Risk Assessment:	**00064**	**Risk Assessment of:**	Generic Loading & Unloading Plant, Containers & Cabins
Assessors Name:	Mark Black & Harry Steed & Gary Freeman	**Date Written:**	26th May 2008 revised 14/12/2010/ 3/7/2012 30/7/2012 19/12/2012 24/3/14
Persons Affected:	All Staff & Bystanders		

Review Undertaken Because:		Risk Rating Legend (1 low – 5 high)
New control measures implemented	☐	
Following an accident or report of ill health	☐	L = Likelihood
Technological advances	☐	
New guidance or legislation published	☐	C = Consequence
Changes in workplace or work activities	☐	
Required at least annually	☐	L x C = RR Risk Rating

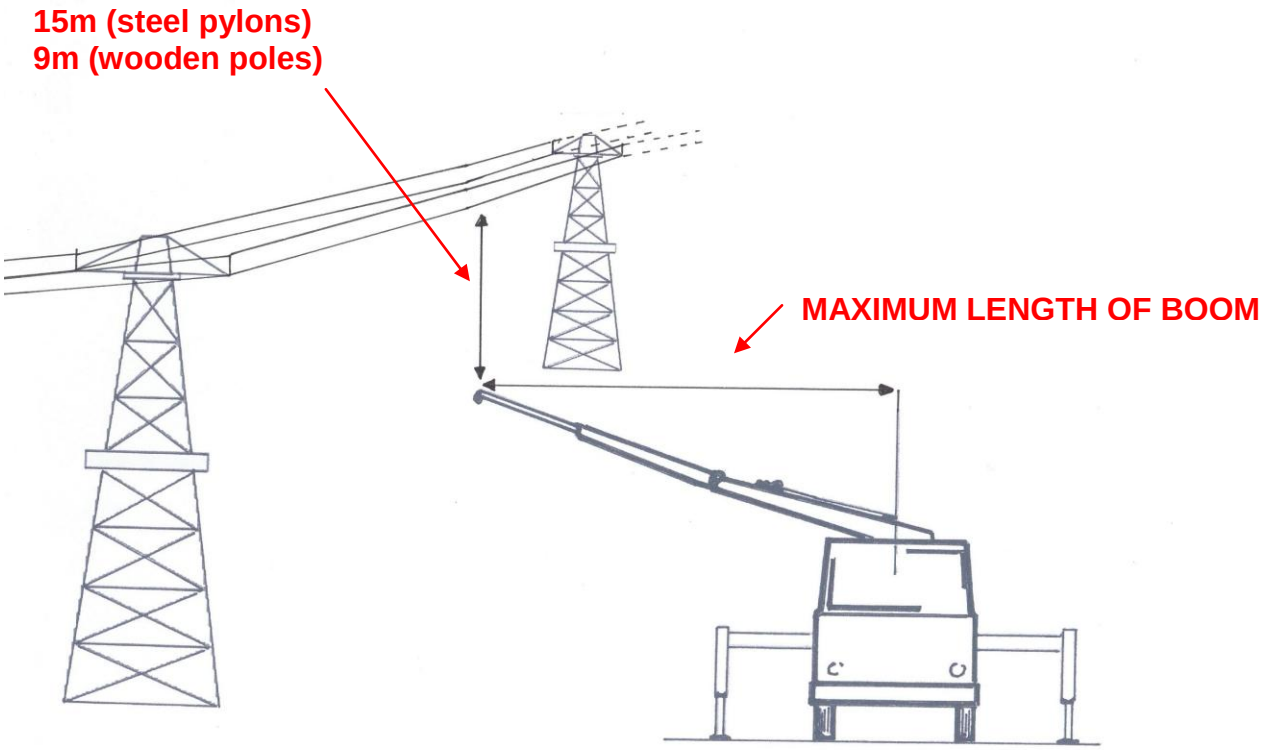
Significant Hazards Identified	Uncontrolled Risk Rating			Existing Control Measures	Risk Rating with Existing Controls			Further Control Measures to be Implemented	Risk Rating with Additional Controls		
	L	C	RR		L	C	RR		L	C	RR
Inadequate planning and supervision of lifting operation	4	5	**20**	**Drivers trained in use of HIAB and fall arrest equipment** **Work planned according to this risk assessment and associated method statement** **Daily checks confirmed on delivery paperwork daily**	2	5	**10**	**Additional Appointed person training planned for Transport Manager to ensure**			
Fall from height double stacked cabins	4	5	**20**	**Use of harness and fall arrest when accessing roof of any single or double stacked cabin.** **PPE – Hard hat, gloves when handling chains** **Use of longer "Double Stacking Ladder" 3 stage ladder, when double stacking** **Ladder inspections and training**	2	5	**10**				

