**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns the collection and disposal of vehicles from the BAA car parks from various locations around Heathrow airport on dates to be agreed on behalf of Grundon Waste Management Ltd (the client).

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**

Collection and disposal of vehicles from BAA car parks from various locations.

**Scope of work for A1 Employee**

1. The task involved is once authorisation a ‘request to collect for destruction form’ is received by the administration office at the A1 Group in Wokingham they will instruct to the metal recycling department to arrange collection
2. Prior to dispatch the A1 Group will ascertain if the vehicles to be collected can be moved and if necessary the will send a truck with a crane attached in order to remove the vehicle if it cannot be moved onto the A1 Group transporter
3. 1 4X4 vehicle with towing facility will drive to BAA Car park as notified
4. Two A1 Group employees will drive an 8 vehicle car transporter to the BAA Car park as notified
5. All A1 Group employees will exit their vehicles wearing Hi visibility jackets / steel toe capped footwear (correct PPE will be worn at all times whilst collecting vehicles).
6. Make BAA Representative aware of arrival and sign in if necessary
7. Locate area in Car park where vehicle (s) is to be collected from
8. Vehicle (s) for removal will be towed to the transporter location
9. Place vehicle (s) on the transporter and fix securely using strapping in order that the vehicle is immobilised whist being transported
10. Notify BAA Representative vehicle (s) has been collected
11. Exit BAA Car park in a safe and controlled manner and travel back to A1 site in Wokingham
12. Upon arrival at the site the vehicle (s) will initially be de polluted
13. The metal recycling department will then separate ‘high value’ components such as catalysts, tyres, alloy wheels, etc these will then be disposed of by the A1 Group
14. The vehicles will then be ‘broken’ into reusable components and disposed of by the A1 Group
15. Vehicles will then be reduced into separate materials
16. The vehicle will then be crushed to fragments and bales which are then disposed of by the A1 Group

**Potential Hazards to A1 Group employees**

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

1. Working in a busy access area i.e. BAA Car park.

Control Measure: A1 employees to wear Hi visibility jackets at all times whilst undertaking all work at BAA Car park.

*Other:*

* There will be no hazardous materials used
* No chemicals
* No silicone
* No burners
* No hazardous materials
* No oils
* No lubricants
* No gas or naked flames
* No water
* No mains voltage tooling

**Organisational Chart -** see Attached

**Resources Provided**

* 3 A1 Group employees to collect vehicles from nominated BAA Car park
* 1 x Car transporter for the delivery of vehicles
* 4x4 vehicle with towing facility for the collection of vehicles no longer required

***NB*** All A1 Group vehicles are roadworthy and serviced regularly and fit for purpose and carry no reference to MPS vehicles.

**Reporting**

The A1 Group Metal Recycling Division will contact the DVLA to notify them that the vehicle has been scrapped. They will use form V28 to confirm that the vehicle has been destroyed and can provide the necessary documentation to support this if required.

The Senior Administrator from the A1 Group will liaise regularly with the Contract Manager at Grundon Waste Management Ltd to ensure the service being provided meets the requirements and ensure any issues are dealt with in a timely and efficient manner.

**Environmental**

* The A1 Group is registered with the Environment Agency and holds a current Waste Management License
* All A1 Group vehicles are fitted with catalytic converters to meet with the current emission regulations
* The A1 Group transporter carry 8 cars at a time to minimalise journeys to and from the MPS pounds
* Unless necessary the A1 Group will not collect one vehicle at a time unless specifically requested to do so
* All de pollutant materials are disposed of safely and correctly and in line with environmental regulations
* The A1 Group are fully compliant with the European WEEE Directives

**Accreditations**

* Members of Fleet Operator Recognition Scheme (FORS)
* Members of the Motor Vehicle Dismantlers’ Association of Great Britain

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| **Confirmation** |

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| Print Name: |

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| Signature: |  | Date: |