



RISK ASSESSMENT MANUAL

Transport RAMS

Method Statement Low Level Lifting

1. Entry & Exit from Lorry (Bunkabin)
2. Driving (Bunkabin)
3. Sat Nav (Bunkabin)
4. Mobile Phone (Bunkabin)
5. Low Level Lifting (Bunkabin)
6. Entry & Exit from Lorry (Manchester Cabins)
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11. Pedestrians
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18. Cycle riding
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METHOD STATEMENTS

Delivery & Collecting cabins / containers /units.

All Low Level Lifting Procedure

Updated K Humphries 19/02/2026 Reviewed 19/02/2028

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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 purpose designed outrigger pads supplied by Manchester Cabins Bunkabin will be used.
- 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.





Fitting of the Waste Tanks

- As part of the delivery process waste tanks maybe fitted as part of the cabin package
- The driver will position the tank onto a flat stable surface
- The cabin will be lifted into position on top of the waste tank
- Depending on the cabin, some cabins sit direct onto the tanks (shower units) on other units the legs may span the tank and it can be levelled using the legs.
- The cabins **Must** be positioned allowing a space to the rear of the tank to gain access to empty and service the waste tank.
- The legs on the cabins will be pinned to ensure stability prior to leaving site.
- The connection of the tank to the cabin is typically the hirer's responsibility.
- The capacity monitoring & empty of the waste from the tanks is the hirer's responsibility.

Fitting of the Steps

- Once a tank and cabin is in position steps are typically fitted to the front of the unit as the cabin is now raised higher than it would be without a waste tank.
- The driver will install the steps into the pre manufactures guide rails on the cabin.
- Once secure and in position the safety pins are inserted into the pre drilled holes on the guide rails.
- Once the driver is happy they are secure they will 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.
- Outrigger pads are carried to protect the ground under the outrigger 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

K Humphries
HSEQ Manager



RISK ASSESSMENT



PROCESS 001 Entry & Exit of the lorry	SITE / DEPARTMENT Premises or Site	Completed by; Keith Humphries Date ; 19/02/2026 Review Date ; 19/02/2028
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 4 Likelihood 3	Other road users, pedestrians and oncoming vehicles must be observed prior to entry to the vehicle	Severity 4 Likelihood 2
Uneven Surface		3 points of contact must be observed when climbing into the lorry	
Slips & Trips		Ensure rungs are free from mud/oil/diesel prior to climbing into the cab	Severity Multiplied by Likelihood
Adverse Weather	Severity Multiplied by Likelihood	Ground conditions must be observed to assess safety under foot prior to exiting the vehicle	
Over Reaching		Other road users, pedestrians and oncoming vehicles must be observed prior to exiting the vehicle	
Pedestrians			
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

A white truck with a blue crane arm and a blue container, positioned vertically. The truck is facing upwards, and the crane arm is extended. The container is blue and has some text on it. The truck is on a white background.

A white truck with a blue crane arm and a blue container, positioned vertically. The truck is facing upwards, and the crane arm is extended. The container is blue and has some text on it. The truck is on a white background.A white truck with a blue crane arm and a blue container, positioned vertically. The truck is facing upwards, and the crane arm is extended. The container is blue and has some text on it. The truck is on a white background.

A white truck with a blue crane arm and a blue container, positioned vertically. The truck is facing upwards, and the crane arm is extended. The container is blue and has some text on it. The truck is on a white background.

RISK ASSESSMENT



MACHINE / PROCESS 003 USE OF SATELLITE NAVIGATION	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT USE OF SATELLITE NAVIGATION	
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	
Completed by; Date ; Review Date ;	
Keith Humphries 19/02/2027 19/02/2028	

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

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 004 USE OF MOBILE PHONES WHILST DRIVING	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT USE OF MOBILE PHONES WHILST DRIVING	Completed by; Keith Humphries 19/02/2026
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	Review Date ; 19/02/2028

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road Accident Other Road Users Pedestrians	Severity 4 Likelihood 4 Severity Multiplied by Likelihood RISK RATING : MEDIUM TO HIGH RISK 16	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 4 Likelihood 2 Severity Multiplied by Likelihood 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 005 DELIVERY & COLLECTION of CABINS	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT LOW LEVEL DELIVERY & COLLECTION OF CABINS	
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	
Completed by; Keith Humphries Date ; 19/02/2026 Review Date ; 19/02/2028	