Falls from height single stacked cabins and cabins on lorry	4	5	**20**	**PPE – Hard hat** **Ladder inspections and training** **Where possible and when safe the yard forklift will be used for loading / unloading operations in the yard, otherwise a harness must be worn at all times.** **Crane operator establishes buddy on site who will ensure that he finishes task successfully and will be responsible for notifying the Portable Space office in the event that there is a problem (telephone number 01449 782123 on paperwork or on cab).** **If no one on site operator to establish communication with office or another reliable person by telephone** **During working hours the office or Transport Manager will monitor lorry movements on a regular basis using the vehicle tracking system, periods of unplanned inactivity will result in a phone call to the driver. This extra measure is only available during normal office working hours – between 8.30am and 5pm** **In the event that the office cannot establish contact following a period of inactivity then either the nearest known person will be contacted, as a last resort the emergency services will be called** **Driver to keep mobile phone accessible but secure in pocket in case a fall results in the need for outside assistance or the buddy need to be contacted** **For cranes fitted with remote control then it is advised that the driver takes the control unit on the roof (using the sling provided) to ensure that the crane jib is maintained as close to directly above as possible** **The ladder is positioned directly in line with the crane jib when accessing the roof, the reason for this is that the greatest risk is the transition from ladder to roof, or roof to ladder. In the event of a slip in these circumstances the fall arrest will work most effectively with minimal risk of any swing.** **Cranes without remote control will only be used for moving cabins upto 26ft long, the crane should be positioned in the middle of the cabin and this will be deemed satisfactory**	2	5	**10**	**Ladder inspections and training**			

Cuts or damage to hands / fingers when handling chains and lifting equipment	4	3	12	**PPE - Use of protective gloves** **Regular daily inspections of equipment for damage / sharp edges**	4	1	4				
Injury to third parties	4	5	20	**As part of the lift plan the site manager and operator will need to take steps to exclude persons from or adjacent to the work area where they might be at risk. Cones and barriers or strategic placement of site workers will be necessary.**	2	5	10	In certain situations where public access cannot be restricted for the duration of the lift then road or footpath closures will need to be considered.			
Equipment failure	4	5	20	**Defect report system** **Annual LOLER inspections** **Daily equipment inspections** **PPE – Hard hat**	2	5	10				
Head injuries	4	5	20	**PPE – Hard hat**	2	5	10				
Slips, Trips & Falls	4	5	20	**Suitable footwear with good grip** **Use of harness and fall arrest for accessing all cabins at least one trained operative and written Emergency action plan** **Subject to weather conditions, in icy conditions chains to be fitted to each corner from ladder rather than accessing roof. Care must be taken when siting ladder**	2	5	10				
Crush Injuries	4	5	20	**Remote control crane used for complex operations** **Refer to operators manual for equipment used** **Competent qualified operator** **Daily equipment inspections** **Use a tag line / strap for manoeuvring units, no one ever goes underneath units**	2	5	10				
Damage to the environment (including trees, animals and building)	3	3	9	**Whilst all lifting operations will be done in a careful and respectful way, On arrival the driver will identify in conjunction with the site manager all potential obstructions, including trees, wildlife and buildings. The site manager will advise if any of these are protected by law, and the lifting operation will be adapted accordingly.**	2	2	4				
Lone Working				**Regular contact with office / mobile communications or Dial 112 / 999 in emergency**	2	5	10				

	4	5	20	**Remote control on crane**							
High voltage power equipment	4	5	20	**Competent qualified operators, assistance from qualified personnel on site.** **15m from lines suspended by steel, 9 metres from lines suspended from wooden poles**	2	5	10	Training for lifting near high voltage equipment, review PPE requirements	1	5	5

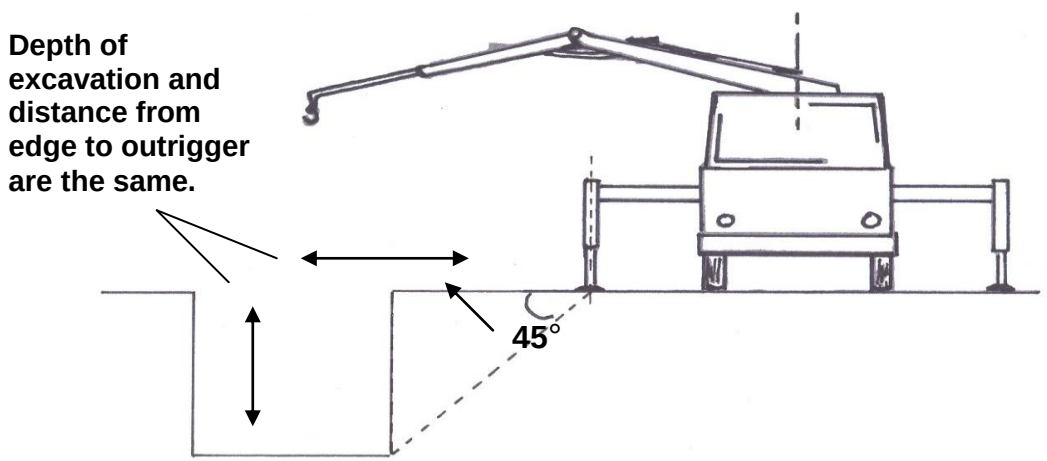
Diagram 1 – Overhead Electric Cables, Steel Pylons



