

WH BENCE COACHWORKS
BERKSHIRE MRI



RISK ASSESSMENT / METHOD STATEMENT

PROJECT DETAILS

Date:	Friday 7 th November
Prepared By:	Nick Warren
Customer:	Berkshire Independent Hospital
Customer Contact:	TBC
Contact Telephone Number:	TBC
Collection Site Name:	W H Bence
Delivery Address:	Swallows Croft Wensley Road RG1 6UZ
Customer Contact Name:	TBC
Customer Contact Telephone Number:	TBC
Mobile Telephone Number:	TBC

EQUIPMENT DETAILS AND DESCRIPTION OF WORK

Description:	Weight	Dimensions
Berkshire MRI	28000KG	15M X 4M X 3.3M
Hiab Required	No	
Road Closure/Traffic Management Required	Yes	
Any other anomalies:	No	
Hazardous Waste Disposal Required:	No	
Site Induction Required:	No	
Advance preparation by client as discussed at the time of Site Survey		
Entrance and Exit route to be clear of parked vehicles and all surrounding areas near car park to be closed to traffic and pedestrians. Pedestrian pathway to be closed for the duration of delivery approx. 6 hrs (length of closure to be reviewed throughout delivery) as pedestrian path will need to be kept closed for the duration from set up to pack down of all equipment).		

LABOUR AND MATERIALS DETAILS

Date:	TBC
Number of Men:	2
Special Skills:	1 Experienced driver plus 1 escort driver
Number of Days/Hours:	1
Vehicle Required	1 tractor unit and 1 Escort vehicle
Site Access Route via	Swallows croft, Wensley Road
Hours of Access	0800hrs
Access / Vehicle / Parking Restrictions	Site to be clear of pedestrians and vehicles
Permits / Police Permission	No
Road / Pathway Surface Type and Condition	Tarmacked and concrete and Brick
Drains, Manholes, Weight Restrictions	TBC by Estates
Architects, Building Surveyors	N/A
Photographs	Yes

SUMMARY SHEET FOR TRANSPORT MATERIALS

General Tackle		Lifting Tackle	
Load spreader	N/A	Jacks 5 Ton	N/A
Rollers	N/A	Jacks 10 Ton	N/A
Skoots	N/A	Stacker	N/A
Skates	N/A	Genie Lift	N/A
Power Climber	N/A	Gantry	N/A
Stair Climber	N/A	Block and Tackle	N/A
Sleepers	N/A	Girder Trolley	N/A
Deals	N/A	Shackles/Chains	N/A
Roller Crowbar	N/A	Eye Bolts	N/A
Skateboard	N/A	Slings	N/A
Water piping	N/A	Tirfor Winch	N/A
Barriers	N/A	Scaffold Podium	N/A
Blocks	N/A	Specialised Equipment	
Alignment Tool	N/A	Pusher	N/A
Hilti Drill	N/A	Air Pads	N/A
Chop Saw	N/A	Fork Lift Extensions	N/A
Tool Chest	N/A	Magnet Lifting Beam	N/A
Sack Truck	N/A	Magnet Wheels	N/A
Unpacking Tools	As required	Toshiba Transport Wheels	N/A
Road Protection & Awareness		Other	
Road Boards	N/A	Ladder	N/A
Road Cones / Barriers	As required	Dust Sheets	N/A
Warning Signs	As required	Vacuum Cleaner	N/A
Personal Protection Equipment (PPE)			
Hard Hats		Yes	
Luminous Jackets		Yes	
Eye Protection		No	
Footwear		Yes	
Gloves		Yes	
Safety Harnesses		N/A	
Radios		Yes	

Notes:

DELIVERY METHOD STATEMENT

Pre – Works Procedures	
Car Parks to be coned off as detailed previously, access to the whole car park will be required as once the crane is in position Bence Truck will then reverse on to site through the fence which will be removed before arrival by contractors organised by yourself this will also include closure of pedestrian footpath for approx. 6hrs.	
Third Party Arrival and Positioning of Vehicles:	
Time of arrival	0600
Access via	Swallow Croft, Wensley Road
Parking area	Car park area (crane RAMS)
Site Preparation:	
Road Closure / Traffic Order	Yes
Road Signs	N/A
Warning Signs	N/A
Evacuation areas	N/A
Floor Covering	N/A
Platform	N/A
Hiab Arrival and Positioning:	
Arranged with	N/A
Hiab Size	N/A
Time of arrival	N/A
Access via	N/A
Set up area and Position	N/A
Rigging Statement	N/A
Special conditions to be aware of	N/A
Fork Lift Arrival and Positioning:	
Arranged with	N/A
Time of arrival	N/A
Capacity	N/A
Height of Lift	N/A
Special Needs: e.g. Fork Lift Extensions Low Mast Height	N/A
Scaffolding:	
Arranged with	N/A
Time and date of set up	N/A
Set up and Position	N/A
Special Needs:	N/A

Crew Review of Method Statement and Signatures.

