

# **SAFETY METHOD STATEMENT**

**For**

**Waste and Recycling Collections**

**At**

**The Customer**

Date: 17<sup>th</sup> December 2018

## Contents Page

1. Main Contractor Details
2. Clients Name
3. Site address and exact location of works
4. Description of task / activity / project to be undertaken
5. Brief description of site
6. Provisions & arrangements by client
7. Legislation
8. Statutory notices, surveys and preliminaries
9. Access & egress arrangements
10. Responsible personnel
11. Site induction & Procedures
12. Sub-Contracted Elements & Control
13. Client or site specific safety rules that apply to the project
14. Personnel involved including managers, supervisors & operatives
15. Welfare facilities
16. Waste containment
17. Disposal of waste materials (non hazardous)
18. Scope of works
19. Vehicles to be used on site
20. Sequence of operations
21. Hot Works
22. Completion arrangements
23. Amendments
24. Site Safety
25. Environmental Considerations
  - a. Noise
  - b. Dust
  - c. Escape of waste
26. Documentation to be present on site
27. Emergency Preparedness
28. Emergency Procedures
  - a. Falls from Height
  - b. Discovering non-compliant materials
  - c. Fire & First Aid
29. First Aid
30. Nearest Hospital
31. COSHH hazardous substances likely to be used
32. PPE Requirements
33. Method Statement Briefing Record
34. Quality Assurance

## Work method and risk assessment for Waste and Recycling Collections

This method statement and risk assessment is for securing the health and safety of all those who are carrying out the waste collections and all others who may be affected by it.

Before commencement on site each employee is informed on the general health and safety plan and procedures.

The works will be carried out by two-man crews, one of which will be a senior operative. A Supervisor/transport manager will have day to day control of the collections.

**Prepared by Patrick Roche**

**17<sup>th</sup> December 2018**


<b>1. Main Contractor details:</b>	<b>Company Name:</b>	Max Recycle		
	<b>Address:</b>	Hawthorne House Blackthorn Way Sedgeleth Industrial Estate Fencehouses Tyne & Wear		
	<b>Project Manager:</b>	Patrick Roche – Operations Director		
	<b>Tel:</b>	0101 3851300		
	<b>E-mail:</b>	patrick@maxrecycle.com		
	<b>Person in Charge of service delivery:</b>	David Tate – Senior Transport Manager		
<b>2. Clients name:</b>	The Customer			
<b>3. Site address and exact location of work:</b>	The Customer's address.			
<b>4. Describe the task/activity or project being undertaken:</b>	Collection of General Waste and recycling waste from The Customer locations.	<b>Start / Finish date:</b>	As per schedule	
		<b>Start / Finish Time</b>	As per schedule	
<b>5. Brief Description of Site:</b>	As per customer address			
<b>6. Provisions &amp; Arrangements by Client:</b>	Dedicated collection points including waste compound.			
<b>7. Legislation:</b>	<p>During the course of the project all regulations and approved codes of practice to follow shall be adhered to at all times whilst on site:</p> <ul style="list-style-type: none"> <li>• Health and Safety at Work Act 1994</li> <li>• Manual Handling Operations Regulations 1992</li> <li>• Lifting Operations and Lifting Equipment Regulations 1998</li> <li>• The Management of Health and Safety at Work Regulations 1998</li> <li>• Personal Protective Equipment at Work Regulations 2002</li> <li>• Control of Substances Hazardous to Health Regulations 2002</li> <li>• Control of Noise at Work Regulations 2005</li> </ul>			

