

BUNKABIN LIMITED & MANCHESTER CABINS LIMITED

RISK ASSESSMENT MANUAL

Transport RAMS

1. Entry & Exit from Lorry
2. Driving
3. Sat Nav
4. Mobile Phone
5. Low Level Lifting
6. Pedestrians
7. Method Statement Low Level Lifting
8. Oil Spillage Procedure
9. Power Line Safety

RISK ASSESSMENT



PROCESS 001 Entry & Exit of the lorry	SITE / DEPARTMENT Premises or Site	Completed by: Keith Humphries Date : 07/01/2021 Review Date : 07/01/2023
ACTIVITY COVERED BY THIS ASSESSMENT Entry & Exit from a lorry		
PEOPLE AT RISK EMPLOYEES / PUBLIC		


HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Fall from height	Severity Likelihood 4 3	Other road users, pedestrians and oncoming vehicles must be observed prior to entry to the vehicle	Severity Likelihood 4 2
Uneven Surface		3 points of contact must be observed when climbing into the lorry	
Slips & Trips			
Adverse Weather	Severity Multiplied by Likelihood	Ensure rungs are free from mud/oil/diesel prior to climbing into the cab	Severity Multiplied by Likelihood
Over Reaching		Ground conditions must be observed to assess safety under foot prior to exiting the vehicle	
Pedestrians		Other road users, pedestrians and oncoming vehicles must be observed prior to exiting the vehicle	
Other Road Users	RISK RATING : MEDIUM TO HIGH RISK 12	On exiting from the lorry , you must not jump from the seat , but observe the same method as entering the vehicle,maintaining 3 points of contact at all times.	RISK RATING : LOW TO MEDIUM RISK 6

SEVERITY : 4 = FATALITY 3 = MAJOR INJURY 2 = MINOR INJURY 1 = FIRST AID ONLY
LIKELIHOOD : 4 = VERY HIGH 3 = HIGH 2 = MEDIUM 1 = LOW
RISK RATING : 1 - 4 = TRIVIAL TO LOW RISK 5 - 8 = LOW TO MEDIUM RISK 9 - 12 MEDIUM TO HIGH RISK 13 - 16 = HIGH TO VERY HIGH RISK

RISK ASSESSMENT



MACHINE / PROCESS 002 DRIVING AT WORK	SITE / DEPARTMENT TRANSPORT	Completed by: Keith Humphries Date : 07/01/2021 Review Date : 07/01/2023
ACTIVITY COVERED BY THIS ASSESSMENT DRIVING AT WORK		
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS		



BUNKA BIN
ESTABLISHED 1979

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road accident	Severity 4	* All drivers are certified & fully qualified to drive / operate the vehicles they use	Severity 4
Other employees	Likelihood 4	* All employee licences are audited every 6 months (Electronically by DVLA)	Likelihood 2
Other road users		* Annual driving assessments course	
Pedestrians		* All drivers comply with the working time directive (where applicable)	
Impact injury		* All vehicles are regular maintained	
Cuts	Severity Multiplied by Likelihood	* HGV Vehicles are subject to daily inspections	Severity Multiplied by Likelihood
Entrapment		* Non HGV vehicles are inspected weekly	
Fatality		* All drivers supplied with telephones & emergency numbers	
Confrontation			
	RISK RATING : MEDIUM TO HIGH RISK 16		RISK RATING : LOW TO MEDIUM RISK 8

SEVERITY :	4 = FATALITY	3 = MAJOR INJURY	2 = MINOR INJURY	1 = FIRST AID ONLY
LIKELIHOOD :	4 = VERY HIGH	3 = HIGH	2 = MEDIUM	1 = LOW
RISK RATING :	1 - 4 = TRIVIAL TO LOW RISK	5 - 8 = LOW TO MEDIUM RISK	9 - 12 MEDIUM TO HIGH RISK	13 - 16 = HIGH TO VERY HIGH RISK

RISK ASSESSMENT



MACHINE / PROCESS 003 USE OF SATELLITE NAVIGATION	SITE / DEPARTMENT TRANSPORT	Completed by: Keith Humphries Date : 07/01/2021 Review Date : 07/01/2023
ACTIVITY COVERED BY THIS ASSESSMENT USE OF SATELLITE NAVIGATION		
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS		