I have read and reviewed the Method Statement as detailed above.

Name	TBC	Signature	
Name	TBC	Signature	

Overview/ Method Statement

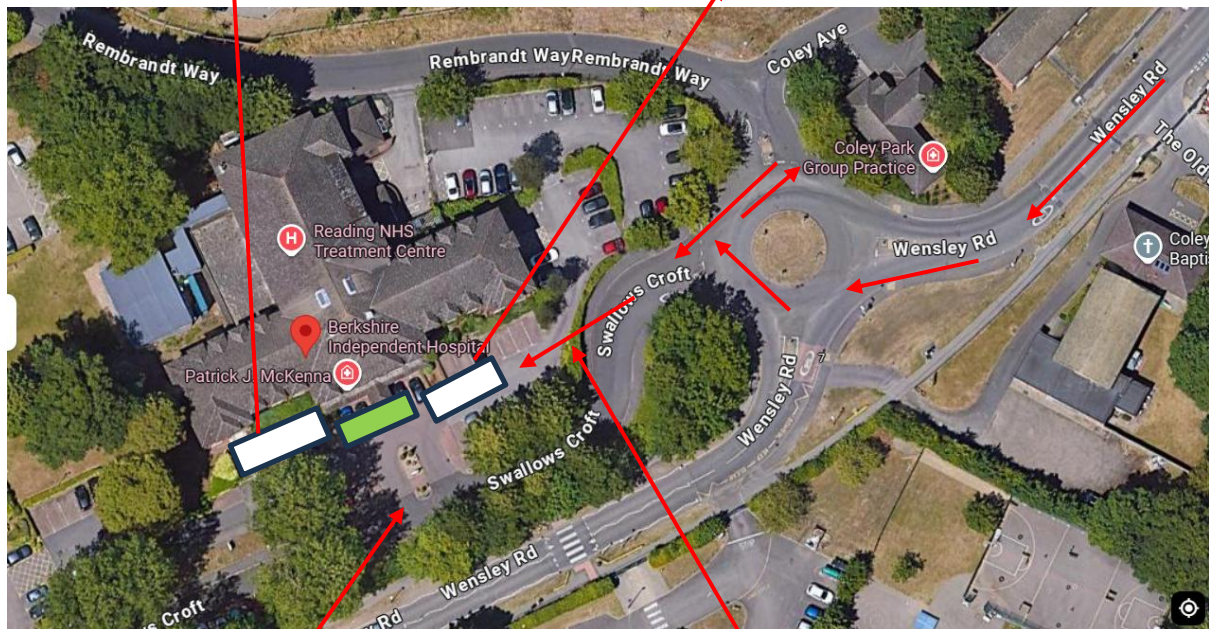
The Bence HGV Driver and Escort driver will load the MRI unit on to the trailer and secure it using chains and tensioners, wide load marker boards and flashing lights will be added, they will then make their final checks and once both members of staff are happy they will leave Yate and travel to Berkshire Independent Hospital in Reading following a movement order that has been authorised by all the authorities(Esdal).

They are expected to arrive at Berkshire Independent Hospital at approx. 0800hrs, where Emersons Crane personnel will already be on site setting up from 0600hrs (crane RAMS), before entering the site the escort driver will check all areas to confirm the site is safe for the HGV driver to enter. The HGV driver and escort will arrive at the Hospital from Wensley road so the hospital is straight ahead of them, they will enter the roundabout and go past the entrance so the tractor unit and trailer is in line with the entrance road to hospital, The escort will then act as a banksman and back the unit of the roundabout in to the entrance road for the hospital, where there will be a prepared gap in the fence and hedge and signage will also be on each end of pedestrian footpath clearly showing that the foot path is closed and this will be in place for the duration of the job approx. 6hrs (this will be reviewed through the duration of delivery). so, the unit can be backed straight into Hospital car park from the roundabout, the driver will then position the unit to where he is instructed to do so by crane personnel. Once all personnel are happy the securing chains will be removed and crane lifting eyes will be fixed to the MRI unit. Crane personnel will begin fixing lifting equipment, (see crane RAMS).