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Injury to driver, pedestrians, general public Damage to vehicles , property Loss of Load Adverse weather	Severity 4 Likelihood 4	* All drivers are certified & fully qualified to drive / operate the vehicles & Cranes they use * All employee licences are audited every 12 months (Electronically by DVLA) * All vehicles & Cranes are regularly maintained * Radio controls fitted to the Hiab crane so the driver can see all around the load * 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 4 Likelihood 2 Severity Multiplied by Likelihood RISK RATING : LOW TO MEDIUM RISK 8
RISKS Fatalities Crushing injuries Loss of load Entrapment Overturning lorry	Severity Multiplied by Likelihood RISK RATING : MEDIUM TO HIGH RISK 16		

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



PROCESS 006 Entry & Exit of the lorry	SITE / DEPARTMENT Premises or Site
ACTIVITY COVERED BY THIS ASSESSMENT Entry & Exit from a lorry	Completed by; Keith Humphries 19/02/2026
PEOPLE AT RISK EMPLOYEES / PUBLIC	Review Date ; 19/02/2028

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Fall from height	Severity 4 Likelihood 3	Other road users, pedestrians and oncoming vehicles must be observed prior to entry to the vehicle	Severity 4 Likelihood 2
Uneven Surface		3 points of contact must be observed when climbing into the lorry	
Slips & Trips		Ensure rungs are free from mud/oil/diesel prior to climbing into the cab	Severity Multiplied by Likelihood
Adverse Weather	Severity Multiplied by Likelihood	Ground conditions must be observed to assess safety under foot prior to exiting the vehicle	
Over Reaching		Other road users, pedestrians and oncoming vehicles must be observed prior to exiting the vehicle	
Pedestrians	RISK RATING : MEDIUM TO HIGH RISK 12		RISK RATING : LOW TO MEDIUM RISK 6
Other Road Users		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.	

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 007 DRIVING AT WORK	SITE / DEPARTMENT TRANSPORT	Completed by: Keith Humphries Date : 19/02/2026 Review Date ; 19/02/2028
ACTIVITY COVERED BY THIS ASSESSMENT DRIVING AT WORK		
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS		

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 Severity Multiplied by Likelihood RISK RATING : MEDIUM TO HIGH RISK 16	* 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 * HGV Vehicles are subject to daily inspections * Non HGV vehicles are inspected weekly * All drivers supplied with telephones & emergency numbers	Severity 4 Likelihood 2 Severity Multiplied by Likelihood RISK RATING : LOW TO MEDIUM RISK 8

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

RISK ASSESSMENT



MACHINE / PROCESS 008 USE OF SATELLITE NAVIGATION	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT USE OF SATELLITE NAVIGATION	
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	
Completed by; Date ; Review Date ;	
Keith Humphries 19/02/2026 19/02/2028	

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road Accident	Severity Likelihood	Satellite navigations must be positioned in an area that is comfortable use but not in a position than obstructs vision on the road	Severity Likelihood
Other Road Users	4		4
Pedestrians	4		2
Impact Injury		Vehicles MUST be stationary in a safe parking area when inputting details into the satellite navigation	Severity Multiplied by Likelihood
Cuts		Drivers must assess when it is safe to use the satellite navigation	
Entrapment			
Fatality			
	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 009 USE OF MOBILE PHONES WHILST DRIVING	SITE / DEPARTMENT TRANSPORT
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 ; 19/02/2026 Review Date ; 19/02/2028	

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road Accident	Severity 4 Likelihood 4	All vehicles fitted with hands free mobile phone kits	Severity 4 Likelihood 2
Other Road Users	Severity Multiplied by Likelihood	Any calls MUST be ignored and only responded to when stopped in a safe parking area	Severity Multiplied by Likelihood
Pedestrians	RISK RATING : MEDIUM TO HIGH RISK 16	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	RISK RATING : LOW TO MEDIUM RISK 8

SEVERITY : 4 = FATALITY
LIKELIHOOD : 4 = VERY HIGH
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

1 = FIRST AID ONLY
 1 = LOW

RISK ASSESSMENT



MACHINE / PROCESS 010 DELIVERY & COLLECTION of CABINS	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT LOW LEVEL DELIVERY & COLLECTION OF CABINS	
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	