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road Accident Other Road Users Pedestrians Impact Injury Cuts Entrapment Fatality	<p>Severity Likelihood</p> <p>4 4</p> <p>Severity Multiplied by Likelihood</p>	<p>Satellite navigations must be positioned in an area that is comfortable use but not in a position than obstructs vision on the road</p> <p>Vehicles MUST be stationary in a safe parking area when inputting details into the satellite navigation</p> <p>Drivers must assess when it is safe to use the satellite navigation</p>	<p>Severity Likelihood</p> <p>4 2</p> <p>Severity Multiplied by Likelihood</p> <p>RISK RATING : LOW TO MEDIUM RISK</p> <p>8</p>
	<p>RISK RATING : MEDIUM TO HIGH RISK</p> <p>16</p>		

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RISK ASSESSMENT



MACHINE / PROCESS 004 USE OF MOBILE PHONES WHILST DRIVING	SITE / DEPARTMENT TRANSPORT
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ACTIVITY COVERED BY THIS ASSESSMENT USE OF MOBILE PHONES WHILST DRIVING PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	Completed by: Keith Humphries Date : 07/01/2021 Review Date : 07/01/2023
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HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road Accident Other Road Users Pedestrians	Severity Likelihood 4 4 Severity Multiplied by Likelihood	All vehicles fitted with hands free mobile phone kits Any calls MUST be ignored and only responded to when stopped in a safe parking area Telephone numbers must not be dialled or browsed in the mobile phones whilst in transit No use of mobiles phones with the ignition turned on	Severity Likelihood 4 2 Severity Multiplied by Likelihood RISK RATING : LOW TO MEDIUM RISK 8
	RISK RATING : MEDIUM TO HIGH RISK 16		

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RISK ASSESSMENT

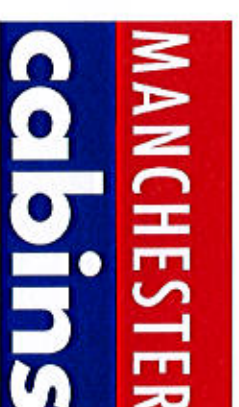


MACHINE / PROCESS 005 DELIVERY & COLLECTION of CABINS	SITE / DEPARTMENT TRANSPORT	Completed by: Keith Humphries Date ; 07/01/2021 Review Date ; 07/01/2023
ACTIVITY COVERED BY THIS ASSESSMENT LOW LEVEL DELIVERY & COLLECTION OF CABINS		
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS		

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Injury to driver, pedestrians, general public	Severity 4	* All drivers are certified & fully qualified to drive / operate the vehicles & Cranes they use	Severity 4
Damage to vehicles , property	Likelihood 4	* All employee licences are audited every 12 months (Electronically by DVLA)	Likelihood 2
Loss of Load		* All vehicles & Cranes are regularly maintained	
Adverse weather		* Radio controls fitted to the Hiab crane so the driver can see all around the load	
RISKS	Severity Multiplied by Likelihood	<ul style="list-style-type: none"> * All chains & lift equipment inspected every 6 months in accordance with LOLER regulations * Driver to test lift the load to confirm chains are secure * Driver to asses ground conditions & use Pads under the outrigger legs to keep the lorry stable * HGV Drivers to complete safety checks on a daily basis to assess the safety of the vehicle * Copies of all certification with the driver & on request * All cabins checked for persons / materials prior to lift * First aid kits stored in the vehicles * All vehicles fitted with telephones * Driver to assess weather conditions prior to any lifts 	Severity Multiplied by Likelihood
Fatalities			
Crushing injuries			
Loss of load			
Entrapment			
Overturning lorry			
	RISK RATING : MEDIUM TO HIGH RISK 16		RISK RATING : LOW TO MEDIUM RISK 8

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RISK ASSESSMENT



MACHINE / PROCESS 011 TRAFFIC & PEDESTRIANS	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT OTHER TRAFFIC AND PEDESTRIANS ON SITE	
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	
Completed by; Date ; Review Date ;	Keith Humphries 07/01/2021 07/01/2023

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road accident Other employees Other road users Pedestrians Impact injury Cuts Entrapment Fatality Confrontation	Severity 4 Likelihood 4	<ul style="list-style-type: none"> * All drivers are certified & fully qualified to drive / operate the vehicles they use * All employee licences are audited every 6 months (Electronically by DVLA) * Annual driving assessments course * All drivers comply with the working time directive (where applicable) * All vehicles are regular maintained * Vehicles are subject to daily inspections * All drivers supplied with telephones & emergency numbers * Any risk to employees or public must be reported to supervisor or the office * Any confrontation involving employees or public must be reported to supervisor or the office * When on site all employees will wear hi visibility clothing at all times * Flashing beacons will be used on sites if they are fitted, Hazards lights will be used if no beacons are fitted 	Severity 4 Likelihood 2 Severity Multiplied by Likelihood
	RISK RATING : MEDIUM TO HIGH RISK 16		RISK RATING : LOW TO MEDIUM RISK 8

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ALL LOW LEVEL LIFTING PROCEDURE

Updated K Humphries 6th November 2020

METHOD STATEMENTS

Delivery & Collecting cabins / containers /units.

