**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns manual movement of Portable Toilet Units 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**

Manual Movement of Portable Toilet Units at <location and address>

**Scope of work for A1 Employee**

1. Never attempt to lift a toilet unit.
2. The **Primary Method** of manual movement should always be the first option.

**2.1 Primary Method.**

1. It is recommended that all types of portable toilet units should be pushed by placing your back squarely against the toilet unit with your hands to either side ensuring that the toilet unit is stable, and pushing evenly using your legs.

However, due to varying circumstances it is not always suitable to push the toilet unit as (2.1) above, other methods are as follows:

1. Facing the toilet unit, push on the corners, ‘walking it’ into position, and this method increases the amount of twisting to the operator’s back and torso and, therefore, should not be the primary method used.

OR

1. Facing the toilet unit and ‘walking it’ by pulling towards you, this method does increase the amount of twisting to the operator’s back and torso and, therefore, should not be the primary method in used

If the toilet unit is too heavy (this is subjective and dependent on ground conditions and volume held in the tank) to move on your own, there are three choices:

1. Check for mechanical alternative.
2. Ask for physical help from other staff or the customer.
3. Call your company and ask if the toilet unit can be emptied to reduce its weight.

**SPECIAL CIRCUMSTANCES**

Urinals, Welfare Units and Disabled toilet units require special treatment.

**Urinal Units**

In general these units require the aid of a pallet truck and, on collection, may need to be emptied as they can hold up to 450 kg. If the urinal is only part full you will be required to make a decision as to whether it is manageable. If not, then use options shown in 3 above.

**Welfare Units**

These units cannot be filled before delivery. Therefore 30 litre containers of water should be taken to fill the unit on site. On collection the unit should be drained by removing the drain plug.

**Disabled Units**

These units tend to be difficult to move due to their physical size rather than their weight. If the unit cannot be moved using the recommended procedure, use options shown in 3 above.

**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: |