Struck by moving vehicles on site / danger to other people on site from lifting operations	4	5	20	**Wear hi-vis PPE** **Use cones / bollards near stabiliser legs if necessary** **Make plan with site manager on arrival, including arrangements for keeping people out of working area – see method statement**	2	5	10				
Working near excavations	3	5	15	**Do not operate closer to the excavation than it is deep.**	1	5	5				

				Refer to diagram 1 below								

Diagram 1: Position of lorry loader in relation to any excavation



PROCEDURE FOR THE SITE ASSEMBLY AND INSTALLATION OF AN EXTERNAL STAIRCASE WITH A 1050MM x 1200MM SINGLE EXIT LANDING

A) Preparation Notes

1) This document should be read in conjunction with the appropriate standard installation procedures for single and double stacked steel units via crane or HIAB.
2) This procedure requires a minimum of two suitably qualified and competent personnel at all times.
3) The installation team should ensure that they are fully conversant with all aspects of this procedure and the detailed assembly diagrams overleaf prior to the commencement of work.
4) The installation team should ensure that safe handling techniques are adopted at all times.
5) Alsim System Buildings Limited will not be held responsible for any incident, accident or injury, resulting from the installation of a landing, staircase or related item, as described herein.

B) Suggested Basic Safety Equipment Required for all Personnel

1) Safety Boots
2) High Visibility Clothing
3) Hard Hat
4) Protective Gloves suited to this application
5) Safety Eyewear

C) Tools & Equipment Required

1) Crane or HIAB
2) Ladder
3) Socket Set to suit fixings listed below
4) Spirit Level

D) Parts Check List

1) Staircase Assembly, item 1 (x1)
2) Landing Support Leg, item 2 (x2)
3) Brace Bar, item 3 (x1)
4) Handrail Assembly, item 4 (x2)
5) Landing Platform Assembly, item 5 (x1)
6) Landing Handrail Assembly, item 6 (x1)
7) Landing Handrail Assembly, item 7 (x1)
8) M12 x 80mm M/S Bolt (x4)
9) M12 x 50mm M/S Bolt (x5)
10) M12 x 30mm M/S Bolt (x4)
11) M12 M/S Nut (x9)
12) M12 Flat M/S Washer (x22)

E) Step by Step Instructions

1) The staircase can be hung from the left or right of the landing depending on site requirements. The diagrams overleaf illustrate a right hung installation. The position of items 1 and 6 is reversed when left hung.
2) Position Landing Handrail Assembly (Item 6) into preferred positioning holes on Landing Platform (Item 5), making sure the kick plate is on the inside of the landing (see Figure 2). Secure using the designated fixings.
3) Position Landing Handrail Assembly (Item 7) into locating sockets on Landing Platform (Item 5), making sure the kick plate is on the inside of the landing (see Figure 2). Secure by tightening the pre-installed bolts.
4) Lift Landing Assembly, created by steps 2 and 3 above, into position using a suitable crane or HIAB.
5) Position both Landing Support Legs (Item 2) into locating sockets (see Figure 3). Please note that the Landing Support Legs are adjustable to suit ground conditions.
6) Locate Landing Assembly, created by steps 2 and 3 above, to the Top Stacked Unit (see Figure 4) using the unit's integrated staircase bracket. Secure using the designated fixings. This step will require the use of a ladder to reach the underside of the Landing Assembly. The ladder must be footed, or otherwise secured to avoid slippage, at all times.
7) Ensure Landing is level using spirit level prior to final fixing.
8) Secure both Landing Support Legs (Item 2) into position using designated fixings (see Figure 3).
9) Locate Brace Bar (Item 3) between both Support Legs (Item 2) (see Figure 5). Secure using the designated fixings.
10) Fit both Handrails (Item 4) into locating sockets on the outer side of Staircase Assembly (see Figure 6) and secure by tightening the pre-installed bolts.
11) Lift Staircase Assembly (Item 1) into position using a suitable crane or HIAB.
12) Locate Staircase Assembly (Item 1) to Landing Platform (see Figure 7). Please note that the Landing Platform is supplied with 2 sets of three locating points, one set for use in a left hung staircase installation and the other set for a right hung arrangement. Secure using the designated fixings. This step will require the use of a ladder to reach the underside of the Landing Assembly. The ladder must be footed, or otherwise secured to avoid slippage, at all times.

