**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns unloading/loading of Portable toilet units from service/support vehicle at **<location>**

**Nature of Work**

Unloading/loading of Portable toilet units from service/support vehicle at **<location>**

**Scope of work for A1 Employee**

**UNLOADING OF PORTABLE TOILET UNITS FROM SERVICE/SUPPORT VEHICLE ON SITE**

1. On arrival at site, speak with the customer or his agent to determine where the toilet is to be situated
2. Advise the customer of the best position for the toilet unit so that the service operator can have good access when servicing the toilet unit. (If it is to be put in an area with poor access this must be notified to the operating company so that the service operative can be made aware of possible problems)
3. Position the vehicle as close to the off-loading area as possible to limit the amount of manual handling required. Ask the customer or site staff to guide you whilst you are manoeuvring your vehicle into position
4. Ensure that there are no obstacles on the flatbed of the vehicle before proceeding to move the toilet unit onto the tail lift. Lower the tail lift to ground level
5. Exit the vehicle using a safe method of lowering yourself to the ground. DO NOT JUMP OFF THE BACK OF THE VEHICLE
6. Never attempt to lift the toilet unit unaided
7. If there is a mechanical aid on site, ask customer if it can be used. If not then follow procedures shown in PSE Guidance note GA124802 Manual Movement of Portable Toilets

**LOADING OF PORTABLE TOILET UNITS ONTO SERVICE/SUPPORT VEHICLE ON SITE**

1. On arrival at site, speak with the customer or his agent to determine where the toilet is situated
2. Position the vehicle as close as possible to the loading area to limit the amount of handling required. Ask the customer or site staff to guide you whilst you are manoeuvring into position
3. If there is a mechanical aid on site, ask customer if it can be used. If not then follow procedures in PSE Guidance note GA124802 Manual Movement of Portable Toilets
4. Never attempt to lift the toilet unit unaided
5. Once the toilet unit has been positioned onto the tail lift of the vehicle, raise the tail lift to the appropriate level
6. Position the toilet unit for travelling by filling the capacity of the vehicle from the headboard to rear (evenly)
7. Exit the vehicle using a safe method of lowering yourself to the ground. DO NOT JUMP OFF THE BACK OF THE VEHICLE
8. Secure the toilet units before moving off

**Potential Hazards to A1 Group employees**

The potential hazards and risks to which the teams may be exposed are:

1. Working in a busy access area.

Control Measure: A1 employees to wear Hi visibility jackets at all times whilst undertaking all work on site.

1. Lifting equipment from and onto vehicle

Control Measure: Use correct manual handling techniques to remove and replace any equipment from vehicle

1. Trip Hazards.

Control Measure: Area could present trip hazards therefore risk assess area prior to placement of toilet

1. Chemicals

Control Measure: When using manoeuvring toilet ensure chemicals are safely stored

Other:

* There will be no hazardous materials used
* No silicone
* No burners
* No oils or lubricants
* No gas or naked flames
* No mains voltage tooling

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| **Confirmation** |

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| Print Name: |

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| --- | --- | --- |
| Signature: |  | Date: |