Completed by; Date ;	Keith Humphries 19/02/2026
Review Date ;	19/02/2028

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Injury to driver, pedestrians, general public Damage to vehicles , property Loss of Load Adverse weather	Severity 4 Likelihood 4	* All drivers are certified & fully qualified to drive / operate the vehicles & Cranes they use * All employee licences are audited every 12 months (Electronically by DVLA) * All vehicles & Cranes are regularly maintained * Radio controls fitted to the Hiab crane so the driver can see all around the load * 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 4 Likelihood 2
RISKS Fatalities Crushing injuries Loss of load Entrapment Overturning lorry	Severity Multiplied by Likelihood RISK RATING : MEDIUM TO HIGH RISK 16		Severity Multiplied by Likelihood 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 011 TRAFFIC & PEDESTRIANS TRANSPORT	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 19/02/2026 19/02/2028	

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road accident	Severity 4 Likelihood 4	* All drivers are certified & fully qualified to drive / operate the vehicles they use	Severity 4 Likelihood 2
Other employees	Severity 4 Likelihood 4	* All employee licences are audited every 6 months (Electronically by DVLA)	Severity Multiplied by Likelihood
Other road users	Severity Multiplied by Likelihood	* Annual driving assessments course	Severity Multiplied by Likelihood
Pedestrians	Severity Multiplied by Likelihood	* All drivers comply with the working time directive (where applicable)	Severity Multiplied by Likelihood
Impact injury	Severity Multiplied by Likelihood	* All vehicles are regular maintained	Severity Multiplied by Likelihood
Cuts	Severity Multiplied by Likelihood	* Vehicles are subject to daily inspections	Severity Multiplied by Likelihood
Entrapment	Severity Multiplied by Likelihood	* All drivers supplied with telephones & emergency numbers	Severity Multiplied by Likelihood
Fatality	Severity Multiplied by Likelihood	* Any risk to employees or public must be reported to supervisor or the office	Severity Multiplied by Likelihood
Confrontation	Severity Multiplied by Likelihood	* Any confrontation involving employees or public must be reported to supervisor or the office	Severity Multiplied by Likelihood
	RISK RATING : MEDIUM TO HIGH RISK 16	*When on site all employees will wear hi visabilt clothing at all times	RISK RATING : LOW TO MEDIUM RISK 8
		* Flashing beacons will be used on sites if they are fitted, Hazards lights will be used if no beacons are fitted	

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 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	SITE / DEPARTMENT
012 DELIVERY & COLLECTION INSTALL & REMOVAL	TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT	
INSTALL/REMOVAL CABINS / CONTAINERS	
PEOPLE AT RISK	
DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	

Completed by;	Keith Humphries
Date ;	19/02/2026
Review Date ;	19/02/2028

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Injury to driver, pedestrians, general public Damage to vehicles , property Loss of Load Adverse weather	Severity 4 Likelihood 4	* All drivers are certified & fully qualified to drive / operate the vehicles & Cranes they use * All employee licences are audited every 12 months (Electronically by DVLA) * All vehicles & Cranes are regularly maintained * Radio controls fitted to the Hiab crane so the driver can see all around the load and keep clear * 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 assess ground conditions & use Pads under the outrigger legs to keep the lorry stable * Driver will add packers to level the units prior to positioning - If more packers are required the unit will be moved clear & then lifted back into position * Copies of all certification to be carried by the driver in their folder and stored in their vehicle * First aid kits stored in the vehicles * All vehicles fitted with telephones * Driver to assess weather conditions prior to any lifts	Severity 4 Likelihood 2
RISKS Fatalities Crushing injuries Loss of load Entrapment Overturning lorry	Severity Multiplied by Likelihood RISK RATING : MEDIUM TO HIGH RISK 16		Severity Multiplied by Likelihood 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



