**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns the removal and filtering of waste from toilet tanks at BDIO SD Training Otterburn, Otterburn, Newcastle upon Tyne, NE19 1NX.

Please find below details of the work to be carried out and any perceived hazards associated to the work involved. This method statement will be adhered to by our operatives whilst completing the removal of waste described by the client

**Nature of Work**

Removal and filtering of waste from toilet tanks and removing liquid waste from site. Once liquid waste removed the remaining waste will be screened and segregated waste will be placed into wheelie bin and given back to the client for checking and removal.

**Site person in charge**

The site person in charge will have accessible at all times a copy of the accepted method statement whilst carrying out the work. This person will ensure that all work is completed in accordance with this accepted method statement.

**Scope of work for A1 Employee**

**PART ONE**

* A1 Operative enters site in jetvac toilet cleaning lorry and will be loaded with fresh water
* Another A1 Operative also enters in separate vehicle which is 6000 gallon artic tanker
* Both Operatives attend full site induction and briefing
* Once site induction has been completed Nigel green from LANDMARC will allocate a member of his team to accompany both Operatives around the site to the various toilet locations
* Both A1 Operatives will enter their own vehicle and follow the escort vehicle to the first toilet location
* Both tankers are parked in a suitable position as close as possible and as safe as possible to the toilet tanks which need emptying
* Both A1 Operatives exit there vehicles in a safe and controlled manner
* Both A1 Operatives remove suction pipes from the side trays of the jetvac and lay enough hoses to connect to rear of jetvac and reach the bottom of the waste tank underneath the toilet block
* Insert the end of the suction hose into the tank until it touches the bottom
* Connect the other end of 4 inch suction pipe to inlet valve on jetvac
* Then release the 1 inch water hose from the jetting reel on the rear of the jetvac and pass the second driver the hose to pull off reel
* Once enough water hose is off the reel to reach the toilet tank the A1 Operative then locks the reel in place
* The A1 Operative will then press the suction button on rear of jetvac control panel and build up vacuum
* The second A1 Operative will signal for the jetvac operator to open 4 inch suction hose to begin emptying waste tank below toilets
* When the second operator is ready he will signal the jetvac Operative to turn on the water hose and increase the water pressure until adequate to wash out the waste tank to remove all waste and smells
* Once all waste is removed jetvac operator will shut down the water hose
* The jetvac Operative will close 4 inch suction valve on jetvac
* Then second Operative will remove the suction hose from the tank they are emptying and place to one side away from the work area
* Second Operative will then signal to jetvac operator to turn the water hose back on and insert the hose into the waste tank which has just been emptied and replenish with approximately 4 inches of clean water
* Second Operatives will then signal to shut off water
* Jetvac operator will shut off water then unlock reel and begin to reel in hose until all on the reel and lock into travelling position
* Second Operatives and jetvac Operative will then disconnect all suction hoses and place back on the side trays of the jetvac and secured down with pipe straps
* Both A1 Operatives enter their vehicles and move to next location

Once job complete A1 Operative will take photos of job completed then discuss with LANDMARC escort and move to the next lot of toilets and repeat the same process across the site.

**PART TWO**

The second part of the process is to transfer the loads from the jetvac onto the artic to take for disposal at a sewage treatment works, this will be done through a filter valve on the back of the jetvac which will only release the liquids and keep all heavy solids on board like rags clothes or ammunition.

* Jetvac Operative will park vehicle in a suitable position and exit the cab
* Jetvac Operative will the watch the artic driver reverse back to a suitable position directly opposite the rear of the jetvac approximately 4 meters away
* Artic Operative will exit the cab and walk to the rear of both vehicles
* A1 Operative will then remove cap from inlet valve and connect a double ended bauer fitting and secure with bauer coupling
* A1 Operative will then remove a 4 inch suction hose from the side tray of the artic tanker and place between the two vehicles
* Connect one end of the suction hose to the drain off valve on jetvac and the other end on the Double ended bauer fitting
* Artic Operative to start up the donkey engine on suction pump and begin to build up vacuum
* Once vacuum is built up the Operative will open 4 inch valve on artic tanker and then open 4 inch valve on jetvac and waste transfer will begin
* Jetvac Operative to vent tank to allow air to pass through system
* Once jetvac is empty A1 Operative will shut down valve and also shut valve on artic tanker
* A1 Operative will disconnect pipe from jetvac and then open valve on artic to suck through any leftover liquids within the pipe and then close valve again on artic
* A1 Operative will pack up suction hose and fittings and place back in the side trays and secure
* Replace end caps on both vehicles to avoid spillage
* Both A1 Operatives enter vehicles

This process will be repeated until artic is full of waste and then will head off to the sewage treatment works and dispose of the waste

