior to the commencement of loading/unloading operations. Where any defects are detected they should be recorded via one of the following; <ul style="list-style-type: none"> <li>○ Timestamp App/Whats App</li> <li>○ AssetGo Incident Reporting</li> <li>○ Qargo Proof of Delivery notes</li> </ul> </li> <li>• The completed notification should be signed by the site supervisor / foreman, prior to departure and on arrival.</li> <li>• Should any incident occur whereby damage is caused to any plant in the care of J. Swinger Transport, this must be recorded and both Site Management and J. Swinger Operations Manager must be notified immediately.</li> </ul>				
007	<p><b>Delivery and Collection of Plant in Wet or Icy Weather</b></p> <ul style="list-style-type: none"> <li>• When the bed of the low loader is very wet due to inclement weather or is slippery due to icy or other conditions, sand should be used wherever possible to absorb moisture and improve grip on the bed of the trailer.</li> <li>• This is especially required for plant such as rollers of all sizes where a metal surface on a metal surface reduces friction and increases the possibility of the plant slipping off the low loader, particularly on the ramps.</li> <li>• In extreme circumstances, and where sand is not available, the plant can be attached to the low loader winch, and this should be used in conjunction with the plant driving up the ramp to restrain and hold the plant in place and steady it, if it starts to slide. The winch operative and plant driver must have clear lines of communication at all times to ensure a coordinated operation and to ensure that one operation does not counteract the other. Where clear communication cannot be established then the use of a competent banksman is required. If in any doubt, contact Operations Manager for advice.</li> </ul>				
Prepared by: (Name)	Michelle Woodward	Signature:		Date:	2 <sup>nd</sup> Jan 2024