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Risk Assessment Ref:	FQ-RA-238		MS Number: FQ-MS-222
Project Address:	Identified Sites		
Issued To:	Health & Safety Manager		
Duration:	Planned Wk Commence:	03/11/2021	Anticipated Complete: 03/11/2024
Task Description:	Use of Hand Operated Trolley to Move Equipment		
On Site Supervisor:	N/a		
Personnel Involved:	Operator & others in the area.		
Site Information Required:	Good manual handling techniques, pre-use checks on the trolley.		
Safety Training Provided:	Manual Handling		
First Aid:	On Site First Aid will be utilised when available. First Aid Kit carried in Vehicle		
Company Accreditations	ISO 9001:2015 BAFE NICEIC IFEDA Alumnus Safecontractor FPA		
Personal Protective Equipment			
Equipment	Type	When to Wear	
Hard Hat	Hat which conforms to (BSEN397 & CE Marked)	When site rules indicate	
Eye Protection	Safety Glasses (BSEN 166)	When site rules indicate	
Safety Boots	Steel toe & midsole protection. (BSEN345- S1).	At all times	
High Viz Clothing	Yellow high viz vest or jacket with reflective strips. (BSEN 471)	When site rules indicate & if working near traffic	
Gloves	Abrasion resistant (Abrasion BSEN 388)	When site rules apply or in line with the risk assessment.	
Hearing Protection	Earmuffs or hear plugs (Conforming to BSEN 352)	When site rules indicate	
Respiratory Protection	Disposable or half face filtered mask. (FFP3)	When site rules indicate	
Clients Responsibilities			
N/A			

Scope of Work

- Using the Trolley to move equipment

Sequence of Work

- Before attending the site, anticipate or identify the tasks that will require moving a large number of items
- Carry out a pre-use check on the trolley; report any problems to a Senior Manager & do not use
- Load the trolley into the van using good handling techniques & position it so that it is secure & will not roll around
- Unload the trolley using good handling techniques & lift the handle into place in preparation to move it, ensuring that the handle is locked in place
- Position the trolley within close proximity to the items you are loading; ensure it is secure & will not roll away or obstruct walkways
- Using good handling techniques, load the items onto the trolley. The trolley is rated to a maximum weight of 350kg
 - If stacking items, stack them in alternating directions to help hold them securely
 - Do not stack items too high, keeping stacks below handle height; fewer items should be loaded if they are of a heavier weight to ensure that it can be moved safely
 - If possible, lie items down rather than having them stood upright
 - If it is possible the items may roll off, make sure they are positioned in a way that makes them secure, or secure them with a strap or bungee cord
 - Under no circumstances should people be carried on the trolleys
- Make sure your pathway is clear of obstruction & has a suitable surface
- Using good handling techniques, move the loaded trolley to the next location
 - Be aware that there is no brake on the trolley
 - Be aware of flooring or surfaces that may affect your control over the trolley & the effort needed
 - Only use the trolley in a safe area & give way to pedestrians & vehicles
- Position the trolley within close proximity to where you will require the items and ensure that it is secure and will not roll away and will not obstruct walkways.
- Using good handling techniques, unload the trolley
- Take the trolley back to the vehicle once you have finished using it
- Use your foot to release the handle & lower the handle to the bed of the trolley
- Load the trolley into the vehicle using good handling techniques & position it so that it is secure & will not roll around

Safe System of Work (SSOW)

Manual Handling

- Do not attempt to move anything which is beyond your capability
- Use lifting equipment, trolleys & pallet trucks when available or get help
- Make multiple trips instead of overloading
- Plan your move; check the condition of the floor & make sure the way is clear before starting to move a load
- Check the load is secure & not likely to shift during the lift
- Open doors prior to starting the lift; get someone to hold a fire door open & close after you. Do not prop open a fire door
- Approach the load with your feet shoulder width apart & one foot slightly in front of the other to give you a stable position.
- When lifting or lowering, keep your back straight (in its natural posture) & bend the knees to avoid back strains
- Lift & put down smoothly & in one motion. Avoid lifting & twisting at the same time
- Do not change your grip whilst carrying a heavy load; rest the load first if necessary

Team Lifts

- When more than one person is involved in moving a load, decide on a leader to direct the move
- Decide where you are taking the object & the route you will take
- Agree clear signals before starting
- Only lift 2/3 of your combined capability
- If either person has problems, STOP & put the load down

Public & Others in the Area

- Where possible close off the work area to unauthorised people
- Discuss with your site contact & agree any safety precautions
- Display signs & put up barriers where required
- Do not block fire exits routes
- Do not leave equipment unattended if the public or others are nearby
- Reduce trip hazards to a minimum
- Ensure that all hazards are secured before you leave

Working Near Vehicles

- Go through the risk assessment and method statement before work starts
- Discuss any traffic movements with your site contact before work starts
- Where possible stop all traffic movements, if not possible ensure they are controlled
- Where required, erect barriers, cones or signage to warn drivers of work being carried out
- Ensure the site contact informs drivers of your presence
- Stop work & move away if a vehicle enters your work area
- Remember that some vehicles have blind spots and may have large turning circles
- Consider working out of hours
- Do not walk in front or behind vehicles
- Always walk on walkways when they are provided
- Always use pedestrian doorways when provided

Communication & Cooperation

- See the site contact when arriving, sign in where required & attend any site inductions
- Find out the fire procedure for each site & the location of the assembly points & first aid posts
- Co-ordinate if the work may affect entrances, exits, escape routes or other people
- Keep the site contact informed of progress & any problems

Waste

- The work undertaken does not generate dangerous waste
- Remove all waste materials, usually limited to packaging, during & after the course of work
- Waste materials produced during the course of work may be removed or disposed of responsibly on site where facilities are provided

Methods Statement Approved By: Tony Millen

Approval Date: 03/11/2021

Signature:

A handwritten signature in black ink, consisting of several loops and a final vertical stroke, positioned to the right of the 'Signature:' label.