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

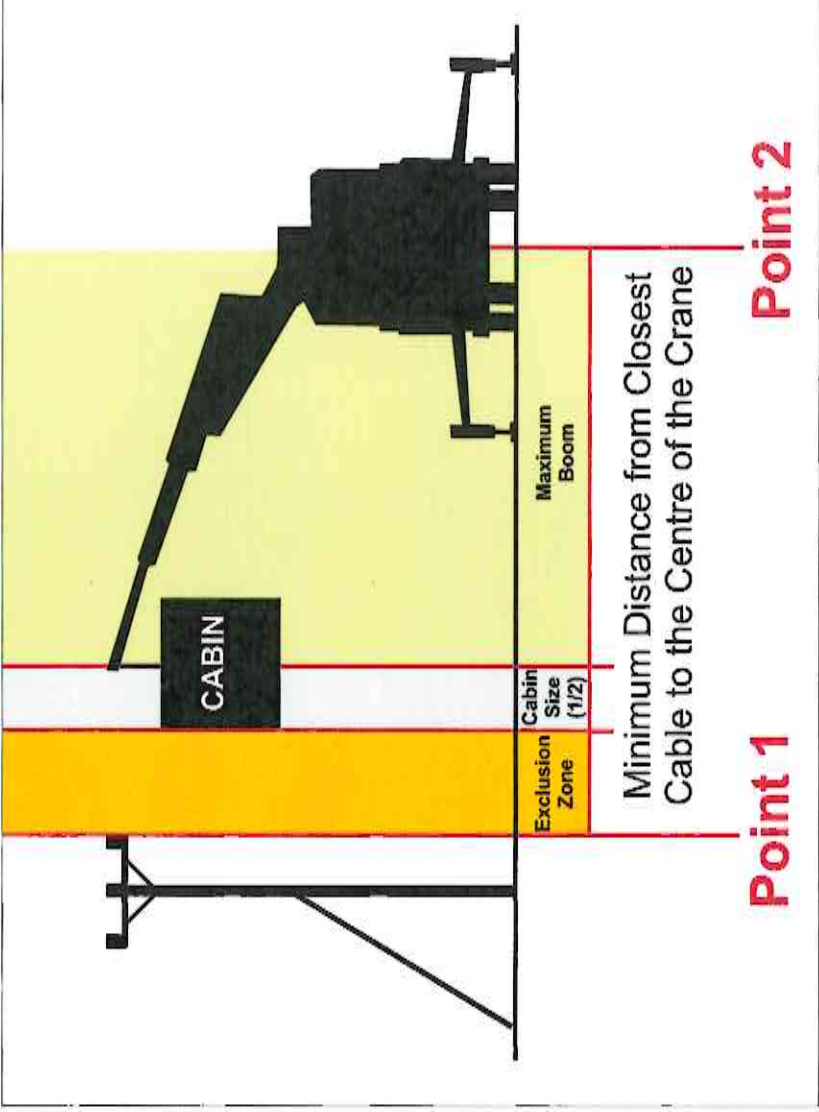
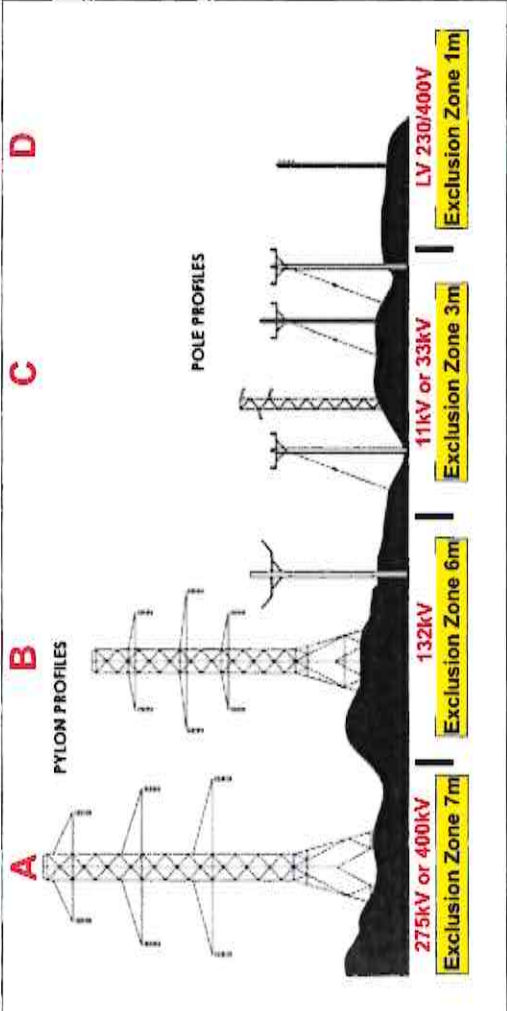
1. Ensure that tanks and vessels are not overfilled; by checking the amount already in the receiving vessel and that there is sufficient space to accept the volume to be transferred.
2. Monitor/supervise all deliveries and transfers, and stop the operation if there are any leaks or overflows.
3. Take 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).

