



Delivery & Collection of Units RAMS

Scope



The scope of this document is to outline the hazard identification and assessment of risk associated with the loading and unloading of our range welfare units and other loads carried by the business. The RAMS has been developed in accordance with BS7121 Part 4, CPA and ALLMI Best Practice for Lifting Operations for management of lifting activities to client's Lift Plans and site risk assessments that define the nature and site safety.

A description of each aspect of the operation has been numbered and detailed with the associated risk listed with supporting controls for the prevention of risk, necessary safe systems and required equipment to provide a hierarchy of risk and control. PPE Requirements are detailed as last line of defence measures for personal protection following the removal of risk and safe system for controlling residual risk and NOT as a safety mechanism. This document also provides guidance for Advanté when responding to CDM Regulation derived Construction Phase Development Plans (Part 3 Section 23) submitted by clients or in their absence where Advanté will determine the complete operations involved in the delivery and collection of their welfare units. In the event of a civil lift or contract lift of other materials CDM may not apply or be provided by the client.

Where specific controls have been established for traffic movements and loading/unloading duties Advanté will follow these where applicable and appropriate to ensure safe site working practices are maintained. In the absence of suitable documentation and where controls may conflict with our specialist safe systems for lorry loading Advanté will maintain the implementation and adherence to their defined procedures.

This version of our RAMS introduces the 5 Points of PPE to include head protection, eye protection, hand protection and foot protection supported by high visibility clothing which is to be worn at all operational locations within Advanté and whilst undertaking delivery/collection activities at client locations.

Advanté drivers hold a range of competences and skills up to and including ALLMI Appointed Person and will as a minimum be qualified to ALLMI Lorry Loader and Signaller and therefore are competent to undertake work as described in our RAMS. The controls within this RAMS are subject to regular review and may be updated between issue to external parties and the completion of works – our drivers will have access to the current version which is available on request.

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| Document prepared and reviewed by: | Document reviewed and accepted by: |
| Richard McCully, Advanté IMS Manager | Gary Jones, Transport Manager |
|  | DocuSigned by:  2F033BA11CA04DE... |
| Date: 9th February 2024 | Date: 13-Feb-24 |



Delivery & Collection of Units RAMS

| Delivery & Collection using Lorry Loaders | | | | | | | | | |
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| STEP 1 HAZARD IDENTIFICATION | STEP 2 WHO MAY BE HARMED | STEP 3 Risk Rating | | | STEP 4 SAFE SYSTEMS AND CONTROLS DEVELOPED TO PREVENT EXPOSURE TO RISK/HAZARD | STEP 5 Residual Risk | | | STEP 6 PPE REQUIREMENTS & ADDITIONAL ACTIONS |
| | | L | S | R | | L | S | R | |
| 1. Arrival at point of work to deliver/collect unit – this can be client site, production yard, depot or roadside location for transloading | Site Operatives Driver Site Visitors | L = 4 S = 4 R = 16 | Prior notification of traffic controls will be communicated to the drivers adhered to and followed throughout time spent on site Site specific controls will be sought and followed by driver inclusive of speed limits, light requirements and escorting vehicles Drivers will sign in/out where required and receive where applicable site induction programmes | L = 1 S = 4 R = 4 | 5 Points of PPE Advanté Safe System & Method Statement All drivers carry there Advanté vehicle pack containing in date: Vehicle V5, Insurance Certificate, MOT documents (inc. trailer), Plating Certificate Lorry Loader Certificate of Test, Lifting, Equipment Test & Certificate, Reduced Pollution Certificate Drivers will always carry their Driving Licence, CPC/ALLMI Card | | | | |
| 2. Weather & ground conditions | Site Operatives Driver Site Visitors | L = 2 S = 2 R = 4 | Strong winds can adversely affect lifting of units and Drivers must assess such conditions as to whether lifting can be conducted under safe and controlled limits Ground conditions can also affect lifting operations and the positioning of the lorry loader unit – Drivers will assess such conditions and liaise directly with Site Representatives regarding access and vehicle requirements | L = 1 S = 2 R = 2 | 5 Points of PPE – wet weather & thermal clothing, sun block and tinted/standard eye protection Clients will be advised in advance if weather conditions are known and likely to cause restrictions LGV access is verified in advance of arrival | | | | |
| 3. Specific Site Conditions – Advanté provide lift movements as managed lifting operations and will therefore comply exactly with documented Lift Plans for each site visited – these include specific requirements for elevated risk sites such as Highways or those Alongside Network Rail or LUL locations | Site Operatives Drivers Site Visitors | L = 4 S = 4 R = 16 | Drivers will check in addition to already advised issues for: Overhead obstructions/cables Plant, equipment and materials stored in and adjacent to loading area Site operatives and visitors who may be exposed to risk from loading/unloading activities Drivers will communicate any concerns to Site Representative regarding the above with requests for moving if deemed necessary or appropriate in order to avoid exposure to risk from the movement of the unit For works considered ALONGSIDE Network Rail or LUL assets Advanté will interface with the client regarding specific Lift Plan controls and restrictions in particular vehicle positioning and no fly zone for crane movements | L = 1 S = 4 R = 4 | 5 Points of PPE – as required by the site – specific requirements are to be made in advance outside of those carried on vehicle Traffic management controls including demarcation of the loading area are the responsibility of the client within their site – details are requested in advance of site access and checked by Driver when on site to ensure compliance and operation within defined areas | | | | |