**PART THREE –** Effluent Waste Screening Machine

* At its specified site the machine needs to be placed on solid even ground, preferably with a slight backward incline
* Place a waste skip next to the machine in line with the large-waste disposal chute
* A first stage filter skip is located in front of screening machine
* The filter skip and screening machine are connected by two 4” diameter hoses with Bauer connections via a diesel pump
* The operator must put on all necessary ppe
* The diesel pump is started
* The operator then enters the machine by means of the step ladders provided
* The engine is started by means of a key, ensuring the clutch is disengaged
* The clutch is then engaged and the rotating drum will turn
* When rotating, the operator climbs the steps out of the main base of the unit and returns to the operating platform
* The tanker driver connects the tanker discharge valve to the filter skip with a 4” diameter hose with twin Bauer connections
* The tanker driver opens vent valve on tanker
* The tanker driver then gradually opens the discharge valve, liaising with the operator about the flow rate
* The effluent waste passes through the filter skip where any objects larger than 19mm are trapped
* It is then pumped into the waste screening machine
* The effluent waste is screened by the first stage filter which has 10mm perforations
* The rotating drum removes the waste larger than 10mm into the side holding tray
* The waste in this tray is then manually raked to the discharge end of the tray compressing any excess fluid
* This waste is then sent down the chute into the waste skip, which is fully enclosed
* The fluid waste that has passed through the first stage filter then passes through a second stage 10mm filter and out of the discharge valve
* It then passes down another 4” diameter hose to its final waste discharge destination
* When the tanker is empty, close the discharge valve
* Disconnect the hose
* When all the waste is out of the screening machine disconnect the clutch
* Switch off the machine
* Exit the machine by the step ladder provided

**Labour force**

Each cleaning team will consist of:

* 1 x jetvac toilet cleaning vehicle who will be responsible for removing waste from tanks below the toilets and washing out with clean water
* 1 x Artic driver who will remove liquid waste from site to sewerage treatment works

**Training**

The team will be trained in:

* Using the jetvac
* Operating hoses to both remove waste and wash out with clean water
* Manual handling
* Emergency first aid

**Protection of assets**

The client’s assets will be protected during the course of all work.

**Work permits and licences**

Both A1 employees will be accompanied by an employee of LANDMARC at all times whilst on site and will receive a local area induction.

**First aid**

All company vehicles are equipped with a suitable first aid kit.

The Health and Safety manager for the A1 Group is Mr Clive Owen 24hr contact number: 07712556825.

**Fire**

All the client’s fire evacuation procedures will be carried out as per site instructions. All operators will be trained in Fire awareness.

All Working operations will have present on site for use: 1 no.6 litre foam fire extinguishers

**Personal protective equipment**

All operators will be issued with, and trained in the use of the following PPE:

General- Overalls, gloves, safety boots, hi visibility jackets and safety glasses

Detailed records of monitoring of all equipment are available for inspection, along with issue and use of PPE.

**Accidents, incidents and reporting of injuries, diseases and dangerous occurrences (RIDDOR 1995).**

All accidents will be recorded in the accident book and reported to LANDMARC. Incidents that are reportable, under RIDDOR 95 will be reported to the HSE using forms F2506, F2508A etc. Copies will be sent to LANDMARC.

The company’s safety manager, Mr Clive Owen will investigate all reportable incidents.

The site safety file will contain a site specific accident book, although all information entered will be recorded in the depot accident book.

**Housekeeping**

All working areas on site will be left clean, tidy, clear of any obstruction and safe on completion of works. All waste will be removed from site and disposed of to a licensed waste transfer station.

**Access and egress to authorised personnel**

Via approved exits and entrances and other safe areas, this will be determined by a site specific risk assessment.

**Emergency Procedures**

A1 Wokingham Wet Waste 24 hour emergency service number is:

Tel: 07831507920 Fax: 0118 9894652 Safety officer:07712556825

**Transportation**

All operators use A1 vehicles to and from the work site.

**Statutory records**

All accidents will be recorded in the accident book and LANDMARC notified immediately. A1 Group head office will handle all reportable incidents in association with the Head office of other contractors, so that the HSE can be notified.

The site will have an individual accident book, and all information held will be recorded in the A1 head office accident book.

**Noise and vibration**

N/A

**Air quality and dust**

N/A

**Waste management**

Any waste materials will be placed in A1 artic, removed from site and taken to our licensed sewage treatment works. All such activities are carried out in accordance with the requirements of the Code of Practice “A duty of care” under the provisions of the Environment Protection Act 1990. A1 Wet Waste is a licensed waste carrier and its registration no. is CB/BE5104ZY.

**Records and documentation**

All consents, environmental check lists and audit results are kept at our head office at each appropriate depot. These are the responsibility of the operations manager at each depot who can be contacted.

**Potential Hazards to A1 Group employees**

The potential hazards and risks to which the teams may be exposed are:

* *Manual Handling*: Control Measure: Ensure correct manual handling procedures are followed at all times and where necessary
* *Lifting operations:* Control Measure: Ensure hoses are only operated by trained Operators
* *Tripping:* Control Measure: Ensure all potential trip hazards are removed before during and after work completed

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| **Confirmation** |

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| Print Name:  |

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| --- | --- | --- |
| Signature:  |  | Date:  |