

## **METHOD STATEMENT LOADING AND UNLOADING OF VEHICLES**

### **Activity**

Loading and Unloading of Vehicles

### **Location**

Various

### **Staff allowed**

Stage Management staff

### **Students allowed**

Years 1, 2 and 3 under the supervision of the Stage Management Assistant/vehicle driver

### **Risk Rating**

M4

### **Date of creation/revision of MSP**

Reviewed: 14.09.2020, Kate Russell

Created: 26/09/2017

### **Before Use**

- Ensure that there are always enough people on hand to complete the task e.g. lifting heavy pieces of furniture and objects in and out of a vehicle
- Staff and students should wear appropriate clothing and PPE, (high visibility jackets and steel toecap boots/shoes)
- All students should be trained in manual handling
- Park the vehicle off the road, away from the public in a suitable loading bay or area whenever possible
- Take note of any pedestrians and/or traffic flow around the parked van, and the path to it, before attempting to load or unload a vehicle in a public place
- Students will be supervised by the driver and shown how to load safely e.g. weight distribution when loaded, securing breakables, wheeled objects etc.

### **During use**

- The person(s) should gauge the size of the task ahead and only lift what they feel comfortable with
- Ensure that there are no obstructing objects left for others to potentially trip, fall or knock into
- Follow the manual handling regulations and lift in the correct manner
- Be continually aware of any pedestrians and/or traffic flow around the parked vehicle, and the path to it. Ensure that a clear path is maintained for any pedestrians and/or traffic, when loading in a public place