The unit will be lowered into position where packing pads will be located on the pad for the unit to sit on, while chains are still connected the levels will be checked using spirit levels. When all staff are happy the units are level, the chains will be removed by crane staff. The Bence driver and escort will then remove lifting eyes and prepare unit for use, Connecting Ramp, landline, water, data and waste, checking all items inside and removing the transport bracket. They will then begin a walk round check with staff from the trust, when everyone is happy the handover paperwork will be signed. The Bence HGV driver and Escort will leave site to return to W H Bence.

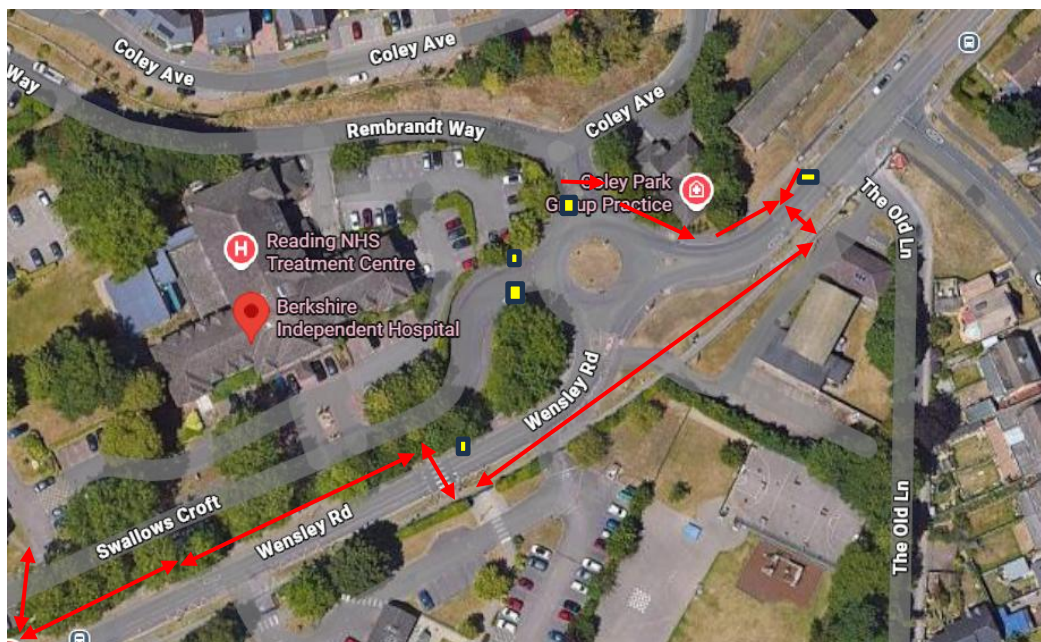
Final set down place for MRI

HGV Truck and MRI



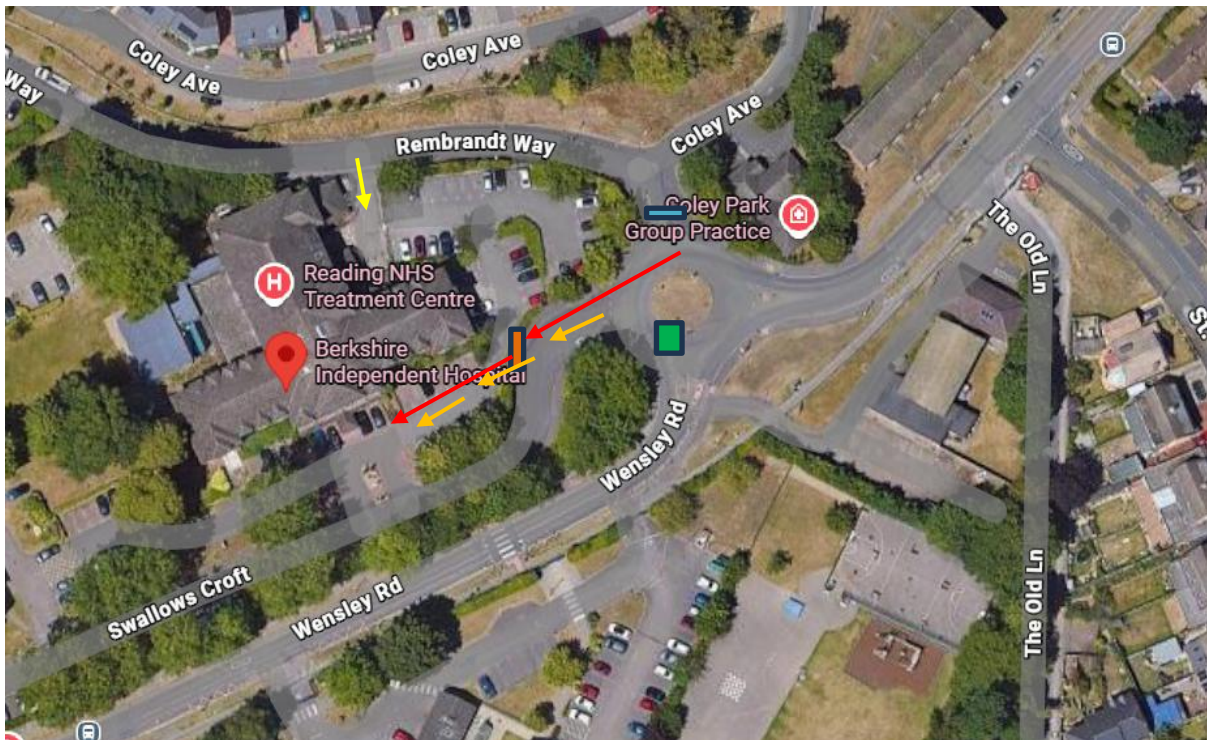
CRANE

Opening in fence and hedge for access



 Paths to be closed at yellow marks

 Route to be taken by Pedestrians



Track through hedge for crane to get into location before Bence HGV arrives



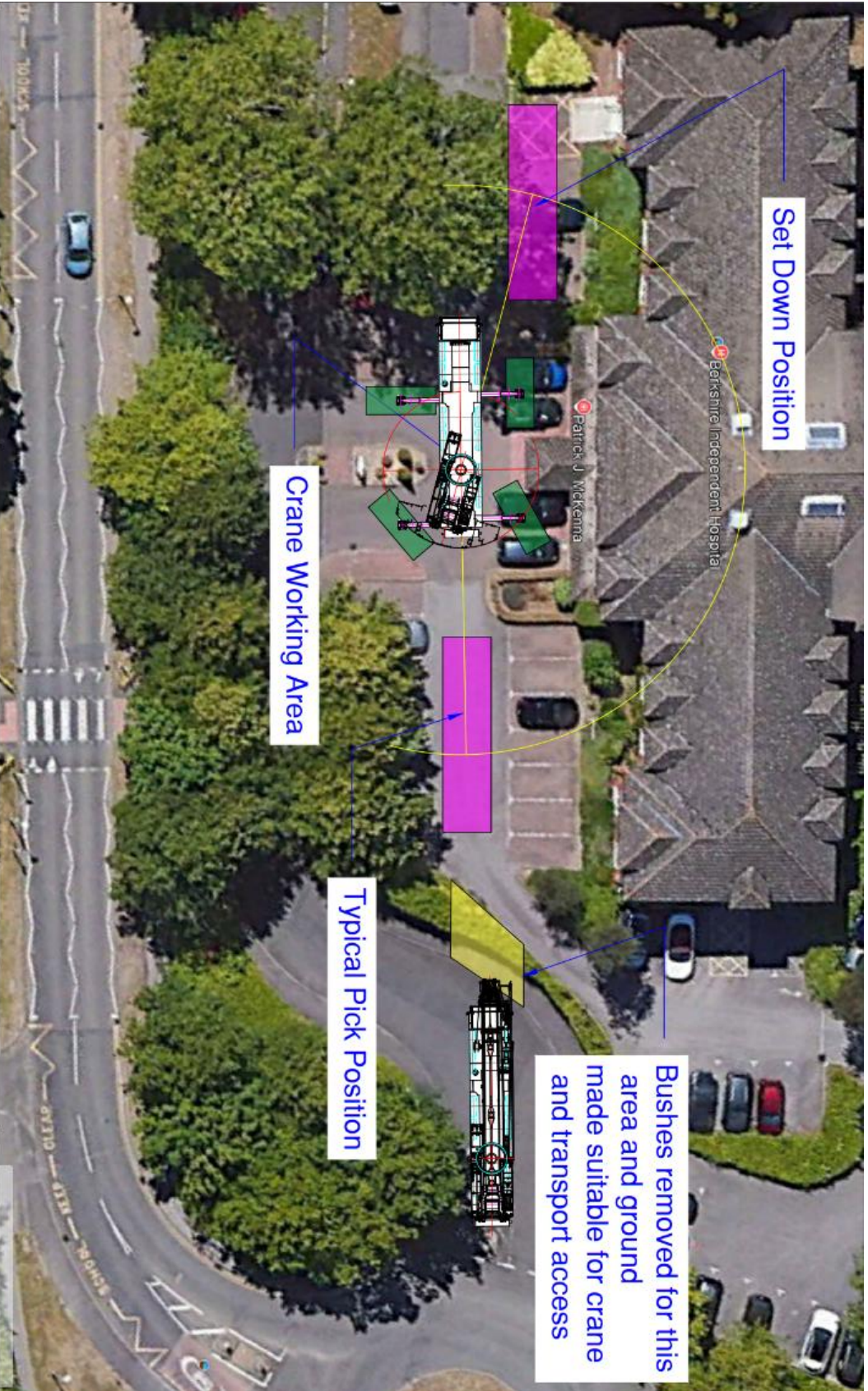
Escorts van to stop traffic from Rembrandt Way



