**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns the positioning of a toilet on site at <location> on the <Insert Date>. Please find below details of the work to be carried out and any perceived hazards associated to the work involved and should be read in conjunction with quotation provided.

**Nature of Work**

Positioning of a Toilet on a site at <location and address>

**Scope of work for A1 Employee**

1. On arrival on site you must report to the site office to find out where the toilet unit is required and what site procedures are in place
2. Position your vehicle as close as possible to the area where the toilet unit is to be sited. If possible get someone on site to guide you whilst reversing the delivery vehicle (Banks man). (DO NOT RELY ON A REVERSING CAMERA)
3. Unload the portable toilet unit(s) in accordance with PSE Guidance Note for Loading and Unloading on site
4. Move/position the portable toilet unit in accordance with PSE Guidance Note for Manual Movement of Portable Toilet Units
5. If the toilet unit has become dirty whilst in transit, ensure that you clean it ready for use
6. Put toilet additive into the holding tank which should then be charged with the correct volume of clean water (premix water and toilet additive, or ensure that the two items are properly mixed when in the holding tank)
7. Place toilet rolls on the holder and/or paper towels in the dispenser
8. Spray the interior of the portable toilet unit with air freshener

**Note 1**

When delivering a portable toilet unit to a site ensure that it is in an accessible position. In addition, it is important to pass on any access / poor site condition problems to the hire company office.

This information should be used to inform service operatives of site conditions. Site visits by service staff should benefit from its use.

It is also important that any deterioration in the site conditions or in the site access be passed on to the hire company office for future reference.

**Note 2**

It is absolutely necessary that only the highest standard of service is provided. All employees should, at all times, be friendly and courteous to customers.

**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 cleaning 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: |

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