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Delivering cabins to Customers Sites

- Upon arrival at site the driver will report to the Site Foreman / Reception
- Any site inductions will be attended if required.
- The driver will position the wagon as close as possible to where the cabin or container is to be removed from site, in order that the load may be safely lifted, taking into consideration the size and weight of the unit.
- The driver will ensure there are no overhead obstructions or cables and check the ground to see if it is sound enough to carry the weight of the out rigger legs
- The driver will switch on the yellow flashing beacon and hazard lights, extended the telescopic outrigger legs place the outrigger pads under the legs and jack the crane level.
- The driver will set up the crane as per manufacturer's instructions ready for the lift.
- The driver will then attach the chains to the crane hook, and position the crane and chains above the cabin to be lifted.
- The driver will attach the chains to the Lower level lifting points on the cabin / container.
- The driver will slowly take up the slack in the chains and check the chains are secure before commencing the lift performing a test lift to check stability of the lorry & load.
- After ensuring that there are no pedestrians in the area the unit can be lifted clear of the wagon, it will then be slewed over the prepared site, lowered it into place, and if fitted with jacklegs adjusted to leave the unit level.
- Having completed the siting he will remove the chains from the unit.
- The driver will remove the chains from the crane hook, fold down the crane boom and place in the 'at rest 'position, retract the outriggers, switch off the warning lights and leave site.

Collection Units from Customers Sites

- The driver will position the wagon as close as possible to where the cabin or container is sited, in order that the load may be safely lifted, taking into consideration the size and weight of the unit.
- The driver will ensure there are no overhead obstructions or cables and check the ground to see if it is sound enough to carry the weight of the out rigger legs
- The driver will switch on the yellow flashing beacon and hazard lights, extended the telescopic outrigger arms and jack the crane level with the outrigger legs, which will be put on outrigger pads.
- The driver will ensure there are no connections to the cabin prior to the lift (Water waste & Power)
- The driver will ensure there are no persons inside the cabin / container prior to the lift.
- The driver will use the mirror to ensure there are no materials on top of the unit prior to the lift.
- The driver will set up the crane as per manufacturer's instructions ready for the lift.
- The driver will control the crane from a remote control panel attached to his belt. He will unfold the crane arm from its parked position, and attach the chains to the crane hook, and position the crane and chains above the cabin to be lifted.
- The driver will attach the chains to the Lower level lifting points on the cabin / container.
- The driver will slowly take up the slack in the chains and check the chains are secure before commencing the lift performing a test lift to check stability of the lorry & load.
- After satisfying themselves that there are no pedestrians in the area the unit can be lifted, it will then be slewed over the wagon bed, lowered onto the vehicle, locating the twist locks (containers) or fixing straps for cabins, if it is fitted with jacklegs these will be retracted and secured with pins.
- Having completed the loading he will remove the chains from the unit.
- The driver will remove the chains from the crane hook, fold down the crane boom and place in the 'at rest' position, retract the outriggers, switch off the warning lights and leave site.

Collection from Manchester Cabins / Bunkabin Depots

- Units are typically loaded and unloaded in the depots using the forklift truck
- If this is not the case then the procedures for delivering and collecting as outlined above are used.
- The driver will position the wagon as close as possible to where the cabin or container is sited, in order that the load may be safely lifted, taking into consideration the size and weight of the unit.
- The driver will ensure there are no overhead obstructions or cables.
- The driver will switch on the yellow flashing beacons.
- The driver will ensure there are no persons inside the cabin / container prior to the lift.
- The driver will use the mirror to ensure there are no materials on top of the unit prior to the lift.
- The units are loaded by the driver / foreman using the fork lift trucks.

Delivery back to Manchester Cabins / Bunkabin Depots

- Units are typically loaded and unloaded in the depots using the forklift truck
- If this is not the case then the procedures for delivering and collecting as outlined above are used.
- The driver will position the wagon as close as possible to where the cabin or container is to be unloaded, in order that the load may be safely lifted, taking into consideration the size and weight of the unit.
- The driver will ensure there are no overhead obstructions or cables.
- The driver will switch on the yellow flashing beacons.
- The driver will ensure there are no persons inside the cabin / container prior to the lift.
- The units are unloaded by the driver / foreman using the fork lift trucks.