	<ul style="list-style-type: none"> <li>• Environmental Protection Act 1990</li> <li>• Section 34 EPA 1990</li> <li>• Hazardous Waste Regulations 2005</li> <li>• WISH Waste 25 – general public in waste containers</li> </ul>																				
<b>8. Statutory Notices, Surveys and Preliminaries:</b>	No Statutory Notices are required for the works undertaken; however, a full survey of all The Customer sites will be undertaken prior to the commencement of any work.																				
<b>9. Access &amp; egress arrangements to/from site and the working place(s)</b>	Access and egress will be as per the Customer signage, as directed by The Customer staff and Public Highway requirements.																				
<b>10. Responsible Personnel:</b>	<p>Personnel directly responsible for carrying out the works:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Contact Location</th> <th>Contact Number</th> </tr> </thead> <tbody> <tr> <td>Patrick Roche</td> <td>Operations Director</td> <td>Office</td> <td>0191 3851300</td> </tr> <tr> <td>Donna Ingram</td> <td>Financial Director</td> <td>Office</td> <td>0191 3851300</td> </tr> <tr> <td>David Tate</td> <td>Transport Manager</td> <td>Office</td> <td>0191 3851300</td> </tr> <tr> <td>Natalie Ewing</td> <td>Account Manager</td> <td>Office</td> <td>0191 3851300</td> </tr> </tbody> </table>	Name	Position	Contact Location	Contact Number	Patrick Roche	Operations Director	Office	0191 3851300	Donna Ingram	Financial Director	Office	0191 3851300	David Tate	Transport Manager	Office	0191 3851300	Natalie Ewing	Account Manager	Office	0191 3851300
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<b>11. Site Induction &amp; Procedures:</b>	<p>All personnel are to receive a site specific induction to be undertaken by Max Recycle in conjunction with the relevant Customer personnel. During the course of the induction areas to be covered which is not exhaustive shall include:</p> <ul style="list-style-type: none"> <li>• Waste compound/bin store locations</li> <li>• Access/egress</li> <li>• Procedures</li> <li>• Site Rules and Requirements i.e. PPE etc</li> <li>• Health and Safety Documentation</li> <li>• Health and Safety Policy Statement</li> <li>• Who to contact on site with regards to health, safety, equipment</li> <li>• Non compliant waste identification and notification</li> <li>• Any hazardous materials / substances</li> <li>• Site specific risks</li> </ul> <p>On completion all personnel shall sign the Max Recycle “induction register” confirming their understanding and acceptance of all information as discussed within the induction.</p> <p>Tool Box Talks shall be given by Max Recycle covering the risks associated with the specific working activity being undertaken. Tool Box Talks shall also be used to communicate to all staff where ever working activities or site conditions have changed.</p> <p>Minimum PPE to be worn on this site shall be safety helmets, safety footwear, hi visibility clothing. Further PPE, if required, shall be obtained from the Transport Manager in accordance with the risk assessment for the task being undertaken.</p>																				
<b>12. Sub-Contracted Elements and Control:</b>	It is not our intention to use sub-contractors on this contract.																				
<b>13. Client or site specific safety rules that apply to the project:</b>	General Safety regulations apply																				
<b>14. Personnel involved in working, planning and controlling activities on site, including managers, supervisors.</b>	<table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Competence Details</th> </tr> </thead> <tbody> <tr> <td>Patrick Roche</td> <td>Operations Director</td> <td>Wamitab COTC, DGSA, CPC – National Road Haulage</td> </tr> <tr> <td>David Tate</td> <td>Transport Manager</td> <td>Certificate of Professional Competence – National Road Haulage</td> </tr> </tbody> </table>	Name	Role	Competence Details	Patrick Roche	Operations Director	Wamitab COTC, DGSA, CPC – National Road Haulage	David Tate	Transport Manager	Certificate of Professional Competence – National Road Haulage											
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	Natalie Ewing	Account Manager	Certificate of Professional Competence – National Road Haulage
	Operational Staff (TBC)	Driving waste collection vehicles	LGV Cat C, Drivers CPC
<b>15. Welfare Facilities:</b>	No welfare facilities are required for the contractor's staff.		
<b>16. Waste Containment:</b>	The appropriate waste containers shall be delivered to site at the commencement of the contract as required by the tender specification. All waste containers once full shall be emptied or removed from site and where applicable replaced with empty ones. An exclusion zone shall be established around the skips once on site. If possible, skips shall be placed to ensure access and egress for other interested parties is not compromised. Waste containers will only be placed on hard smooth surfaces which offer ease of access.		
<b>17. Disposal of Waste Materials</b>	Disposal of all waste materials will be in accordance with current regulation requirements. Waste will be transported by Max Recycle (a registered carrier) to a licensed facility – strictly in accordance with all current Waste Regulations. Non-compliant wastes which are identified will be removed from the container where it is safe to do so, put to one side, and The Customer personnel advised. If a non-compliant waste is identified when the container/vehicle has reached a disposal point a non-compliance form will be raised, the waste quarantined, and the Customer contacted to discuss the next steps required.		
<b>18. Scope of Works:</b>	Emptying wheeled units containing General Mixed Municipal Waste EWC 200301 Emptying wheeled units containing waste glass EWC 150107 Emptying wheeled units containing Dry Mixed Recycling waste EWC 150106 Removing emptying and replacing skip and RoRo's from 8cu to 40cu Various non-hazardous EWC codes, including those mentioned above.		
<b>19. Vehicles to be used on site:</b>	32 Tonne Hookloader 26 Tonne Refuse Collection Vehicle 18 Tonne Telehoist 3.5 Tonne Box Van		
<b>20. Sequence of Operations</b>	<p>Operatives will arrive on site then, in normal circumstances, follow a set route to bin stores/collection areas to empty, remove, replace waste containers. Where applicable wheel brakes will be reapplied when the container has been emptied and returned to its collection point.</p> <p>Max Recycle trucks and vans will be assisted by a banksman when operating on The Customer premises to ensure manoeuvres are always carried out safely.</p> <p>All movements will try to avoid peak times to ease any traffic problems and to reduce risk to pedestrians etc. A timetable for collections will be agreed with the Customer prior to the commencement of the contract. This will be regularly reviewed to ensure efficiency of service and safety of all interested parties.</p> <p>All wastes will be segregated at source and loaded into the appropriate wheeled units, skips or RoRo's.</p> <p>Upon the completion of the collections the site will be left tidy at all times.</p>		
<b>21. Hot Works:</b>	N/A		
<b>22. Completion Arrangements:</b>	On completion of the works, or at regular intervals, Max Recycle Manager's shall seek confirmation from The Customer representatives that the works have been completed to their satisfaction. Only once the Customer is satisfied can works on site be considered to be complete.		