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| | | L | S | R | | L | S | R | |
| 4. Public Areas of Operation | Public Other Road Users Driver | L = 4 S = 4 R = 16 | Drivers may be required to transload units when making deliveries/collections. When required suitable locations must be sought by Driver that would not obstruct or contravene Traffic & Highway Regulations to perform transloading Drivers must inspect the area and ensure that no member of the public is in the direct area of the loading operation Vehicle lights may be used at the discretion of the Driver Notification to the Transport Department will be made in advance of transloading – during working hours | | | L = 1 S = 4 R = 4 | 5 Points of PPE – all necessary protective equipment is to be used when conducting transloading including harness and direct line to inertia reel fall arrest block Drivers will through preference use defined service station areas with sufficient lorry access and parking areas | | |
| 5. Setting up lorry loader in advance of and conducting lifting operations to provide stable lifting solution | Driver Site Operatives Site Visitors | L = 3 S = 3 R = 9 | Distributed Outrigger Loads using Standard Outrigger Mats carried on the Crane Lorry confirmed in the Method Statement. Lorry standing area should support the Lorry and Crane Lorry Loader equipment and be assessed by Driver as being suitable for the required lifting operations. Suitable load spread mats must used under feet where necessary – no manual handling required Visual check to be made by Driver that outrigger feet have not been placed on or near drains/cables/other services that may be unstable or be damaged under load Drivers must self-assess situations where above controls may not be possible due to site specific conditions Lifting area to be demarked by driver if required by client to protect site users and others from lifting operation | | | L = 1 S = 2 R = 2 | 5 Points of PPE – as required for location of operations, see other relevant sections Liaison with Site Representative and Transport Department if required to address: Requests for movement of equipment/materials/plant Clearance of area of personnel Access issues specific to site conditions Advanté pads are lifted using crane to prevent manual handling risk | | |



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| Delivery & Collection using Lorry Loaders | | | | | | | | | |
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| | | L | S | R | | L | S | R | |
| <p>6. Lift and loading/unloading of unit – For those units not fitted with low level lifting points</p> | <p>Driver Site Operatives Site Visitors Public</p> | <p>L = 4 S = 4 R = 16</p> | <p>Drivers will follow site specific controls regarding access to unit roof – where not allowed the following will be undertaken</p> <p>Working at Height: Harness to be put on prior to commencing loading operations Ladders to be inspected prior to use and attached via strop to ensure sufficient footing Ladders securely attached to unit/lorry via strop to ensure sufficient footing Chains to be moved to corner being attached to pre-position hooks prior to accessing ladder Fall arrest line must be hooked to harness prior to accessing ladder. Ladder to be securely footed prior to use and 3 points of contact to be maintained when in use</p> <p>Access to Roof: At sites where access to unit roof is allowed Drivers will place and foot ladder as described above and ensuring ladder extends approx. 1m above unit roof height to gain access to unit roof Fall arrest must be connected prior to accessing ladder Drivers will work from centre line of unit and only access corners from this area walking to corner twist lock not along edge of unit Chains to be pre-positioned where possible to reduce work required to engage twist locks</p> <p>AT ALL TIMES WHEN DRIVERS ARE WORKING AT HEIGHT (OFF GROUND) FALL ARREST MUST BE USED – HARNESS MUST BE ADJUSTED AND WORN IN CORRECT MANNER</p> | | | <p>L = 1 S = 4 R = 4</p> | <p>5 Points of PPE and in addition: Working at height is prevented by use of ladders to chain and de-chain units wherever possible Cradle Harness BS 361:2002 – Advanté drivers – external drivers may use alternative harness specifications Fall Arrest equipment Support from site-based slinger/banksman where available</p> <p>Vehicle Information Each vehicle will carry a document pack containing the following: Certificates of Thorough Examination for all lifting equipment Registration, Licence and Insurance Documents Drivers Qualification documents</p> | | |