Escort van to park stopping traffic while banksman backs Bence HGV into location



Banksman on 2 – way radio watching Bence HGV into location



Risk Assessment Form

Establishment :	Berkshire Independent Hospital	Assessment No:	07112025	Assessment Date:	07.11.2025
Department :		Assessment Type (Delete as appropriate; see Note 1)			
		Generic			
Activity/Process: All activities carried out at the above address					
Assessor		Line Manager Acceptance (See Note 2)			
Name:	Nick Warren	Name:	Conrad Stanley		
Job Title:	Transport Planner	Job Title:	Service Manager		
Signature:		Signature:			

Hazards (Include Hazard Survey Number where applicable)	Who is at Risk?	Control Measures (Specific existing Control Measures)	Risk Rating (Likelihood X Consequence) (See Note 3)	Additional Controls (Each Control Measure is to be specific and managed)	Residual Risk Rating (See Note 4)	Management Plan		
						Owner	Target Date	Comp Date
Arrival on unfamiliar site	All	Personnel unaware of site conditions, restrictions and rules	1 x 3 = 3	All personnel to report to site management And attend a site specific Induction.	1 x 2 = 2	Bence	07.11.2025	07.11.2025
Other Vehicles/ Personnel	All	Non-essential personnel or Vehicles entering the set up area.	1 x 3 = 3	Set up area to be cordoned off and access restricted to personnel and equipment essential to operations	1 x 2 = 2	Bence	07.11.2025	07.11.2025
Minor personnel Injury	All	Minimum PPE, of hard Hat, Steel toe cap boots, Gloves and overalls to be worn at all times by all personnel concerned with lifting operations	1 x 2 = 2	Controls adequate	2	Bence	07.11.2025	07.11.2025
Injury caused to personnel from slips, trips and falls		Good housekeeping to be ensured. The lifting area to be kept tidy, and any trip hazards to be clearly marked and identified.	1 x 2 = 2	Controls adequate	1 x 2 = 2	Bence	07.11.2025	07.11.2025
Spills	All	All vehicles contain spill kits to manage spills effectively (both environmentally and safety aware) until an engineer can arrive on site to resolve the issue that caused the spill.	1 x 2 = 2	Controls adequate	1 x 2 = 2	11.06.2025	07.11.2025	07.11.2025
Operation of Hydraulic systems	All	Correct PPE is to be worn at all times. Should the Hydraulic legs fail on the trailers there is an automatic lock valve that will fall	1 x 2 = 2	Controls adequate	2	Bence	07.11.2025	07.11.2025

		into place to avoid injury to personnel. Should this error occur there is a manual handpump override to ensure that the unit can be safely installed whilst awaiting an engineer to resolve issue.						
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Line Manager Assessment Review (See Notes 2 and 5)							
Review Date:	TBC	Review Date:	TBC	Review Date:		Review Date:	
Name:	Conrad Stanley	Name:	Conrad Stanley	Name:		Name:	
Job Title:	Service Manager	Job Title:	Service Manager	Job Title:		Job Title:	
Signature:		Signature:		Signature:		Signature:	

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Consequence			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

- 4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.

5 Risk Assessments are to be reviewed:

- Annually.
- If there is reason to doubt the effectiveness of the assessment.
- Following an accident or near miss.
- Following significant changes to the task, process, procedure or Line Management.
- Following the introduction of more vulnerable personnel.
- If “Generic” prior to use.

COSHH: We will not be using any noxious substances for the tasks involved.

CLEARANCE: All handling and equipment packaging will be removed from site before dispersal