	The site shall be left in a clean, tidy and safe condition.
<b>23. Amendments:</b>	<p>The above safe method of works should not be considered to a final or exhaustive document. Working methods may change during the course of the contract from that which were originally envisaged.</p> <p>Where working practices do change the safe method of work shall be amended to reflect this. In such circumstances all personnel shall be given a toolbox talk, by the Contract Manager to cover all amendments made. All personnel are required to sign and date the sheet attached with the amendment to confirm their understanding and acceptance of the change in working practices.</p> <p>Any amendments to the safety method statement shall be developed directly by the contract management team in conjunction with The Customer representatives.</p>
<b>24. Site Safety:</b>	Max Recycle personnel will check that they leave The Customer premises in a safe and secure condition. If there are any problems encountered while carrying out collections the management team must be informed immediately, who will then make contact with the Customer to resolve the situation.
<b>25. Environmental Considerations:</b>	<p>As part of the company's ongoing commitment to the environment and our aim for continual improvement we shall strive to reduce dust, noise, waste and emissions pollution created through our working processes to as far as reasonably practicable.</p> <p><b>a. Noise</b> All vehicles used are of the appropriate specification to best suit our needs. All plant and equipment are serviced regularly and kept well maintained. All vehicles/containers shall be positioned strategically on site and be in operation at suitable times to avoid any nuisance concerns to local residents, especially within sensitive areas.</p> <p><b>b. Dust</b> Again vehicles/equipment shall be positioned accordingly on site to ensure minimum disturbance to the local residents by any dust created by the service.</p> <p>If found necessary noise and dust emissions deemed shall be monitored and measured using suitable equipment.</p>
<b>26. Documentation to Present:</b>	<p>Suitable and sufficient management arrangements shall be provided to enable this contract to be ran in a safe manner with good levels of communication, co-ordination and co-operation. The following information and instruction resources shall be readily available to ensure that this is provided:</p> <ul style="list-style-type: none"> <li>• Safety method statements</li> <li>• Risk / COSHH assessments</li> <li>• Permit to work, if required</li> <li>• Personnel training files</li> <li>• Vehicle certification</li> <li>• Emergency procedures</li> <li>• Site rule</li> <li>• Health and safety policy statement</li> <li>• Environmental policy statement</li> <li>• Collection schedule/diary</li> <li>• Induction forms</li> <li>• Attendance forms</li> <li>• PPE register</li> <li>• Materials/container log</li> <li>• Tool box talks</li> <li>• Other posters</li> </ul>
<b>27. Emergency Preparedness – include the procedures to be put in place on this site for accidents, disturbance events, major spillages, etc:</b>	<p>Standard Procedures in place to contain and remedy any such event. All vehicles to carry spill kits, fire extinguishers and first aid kits etc.</p>










