

**EXAMPLE METHOD STATEMENT –
Offloading and on site movement of underground rainwater harvesting tank**

WARNING: This is an example only – site specific information to be added before use

Company:

Company Address:

Project:

Project Address:

Assessment date	Review date	Name of assessor	Unique reference

PPE

				
Protective footwear	Hi-vis	Protective gloves	Hard hat	Safety glasses

PLANNED TASK ACTIVITIES

Unloading and moving underground rainwater harvesting storage tanks must be undertaken by briefed and authorised personnel and involves the activities listed below

- Visual inspection of the tank by an authorised person, confirmation that it appears to be free of obvious signs of damage, and signing-off the delivery note
Warning: the tank becomes the responsibility of the site at this stage
- Ensuring the delivery vehicle is positioned in a suitable place for unloading the tank
- Ensuring the area around the vehicle is clear of both materials and people (other than those involved in the unloading/movement of the tank who are to maintain a safe distance at all times the tank is other than in a stable and unsupported state)
- Positioning and use of suitable lifting machine
- Tank to be empty of water or other liquids
- Attachment of the tank to the machine using chains and D shackles (if the tank has suitable lifting eyes) or strops (including a load-spreading bar if appropriate)
- Attaching m steadying ropes to the chains/strops
- Test-lifting of the tank to ensure it is stable and horizontal
- Adjusting chains or lifting straps as necessary
- Lifting the tank clear of the delivery vehicle, stabilising it with steady-ropes
- Once clear of the delivery vehicle, lowering it to a safe height for moving (c400mm)
- Ensuring a clear and even route to the installation location
- Lowering the tank on to its installation base
- Stabilising the tank in accordance with the installation method statement, or temporarily on adjacent firm ground
- If the latter, ensuring the tank is stable and marked as a hazard to be avoided

METHOD TO BE USED

The numbered list below shows the method statement for unloading this rainwater harvesting tank and moving it to its installation location. The main elements are included within this list. However, additional precautions/ requirements may be required on site for site-specific reasons.

1. Identify, brief and authorise the unloading team
2. Assemble at the unloading point equipped with appropriate PPE
3. Identify the unloading position, and the route to be taken to installation site
4. Ensure that the area around the unloading point, the movement route and the installation site are clear of materials and people (except those involved in unloading and moving the tank)
5. Inspect the condition of the tank and sign off the delivery note
6. Ensure the tank is empty
7. Position suitable lifting machine adjacent to the delivery vehicle, with the point of lift over the approximate position of the tank's centre of gravity
8. Attach the tank to the lifting machine using:
 - a. Chains and D-shackles, if the tank is fitted with lifting eyes
 - b. Lifting straps if not fitted with lifting eyes
 - c. A spreader bar if the tank is in excess of 2m long
9. Attach 5m steady-roles to the chains or straps
10. Test lift the tank to ensure it is stable
11. Adjust chain/strap lengths as necessary to level the tank
12. Once stable and level, lift the tank clear of the delivery vehicle, ensuring all lifting team personnel stay a minimum of 5m clear of the tank until it is stable and unsecured on a firm surface
13. Once the tank is clear of the delivery vehicle, lower it to a transportation height of c400mm above the ground
14. Move the tank at slow walking pace to its installation site, keeping it steady with ropes throughout
15. At the installation site, install in accordance with a separate method statement, or lower to the ground, secure and erect warning signs

ACCESS REQUIRED

Directed access will be required for the delivery vehicle

WORKING ENVIRONMENT RESTRICTIONS

The working environment is on a fully operational construction site, with all tank unloading and movement related activities to be undertaken in accordance with the site induction briefing

In particular, it is anticipated that open excavation works will be taking place around the tank installation site, in which location all activities are to be undertaken strictly in accordance with the site induction briefing and the verbal instructions of the tank unloading/positioning team

EMERGENCY PROCEDURES

These are to be in accordance with the site induction briefing

OPERATIVES

The unloading/position team are fully competent, briefed and authorised to undertake the task.

PLANT, TOOLS AND MACHINERY

The tank unloading/positioning task requires the use of a suitable lifting machine and suitable lifting accessories such as lifting chains and D-shackles, lifting straps and a load-spreading bar

APPROVALS

This method statement has been prepared and approved by:

Signed: Name: Date:

Please sign below and confirm that you are aware of and understand the above risk assessment:

Signed: Name: Date:

(Task operatives)