






METHOD STATEMENT

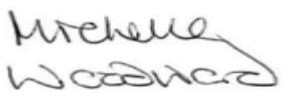
Location:		Date:	
Activity:	Loading and Unloading Plant onto Low Loader General Instructions		
References: (eg: PUWER, Health & Safety Plan, etc.)	Provision & Use of Work Equipment Regs (PUWER) Lifting Operation & Lifting Equipment Regs (LOLER) Health & Safety at Work, etc Act 1974 Management of Health and Safety at Work Regulations 1999 Construction (Design and Management) Regs 2015 (CDM) HSE Guidance Safe Working at Height Risk Assessments as applicable		
Equipment/Plant Required:	Low Loader Suitable Securing Chains Bean Bag Fall Arrestor System where available.		
PPE Required: MANDATORY/AS REQUIRED	<div style="display: flex; align-items: center;">     <div style="margin-left: 20px;">  </div> </div> High-Visibility Orange Jackets/Vests and Full-Length Trousers		

Description of Method

001	Brief Scope of Works: This method statement covers the general requirements for loading and unloading plant and equipment at various sites as applicable, or as located on the highway. Drivers shall have been briefed on this method statement and the associated risk assessment as a minimum on Annual Stand Down Day.
002	Reference Documents: As above, plus associated risk assessments: including <ul style="list-style-type: none"> • RA001-Plant Loading Lorry Loader • RA002 - Delivery and Collection of Plant Using Articulated Low Loader and • RA004 - Loading Plant Using Beaver Tail or Rigid with Ramps. • RA007 – Manual Handling • J. Swingler Transport's Business Management System (see vehicle folders) Specific site rules
003	BEFORE COMMENCING LOADING OPERATIONS <ul style="list-style-type: none"> • Confirm you have received training on how to load the low loader and are competent in load and restraint operations. • Make sure you have read and understood the accompanying risk assessments to this safe system of work. • The low-loader MUST be isolated (engine switched off with keys removed and retained by driver) and the doors of the vehicle locked. The handbrake must be applied when stationary. • Ensure the loader is positioned in a safe location, away from live traffic wherever possible. The loader should be segregated from other vehicle movements and pedestrians using traffic management systems, traffic cones and signs, as appropriate. • If loading is required in a live traffic area i.e. highway? The truck should be positioned in the opposite lane, facing traffic with headlights and beacons providing an awareness for oncoming drivers. • On leaving the vehicle, all operatives must wear the appropriate PPE, which includes as a

	<p>minimum, safety footwear, high-visibility clothing (minimum a waistcoat and full-length trousers), and hard hat. Wear protective gloves as necessary. Site rules may also specify other items or variations – adhere to these as applicable.</p> <ul style="list-style-type: none"> • Before loading, check the ramps and loader for serviceability, ensure that it is sound and structurally in good order. Ensure that there is no debris on the ramp, loader bed and that the ramp is clear of any materials such as mud, oils, diesel and equipment. • When positioning the ramps consider the risks from possible collapse of ramps and keep your body clear of the potential impact zones. Remember to ensure that you follow safe practices for manual handling of the ramps, utilise the hydraulic assistance to lower and raise and limit any excessive manual handling. • Where manual handling cannot be avoided, ensure you position your body so good ergonomic movement can be achieved and always use the correct lifting and handling technique. • Check to see that the area around the loader is clear of personnel and equipment and check to see that no leads, pipes or cables are lying close to or on the loader.
004	<p>LOADING OPERATIONS</p> <ul style="list-style-type: none"> • Drive the vehicle/plant onto the ramp with the aid of a competent banksman if possible. Ensure that the banksman stands in a place where they can be clearly seen but are clear of the loader and any possible impact with the plant/vehicle or any other plant/vehicles which may be manoeuvring in the area at the time. If a Banksman is not available, ENSURE the area is clear and not adjacent to a pedestrian walkway. • Drive/load/position the plant/vehicle on the loader in a central position with the wheels in the centre of the tracks and apply the handbrake. • Dismount from the vehicle onto the loader bed ensuring you maintain three points of contact and are facing the plant/vehicle whilst climbing down, then walk down via the ramp onto the floor. Do not jump down from the plant/vehicle or loader bed. • Ensure that the plant/vehicle is secure using suitable certified chains or strops as applicable before considering moving off. <p>NOTE: the security of the load is the responsibility of the driver.</p> <ul style="list-style-type: none"> • When carrying out loading operations ensure you select suitable PPE including protective clothing and safety boots in case anything drops off the plant/vehicle. • Ensure that the load is secure including any loose items on the plant itself, such as tool boxes, cones, gas bottles and oil drums. • Before moving off, ensure that the plant/vehicles are positioned with the weight evenly distributed over the loaders axles to ensure stability of the loader during transport and meet legal requirements. Do not exceed legal weight restrictions and adhere to maximum load capacities. • On completion of loading ensure that all personnel and all equipment are well clear of the area around the loader and all traffic management has been removed from the area before driving off. • Plan your route carefully to your destination, to avoid any height or weight restricted roads and bridges.
005	<p>UNLOADING OPERATIONS</p> <p>There are no instructions listed.</p> <p>Please create/edit</p> <ul style="list-style-type: none"> • Drive the vehicle/plant onto the ramp with the aid of a competent banksman if possible. Ensure that the banksman stands in a place where they can be clearly seen but are clear of the loader and any possible impact with the plant/vehicle or any other plant/vehicles which may be manoeuvring in the area at the time. If a Banksman is not available, ENSURE the area is clear and not adjacent to a pedestrian walkway. • • Drive/load/position the plant/vehicle on the loader in a central position with the wheels in the centre of the tracks and apply the handbrake. • • Dismount from the vehicle onto the loader bed ensuring you maintain three points of contact and are facing the plant/vehicle whilst climbing down, then walk down via the ramp onto the floor. Do not jump down from the plant/vehicle or loader bed.

	<ul style="list-style-type: none">•• Ensure that the plant/vehicle is secure using suitable certified chains or strops as applicable before considering moving off. NOTE: the security of the load is the responsibility of the driver.• When carrying out loading operations ensure you select suitable PPE including protective clothing and safety boots in case anything drops off the plant/vehicle.•• Ensure that the load is secure including any loose items on the plant itself, such as tool boxes, cones, gas bottles and oil drums.•• Before moving off, ensure that the plant/vehicles are positioned with the weight evenly distributed over the loaders axles to ensure stability of the loader during transport and meet legal requirements. Do not exceed legal weight restrictions and adhere to maximum load capacities.•• On completion of loading ensure that all personnel and all equipment are well clear of the area around the loader and all traffic management has been removed from the area before driving off.•• Plan your route carefully to your destination, to avoid any height or weight restricted roads and bridges.
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Prepared by: (Name)	Michelle Woodward	Signature:		Date:	2 nd January 2024
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