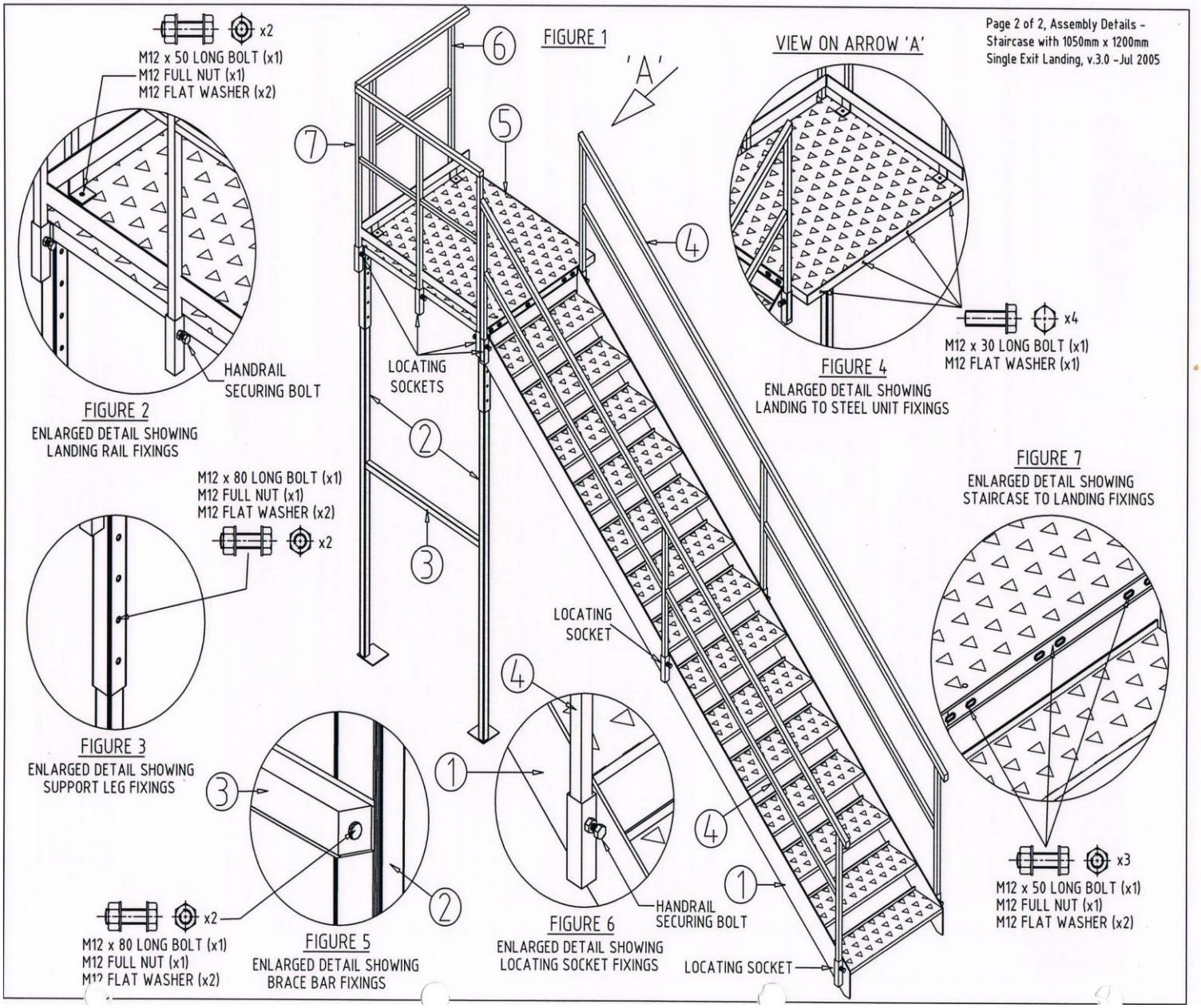


FIGURE 2
ENLARGED DETAIL SHOWING
LANDING RAIL FIXINGS

FIGURE 3
ENLARGED DETAIL SHOWING
SUPPORT LEG FIXINGS

FIGURE 4
ENLARGED DETAIL SHOWING
LANDING TO STEEL UNIT FIXINGS

FIGURE 5
ENLARGED DETAIL SHOWING
BRACE BAR FIXINGS

FIGURE 6
ENLARGED DETAIL SHOWING
LOCATING SOCKET FIXINGS

FIGURE 7
ENLARGED DETAIL SHOWING
STAIRCASE TO LANDING FIXINGS