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| | | L | S | R | | L | S | R | |
| 7. Double Stacked Units, Links and Staircase/Landing Units | Driver Site Operatives Site Visitors | L = 4 S = 4 R = 16 | The same controls as per above must be followed when double stacking units and lifting/erecting links and stair structures with the added consideration of ground stability issues to ensure that the units remain stable and that pads are sufficient to bear loadings Units must be securely located using the Twistlock mechanisms and inspected as such If lifting blind qualified signaller must be in contact with crane operator for provision of instruction | L = 1 S = 4 R = 4 | 5 Points of PPE Working at height is prevented by use of ladders to chain and de-chain units wherever possible Cradle Harness BS 361:2002 – Advanté drivers – external drivers may use alternative harness specifications Fall Arrest equipment as affixed to lorry loader Support from site based slinger/banksman | | | | |
| 8. Lorry Loader de-rig including retracting legs and prepare to leave site | Driver Site Operatives Site Visitors | L = 3 S = 5 R = 15 | Drivers must ensure that all outriggers are retracted and equipment stowed safely before leaving site As per Fassi guidance and this RAMS drivers MUST not stand on the inside of legs being retracted but outside of their reach to prevent any risk of being trapped and/or crushed Loaded unit must be secured and stropped and Lorry Loader fully retracted Liaison with Site Representative must be made to inform them of vehicle movement All site-specific traffic controls must be adhered to | L = 1 S = 5 R = 5 | 5 Points of PPE At all times drivers must make sure that the working area surrounding the lorry stabilisers is not entered by any site resource or other personnel – drivers are to check the stabiliser footprint and instruct any persons near the area to move prior to retracting the legs | | | | |
| 10. Manual Handling | Driver | L = 3 S = 3 R = 9 | Drivers have been involved in the assessment of manual handling risk which relates to the access to and site conditions in respect of ground obstructions and the attachment and detaching of chains to lorry loader job which is completed by positioning the job in the location of the chains and attaching chains individually and at no time lifting the entire chain length. <i>Pads are moved by the crane to prevent manual handling</i> Remote control for lorry loader is attached to harness and has grip positions of holding and use | L = 1 S = 3 R = 3 | PPE - hard hat, gloves – leather/protective glove, boots – laced fastening with toe & mid sole protector, eye protection and high visibility clothing | | | | |



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| | | L | S | R | | L | S | R | |
| 11. Chaining/De-chaining and guiding units from ladder | Driver | L = 4 S = 4 R = 16 | When units are chained/de-chained or guided into position from ladders (instead of unit roof) ladders are to be securely stopped. All work conducted using ladders is done so with fall arrest attached to provide fall arrest in event of fall | | L = 1 S = 4 R = 4 | 5 points of PPE and in addition - Cradle Harness BS 361:2002 | | | |
| 12. Outrigger Mats – positioning and handling – various sizes, transported using trailer. Size dictated by load/lift ratio | Driver Site Operatives | L = 3 S = 3 R = 9 | The Lorry Loader will be short-rigged and the mats lifted to the correct outrigger position using the lorry loader and then each outrigger positioned on relevant mat or one of a greater size to reduce pressure loading and increase capacity on soft ground | | L = 1 S = 3 R = 3 | 5 points of PPE and in addition - Cradle Harness BS 361:2002 | | | |
| 13. Lone Working | Driver | L = 4 S = 4 R = 16 | All LGV drivers can, if necessary, contact the Transport Department to inform them of commencement of works and arrange to contact them post work to advise successful completion of tasks – this can be applicable to all points of work and not limited to transloading units All drivers are trained and competent in the use of their equipment including the controls contained within this safe system of work and method statement | | L = 1 S = 4 R = 4 | 5 Points of PPE Advanté LGV drivers are issued with personal lone worker alarms that monitor movement and angle – each alarm is linked to our phone system and out of hours phones for notification of lone worker incidents | | | |
| 14. Client Specific Documentation Instructions | Driver Site Operatives | - | All communication from client to be provided for delivery/collection and reviewed by driver prior to accessing site | | - | Those that are outlined and requested from the client – these controls are site specific and will be in addition to Advanté developed controls | | | |
| 15. PPE Requirements | Drivers Site Operatives | - | Throughout this RAMS all PPE requirements are specified for each work task. As a minimum requirement Advanté drivers and operatives will as a minimum wear: Hard hat to BS EN397: 1995 Gloves – appropriate to banking tasks Protective Footwear inclusive of toe and sole protection, laced, grippy soles and ankle support High Visibility vest or clothing – jackets may be used during winter Eye protection – to BSEN 166 | | - | PPE is to be used as last line of defence only in protecting the individual wearing it – the steps stated within this RAMS detail the actions undertaken to remove risk, create safe systems of work and consideration of additional actions by the operatives involved in completing the tasks | | | |