<b>28. Emergency Procedures:</b>	<p>In the event of a fire on site all persons shall follow the information given within the site specific safety induction and emergency procedures notices. A fire assembly point will be identified at the outset of the contract as well as any location where first aid is available.</p> <p>All personnel should retreat to a place of safety in the event of an emergency when on site.</p> <p>All Max Recycle employees are issued with mobile phones which can be used to contact the emergency services, Max Recycle management and The Customer personnel.</p>
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 <b>29. First Aid</b>	<b>Name of Max Recycle first aider</b>	Robert Roche (training refresher undertaken (11/2018))
	<b>First aid box or medical centre location:</b>	All vehicles

<b>30. Nearest Hospital:</b>	Royal Victoria Infirmary, Queen Victoria Rd. Newcastle, NE1 4LP
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<b>31. COSHH hazardous substances likely to be used:</b>							
	Toxic or Very Toxic	Harmful or Irritant	Corrosive	Dangerous for the Environment	Oxidising	Highly flammable	Explosive
<b>Applicable to this project or works:</b>	No	No	No	Yes - Diesel	No	No	No

## PPE Requirements

	PPE Items	Applicable:	Specify the exact Type of PPE to be worn on this site and/or doing this task	State the Safety and/or Occupational Health Reason the Item is needed
<p><b>Personnel Protective Equipment Requirements: use this section to specify items of standard and specialist</b></p> <p><b>The minimum items of PPE needed when on site are:</b></p> <ul style="list-style-type: none"> <li>• hard hat</li> <li>• correct gloves for the task</li> <li>• lace up boots (not shoes)</li> <li>• high visibility outerwear</li> <li>• covered up – no bare arms &amp; legs</li> </ul>	 Safety Boots	Yes	Standard Issue	Prevent crushing and penetration of the sole by sharp objects
	 Hard Hats	Yes	Standard Issue	Prevent head injuries from falling objects or those obstructing access/working environment
	 Safety Gloves	Yes	Standard Issue	Prevent skin being damaged by puncture, abrasion, irritants, dirt and offensive materials.
	 Hearing Protection	Yes	Standard issue	Prevent damage to hearing through excessive noise.
	 Eye Protection	No	O	
	 Face Protection	No		
	 Body Cover / Overalls	Yes	Heavy duty workwear trousers, sweatshirts, jackets and body warmers	Prevent exposure to materials which could be an irritant, hazardous to health and to ensure that personnel are comfortable while carrying out their role
	 High Visibility	Yes	Standard issue	Easy identification even in areas of low light.
	 Respiratory Protection	No		
	<p><b>Any Other PPE Specialist Items needed, for example:- State Details</b></p>	<p>Head torch for working in areas of restricted light or outside daytime hours</p>		



### 32. Method Statement Briefing Record

This document must be briefed to operatives, client employees and others as needed.

**Max Recycle Briefing delivered by: Patrick Roche**

**Position: Operations Director**

**Date: 17<sup>th</sup> December 2018**

We (the undersigned) have been briefed on; we have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print):	Signature:	Date:
David Tate		
Natalie Ewing		
Collection staff (TBC)		

This method statement of work was compiled by Max Recycle. Under no circumstances must it be used in any other way than intended, copied or altered.

### 33. Quality Assurance

***This safety Method Statement has been prepared by:***

**Signature** \_\_\_\_\_ *Patrick Roche* \_\_\_\_\_

**Name** \_\_\_\_\_ **Patrick Roche** \_\_\_\_\_

**Date** \_\_\_\_\_ **17.12.2018** \_\_\_\_\_

***This safety Method Statement has been reviewed by:***

**Signature** \_\_\_\_\_ *Scott Hawthorne* \_\_\_\_\_

**Name** \_\_\_\_\_ **Scott Hawthorne** \_\_\_\_\_

**Date** \_\_\_\_\_ **19.12.2018** \_\_\_\_\_

***This safety Method Statement has been Accepted by (Client):***

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_