Controls in place

- Mobile phones are fitted to all wagons to keep in communication with the driver at all times.
- All vehicles are driven by trained and qualified personnel
- Hiab training for Hiab drivers covers loading and unloading cabins in a controlled, safe manner
- Lifting Chains are tested every 6 months in accordance with legal requirements
- Lifting cranes are tested annually and serviced in accordance with manufacturers recommendations
- All wagons serviced, maintained and tested as per legal and makers requirements
- Drivers issued with PPE inc Safety boots, hard hats, Hi Vis vests and coats, waterproof clothing and first aid boxes.
- Radio controlled equipment is fitted to allow the driver free movement away from the load and unload procedure which ensures extra awareness of people and equipment in the area.
- Outtrigger pads are carried to protect the ground under the outtrigger and stabilise the leg.
- Load securing straps on free issue upon request from the Transport Manager
- Twist locks fitted to wagons for securing container loads
- Small first aid kit carried on each vehicle
- Continuous review of vehicle loading procedures from drivers to Transport Manager
- All faults reported immediately to Transport Manager or Health and Safety Administrator
- Certification of Hiab training, Hiab crane test, chain tests, insurance and drivers licences are carried on the vehicle for inspection if required.
- Hazard lights and flashing yellow beacons are used during crane operations.
- Reversing sounders are fitted to all wagons
- All lorry's have an extendable mirror on board to check the roof of the units prior to lifting.

K Humphries
Business Excellence Manager

OIL SPILLAGES PROCEDURES

It is an offence to cause pollution, either deliberately or accidentally. It is therefore the company's (and its employees') responsibility to take all practical steps to prevent contamination of all watercourses and the ground by oil and its related products. In order to minimise the risk of such contamination, the following procedure should be followed:

PREVENTION

1. Ensure that tanks and vessels are not overfilled; by checking the amount already in the receiving vessel and that there is sufficient space to accept the volume to be transferred.
2. Monitor/supervise all deliveries and transfers, and stop the operation if there are any leaks or overflows.
3. Take care when manoeuvring delivery vehicle to ensure it stay clear of all tanks, pipes and fittings.
4. When the transfer is complete, check that pump is shut down, all valves are properly closed and that any drips from valve ends/hose couplings etc. are contained.