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| | | L | S | R | | L | S | R | |
| 16. Vehicle Defects – any issue that could lead to the release/spillage of fluids whilst on site | Drivers Site Operatives | L = 3 S = 2 R = 6 | <p>Vehicles are all maintained in accordance with DOT requirements of O License obligations including 6 weekly servicing & inspection plus daily driver inspections & reporting. Any defects will be acted upon based on their severity – anything involving the mechanical systems will require vehicles to be removed from service for immediate repair.</p> <p>All Advanté LGV's carry a 50 Litre Oil and Fuel Spill Kit as standard equipment consisting of Absorbent Tiles, Absorbent Socks and Disposal Bag.</p> <p>In the event of any spillage drivers will wear suitable PPE and contain spillage and recover bagged waste from site – reporting will be made to our Transport function and drivers will liaise with site to ensure that site controls are maintained.</p> <p>Vehicles will be recovered if immobile</p> | | | L = 1 S = 2 R = 2 | <p>In the event of a spillage or release of vehicle fluids sufficient PPE will be worn to prevent exposure to skin – this will include gloves, footwear and eye protection in accordance with the above entry</p> <p>Care MUST be taken with any fluid if hot and spillages should be contained using the barrier/boom and then absorbed to collect residue</p> <p>Any items from the Spill Kit that are used to be notified to the Transport Manager/Department and immediately replaced.</p> | | |



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Risk Assessment Methodology Template:

L = Grade given to the likelihood of the hazard occurring

S = Grade given to the severity of the hazard

R = Multiply the grade given to the likelihood by the grade given to the severity to determine resulting risk

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|-------------------|------------------|--------------|---------|------------|---------|-----------|
| Likelihood | 5 Almost Certain | 5 | 10 | 15 | 20 | 25 |
| | 4 Likely | 4 | 8 | 12 | 16 | 20 |
| | 3 Possible | 3 | 6 | 9 | 12 | 15 |
| | 2 Unlikely | 2 | 4 | 6 | 8 | 10 |
| | 1 Rare | 1 | 2 | 3 | 4 | 5 |
| | | 1 Negligible | 2 Minor | 3 Moderate | 4 Major | 5 Extreme |
| Severity | | | | | | |

Green = low risk

Yellow = medium risk

Red = high risk

Only one hazard item is shown per row to clearly show risk, preventive actions and controls

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| RESCUE PLAN DETAILS |
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| The rescue plan has been created in response to the controls established to prevent unnecessary access to units when ladder access to de-chain can be undertaken | | |
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| Incident | Response | Resource |
| Incapacitating injury when attached to fall arrest (not unconscious) and chains not attached to unit – if unconscious auto descender will allow safe descent | Operative to lower himself using remote controls attached to Cradle Harness BS 361:2002 Operative to contact emergency services if injured Operative to contact Transport Department | Lorry Loader Transport Department Lorry Loader Transport Department |
| Incapacitating injury when attached to fall arrest (not unconscious) and chains not attached to unit – if unconscious auto descender will allow safe descent | Lorry Loader to lower himself using remote controls attached to Cradle Harness BS 361:2002 Operative to contact emergency services if injured Operative to contact Transport Department | Crane Driver Yard Operatives Production Foreman |
| <p>Note: The Cradle Harness BS 361:2002 type has been selected to ensure that when properly used and adjusted in the event of a fall the wearer will be suspended from the ventral attachment and slung in the harness allowing use of arms and legs if not injured. Remote controls for the lorry loader are to be attached to the side rings so that access can be made when suspended and the operative can be lower themselves to the ground.</p> <p>The specification of the harness will not fully eradicate the risk of toxic shock in the event of a fall arrest however the design and cradle type will increase the length of time an operative can be suspended before the onset of this condition.</p> | | |