**A1 Loo Hire H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Loo Hire and concerns waste removal from Oasis Welfare unit at **AWE Burghfield in Reading RG7 1NE on behalf of Clipfine Ltd.**

Please find below details of the work to be carried out and any perceived hazards associated to the work involved and should be read in conjunction with quotation provided.

**Nature of Work**

Emptying of waste from Oasis Welfare Unit, refilling with clean water and applying neutralising chemicals.

**Scope of work for A1 Employee**

1. Prior to leaving A1 Loo Hire site ensure you have all PPE – Hard Hat, Cut 5 gloves, Safety Goggles, Long sleeved hi Viz Jacket, Steel toe capped boots
2. Drive vacuum tanker vehicle to Reading site RG7 1NE
3. Sign in with security which is on left hand side through main gate and obtain pass whilst on site.
4. Please ensure you take no recording devices on site e.g. mobile / tablet etc are locked and turned off in the security lockers located in the security hut – *see appendix 1 for full list*
5. Obtained a vehicle pass and display in window of A1 Loo Hire Vehicle
6. Drive to main gate and show persona visitor security pass
7. Drive to location of the Oasis Welfare unit and do not leave vehicle
8. Drive to security gates at no more than 5mph and ask for the Waste Supervisor who will meet at the location of the Oasis Welfare unit
9. Position vehicle in a convenient area using best endeavours to cause minimum obstruction to pedestrians and other vehicles and workers.
10. Apply parking brake and leave engine of vehicle running to enable pump to be engaged when needed.
11. Exit vehicle and put on all necessary PPE.
12. Erect Chapter 8 barriers around work area
13. Remove hatch to tank on the toilet requiring emptying.
14. Unload required hose.
15. Connect one end to inlet valve on vacuum tanker vehicle.
16. Place other end of hose into toilet tank.
17. Engage vacuum pump.
18. Open inlet valve on vacuum tanker.
19. Proceed to empty contents of toilet tank making any necessary adjustments to the positioning of the hose at the bottom of the tank to ensure that the tank is totally empty.
20. When the tank is empty, close the inlet valve.
21. Switch off the pump.
22. Remove the hose from the toilet.
23. Fill toilet tank with clean water and apply neutralising chemicals to water.
24. Replace the hatch to the tank opening.
25. Disconnect the hoses and place them back on the vehicle.
26. Remove chapter 8 barriers and place away from Oasis Welfare Unit
27. Return to cab of vehicle.
28. Complete all necessary documentation including obtaining waste transfer note from Waste Supervisor – **DO NOT LEAVE SITE WITHOUT THIS SIGNED**
29. Remove any necessary PPE – hard hat / Gloves / Goggles and store in vehicle.
30. Proceed to back security and sign off site and return security pass
31. Leave site in a controlled manner and in accordance with the Highway Code requirements.
32. Dispose of ALL waste at the Thames Water Basingstoke site which is a licensed disposal site – please ensure you dispose of **ON DAY OF WASTE COLLECTION.**

**Potential Hazards to A1 Loo Hire employees**

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

* There will be no hazardous materials used
* Neutralising chemicals are used and A1 Loo Hire employees use correct PPE and are aware of the COSHH Assessments for the chemical being used – **MSDS has been sent to the Waste Supervisor**
* No silicone
* No burners
* No oils
* No lubricants
* No gas or naked flames
* No mains voltage tooling

**Labour force**

Each cleaning team will consist of:

* **1 Operative** who will be responsible for removing waste from the Oasis welfare unit at RG7 1NE and taking waste to sewerage treatment works at the Thames Water Basingstoke Waste Site

**Training**

The team will be trained in:

* Using the A1 Loo Hire Tanker
* Operating hoses to remove waste
* 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**

A1 employees will receive a site induction which can be obtained the first time any employee has to work on site and can be arranged through A1 Loo Hire and Waste Supervisor. Clipfine Ltd

**First aid**

All A1 company vehicles are equipped with a suitable first aid kit.

The Health and Safety manager for the A1 Loo Hire 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, Cut 6 gloves, safety boots, hard hat, hi visibility jackets and safety glasses**

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

Please ensure that you have spare PPE at all times in A1 Loo Hire Vehicle as no access to site can be approved without the full list off PPE above

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

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

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.

**Spillages**

These are to be cleaned immediately using the vacuum on the tanker and leave the area clean and tidy

**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 Loo Hire vehicles to and from the work site which will have registrations previously logged with Waste Supervisor, Clipfine Ltd.

**Statutory records**

All accidents will be recorded in the accident book and client notified immediately. A1 Loo Hire 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.

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**Safety Barriers**

Compliant with BS 7818 for pedestrian restraint systems and Chapter 8 Street works A1 Loo Hire use Avalon plastic barriers with locking system which creates secure joints on uneven ground, up slopes, over kerbs and across rough terrain. Either unlocked or in locked mode, configurations are made to prevent unauthorised dismantling.

**Noise and vibration**

N/A

**Air quality and dust**

N/A

**Waste management**

Any waste materials will be placed in A1 vehicle, 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 CBDU75016.

**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 Loo Hire 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
* *Hit by other vehicles:* Control Measure: drive at specified 5MPH at all times and look both ways at all junctions

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| **Confirmation** |

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| Print Name:  |

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| Signature:  |  | Date:  |

**Appendix 1**

**Escorted Passes Only**

The following items are prohibited from being taken on to site at all times

* All mobile phones/cell phones
* Memory/USB sticks
* Goole Glasses
* Fit Bands with USB
* Apple Watches
* Kindles
* Laptops
* Ipads
* Smart Watches
* Cameras
* Laser pens
* Bluetooth pens

**ANY ITEM THAT YOU CAN DOWNLOAD, RECORD or TAKE A PHOTO WITH**