Safe Distance to Set up Lorry



Calculation Table

Exclusion Zone	Cabin Size ½ Length	Hiab Model Maximum Boom	Minimum Distance Point 1 to Point 2
A 275kV or 400kV 7 Metres	Jnr Sleeper 1.7m	558-EP5 14.5m	Equals =
B 132kV 6 Metres	Deluxe Sleeper 2.2m	477-EP5 15.4m	
C 11kV or 33kV 3 Metres	20ft Container 3m		
D LV 230 / 400v 1 Metre	32ft Cabin 4.9m		
Example B 132kV 6 Metres	Jnr Sleeper 1.7m	477-EP5 15.4m	Equals = 23.1m

Safe Distance Plan
when close to
Power Lines

Date:15/07/2024
Drawing by: K Humphries



RISK ASSESSMENT



MANCHESTER cabins

MACHINE / PROCESS 015 INSTALL WASTE TANK INSTALL & REMOVAL	SITE / DEPARTMENT TRANSPORT	Completed by; Keith Humphries Date ; 19/02/2026 Review Date ; 19/02/2028
ACTIVITY COVERED BY THIS ASSESSMENT INSTALL CABINS Onto WASTE TANKS		
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 Damage to vehicles , property Loss of Load Adverse weather	Severity 4 Likelihood 4	* All drivers are certified & fully qualified to drive / operate the vehicles & Cranes they use * All employee licences are audited every 12 months (Electronically by DVLA) * All vehicles & Cranes are regularly maintained * Radio controls fitted to the Hiab crane so the driver can see all around the load and keep clear * 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 assess ground conditions & use Pads under the outrigger legs to keep the lorry stable * Driver will ensure the waste tank is positioned on flat stable ground * Space will be left at the rear for access to service * It is the Hirer's Responsibility to monitor and empty the waste tank. * Waste tanks MUST NOT be transported unless EMPTY * Waste tanks MUST be emptied prior to collection. * Driver to assess weather conditions prior to any lifts	Severity 4 Likelihood 2
RISKS Fatalities Crushing injuries Loss of load Entrapment Overturning lorry Spillage	Severity Multiplied by Likelihood RISK RATING : MEDIUM TO HIGH RISK 16		Severity Multiplied by Likelihood RISK RATING : LOW TO MEDIUM RISK 8

SEVERITY :
LIKELIHOOD :

4 = FATALITY
3 = MAJOR INJURY
2 = MINOR INJURY
1 = FIRST AID ONLY
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



 BUNKABIN ESTABLISHED 1979		Completed by: Keith Humphries Date: 19/02/2026 Review Date: 19/02/2028
PROCESS 016 Step Install	SITE / DEPARTMENT Premises or Site	
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
Adverse Weather			
Slips	Severity 4 Likelihood 3	The weather must be assessed when installing steps Driver to ensure the steps are level when fitting	Severity 4 Likelihood 2
Trips		Driver to ensure the steps are in good condition including Treads are in good condition	
Falls	Severity Multiplied by Likelihood	Driver to ensure the steps are fitted correctly and the locking pins are in position Steps will need to be maintained by the Hirer to ensure they are free from debris, possible slipping or tripping hazards The hirer will need to assess the steps in cold and frosty weather, to maintain / grit and keep free from ice	Severity Multiplied by Likelihood 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 017 LEG/HIAB Crane Set up	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT Set up Legs and Hiab Crane	
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	

Completed by: Date ;	Keith Humphries 19/02/2026
Review Date ;	19/02/2028

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Injury to driver, pedestrians, general public Damage to vehicles , property Loss of Load Adverse weather	Severity 4 Likelihood 4	* All drivers are certified & fully qualified to drive / operate the vehicles & Cranes they use * All employee licences are audited every 12 months (Electronically by DVLA) * All vehicles & Cranes are regularly maintained * Radio controls fitted to the Hiab crane so the driver can see all around the load and keep clear * All chains & lift equipment inspected every 6 months in accordance with LOLER regulations * Driver to ensure the legs are fully installed * Driver to assess ground conditions & use Pads under the outrigger legs to keep the lorry stable	Severity 4 Likelihood 2
RISKS Fatalities Crushing injuries Loss of load Entrapment Overturning lorry	Severity Multiplied by Likelihood RISK RATING : MEDIUM TO HIGH RISK 16	* Hiab only unfolded once non essential people are out of the area * Copies of all certification to be carried by the driver in their folder and stored in their vehicle * 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 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