SPILLAGE

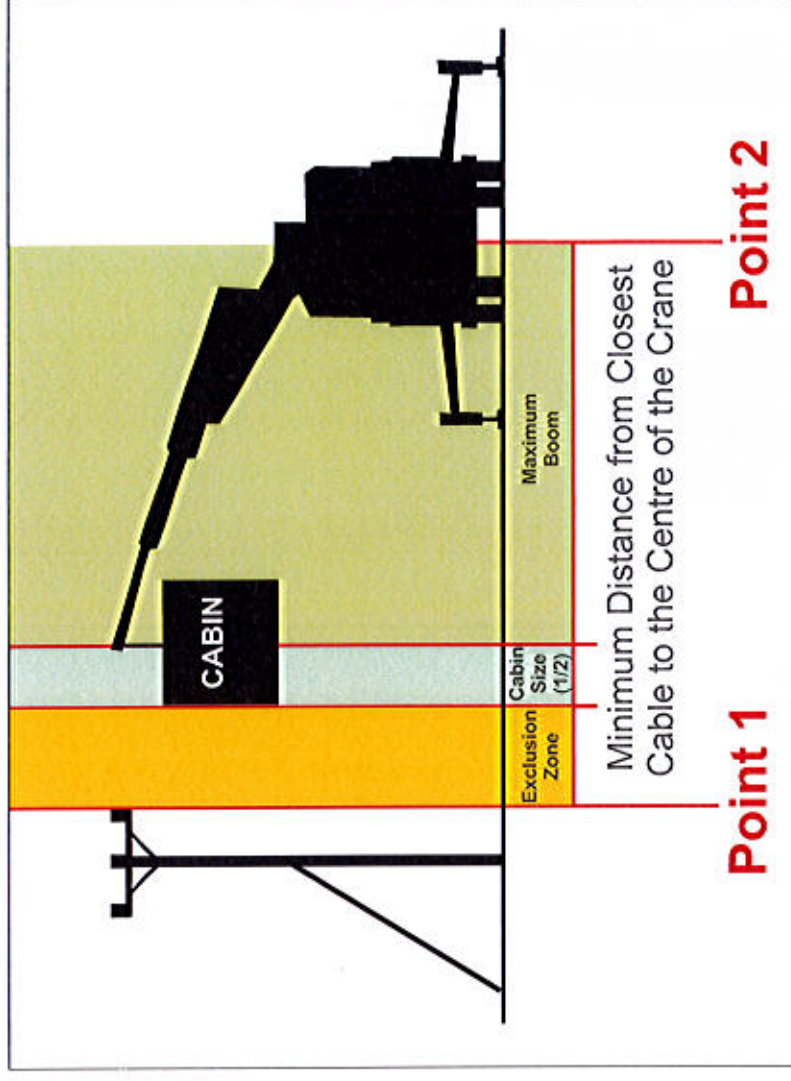
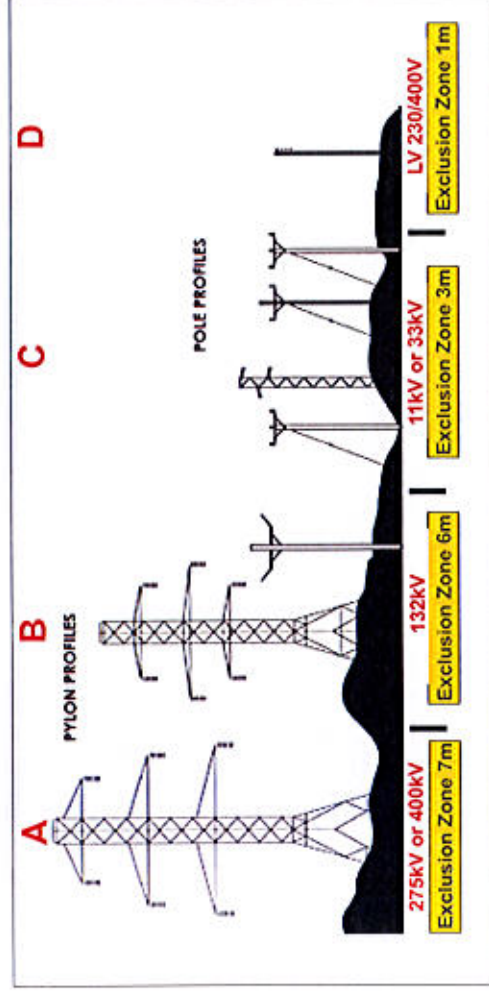
As soon as a discharge of oil to ground is discovered,

1. Shut down all related transfer pumps, and close all related valves to contain the oil in its holding vessel.
2. Once the discharge has been stopped, prevent the spread of the oil by surrounding it with "Multisorb" granules, sand or similar material. Every effort should be made to prevent the oil reaching any surface water drains.
3. When the spread of oil has been stopped, soak up the remaining oil in "Multisorb" Granules and transfer back into empty Granule bags from return to the transport depot for disposable.

4. Inform the Client of the spillage and what corrective actions have been taken, do not leave the customers premises until the customer is satisfied that sufficient measures have been taken to rectify the spillage.
5. Inform the transport office 0161 684 3333 (by telephone before you leave the customers premises) of the customers contact name informed of the spillage.
6. If any storage tank is ruptured or leaks in a manner that cannot be stopped, every effort must be made to safely transfer the oil from the offending vessel or tank to one that is secure.
7. If this is not possible, then advise the customer that the Environment Agency must be alerted by calling the emergency hotline: 0800 80 70 60
8. In the event of a serious spillage where oil is known to have entered a watercourse or ground then please ensure that the customer is made aware to contact the Environment Agency on the emergency hotline number (as above).

K Humphries
Business Excellence Manager

Safe Distance to Set up Lorry



Calculation Table

Exclusion Zone	
A 275kV or 400kV 7 Metres	
B 132kV 6 Metres	
C 11kV or 33kV 3 Metres	
D LV 230 / 400v 1 Metre	

Example B 132kV 6 Metres	
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Cabin Size 1/2 Length	
Jnr Sleeper 1.7m	
Deluxe Sleeper 2.2m	
20ft Container 3m	
32ft Cabin 4.9m	

Jnr Sleeper 1.7m	
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Hiab Model Maximum Boom	
558-EP5 14.5m	
477-EP5 15.4m	

477-EP5 15.4m	
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Minimum
Distance
Point 1 to Point 2

23.1m

Equals =

Equals =

Safe Distance Plan
when close to
Power Lines

Date:21/05/2019
Drawing by: K Humphries