MANCHESTER cabins

MACHINE / PROCESS	SITE / DEPARTMENT	Completed by; Date ; Review Date ;
018 Cycling at Work Including Electric Cycles	TRANSPORT	Keith Humphries 19/02/2026 19/02/2028
ACTIVITY COVERED BY THIS ASSESSMENT		
Cycle riding @ work and on public roads		
PEOPLE AT RISK		
DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS		

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Road accident	Severity Likelihood	Cycle must be road worthy and checked prior to riding, including checking tyre condition and tyre pressures	Severity Likelihood
Other employees	Severity Likelihood	Helmets MUST be worn by the rider at all times	Severity Likelihood
Other road users	Severity Likelihood	Cycle routes to be used whenever possible	Severity Likelihood
Pedestrians	Severity Likelihood	Do NOT ride on dual carriageways	Severity Likelihood
Impact injury	Severity Likelihood	Do NOT ride on pavements	Severity Likelihood
Cuts	Severity Likelihood	All Electric cycles must be EAPC compliant (Have pedals, less than 250 Watt, Should not be able to propel the bike when it's travelling more than 15.5mph)	Severity Likelihood
Entrapment	Severity Likelihood	Hi Visibility clothing MUST be worn	Severity Likelihood
Fatality	Severity Likelihood	Cycle lights MUST be used in low light	Severity Likelihood
Confrontation	Severity Likelihood		Severity Likelihood

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RISK ASSESSMENT



MANCHESTER cabins

PROCESS	SITE / DEPARTMENT	Completed by; Date ; Review Date ;
019 Working at Height on lorry bed	Premises or Site	Keith Humphries 19/02/2026 19/02/2028
ACTIVITY COVERED BY THIS ASSESSMENT Working at Height accessing Lorry Beds		
PEOPLE AT RISK EMPLOYEES / PUBLIC		
HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES
Falls from the lorry bed	Severity 4 Likelihood 4	Under no circumstances should a Driver/ FLT driver or other employee require access to the bed of a lorry as part of their standard working practice.
Impact injuries	Severity Multiplied by Likelihood	If access is required this MUST be reported to Director/ Transport Manager / HSEQ Manager to assess the reasons and assess the safety
Slips		Fork Lift Truck drivers are responsible for any Non Employee drivers when loading/unloading materials.
Trips		Any Non employee driver wanting to climb on the bed of their truck WILL BE REFUSED
Crushing	RISK RATING : MEDIUM TO HIGH RISK	Any person wanting to access the rear of a lorry bed without permissions face either removal from site or if employee disciplinary actions
Sprains	16	
Adverse weather		
	RISK RATING : LOW TO MEDIUM RISK	
		Permission must be gained for access to the bed

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 020 Securing a Load	SITE / DEPARTMENT TRANSPORT
ACTIVITY COVERED BY THIS ASSESSMENT Safely secure the load on the lorry	
PEOPLE AT RISK DRIVER / PASSENGER/ OTHER ROAD USERS/PEDESTRIANS	
Completed by; Keith Humphries Date ; 19/02/2026 Review Date ; 19/02/2028	

HAZARDS	RISK RATING NO CONTROLS	CONTROL MEASURES	RISK RATING WITH CONTROLS
Injury to driver, pedestrians, general public Damage to vehicles , property Loss of Load Road Collision	Severity 4 Likelihood 4	* All HGV drivers are certified & fully qualified to slinger signaller standard *All straps to be inspected for damage by the driver prior to use.	Severity 4 Likelihood 2
RISKS Fatalities Crushing injuries Loss of load Entrapment Overturning lorry Impact	Severity Multiplied by Likelihood RISK RATING : MEDIUM TO HIGH RISK 16	* All van drivers are trained in use of slings to secure toilets * Drivers to ensure that no people are on the other side of the lorry prior to throwing the straps over the cabins. * Each cabin must have 2 straps at least securing the load. * The last cabin of the load requires 3 straps * On long journeys drivers would visually inspect the straps when stopping for breaks	Severity Multiplied by Likelihood 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