**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns collection of cardboard, plastic and MDR in cages and bales for Helistrat on behalf of Marks & Spencer stores on the specified dates.

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 of cardboard, plastic and MDR in cages and bales at various M&S Stores to be disposed of a recycling centre by A1 Group.

**Scope of work for A1 Employee**

1. The task involved is to stop A1 Group vehicle at M&S store where collection is to take place
2. Ensure area is clear from other moving traffic and use hazard indicators to alert employees vehicle is use
3. A1 Group employee will exit their vehicle wearing Hi visibility jackets / steel toe capped footwear which will be worn at all times whilst working at the collection point by the store
4. Make M&S store representative aware of arrival and if necessary sign in
5. Ensure area is clear and then lower tailgate on A1 vehicle
6. Place cardboard, plastic and MDR to be disposed of on back of tailgate using correct manual handling procedures as per training received from A1 Group
7. Ensure weight limit of tailgate is not exceeded when placing items on for removal from site
8. Ensure that if necessary any lose material is tied securely prior to lifting the tailgate to avoid falling off
9. When rising tailgate ensure safe and area clear of pedestrians
10. Once tailgate at level of the flat bed of the A1 vehicle move materials to a safe location and if necessary secure using lockable straps to avoid movement in the vehicle whilst in transit to recycling centre
11. Once all material has been removed from the store ensure the tailgate is locked prior to leaving site.
12. A1 staff sign out of store if necessary and exit site in a safe and controlled manner
13. Drive A1 vehicle to recycling centre following Highway code procedures
14. Exit vehicle in controlled manner wearing correct PPE as mentioned above
15. Place cardboard, plastic and MDR to be disposed of on back of tailgate
16. Lower tailgate in controlled manner and ensure no obstructions
17. Dispose of waste material in correct locations in line with H&S requirements

**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.

Control Measure: A1 employees to wear Hi visibility jackets at all times whilst undertaking all work at store.   
Possible other delivery vehicles in area and possible pedestrians. Ensure high awareness when moving and parking A1 vehicle and ensure A1 employee exits vehicle in controlled manner wearing appropriate PPE

1. Lifting material from and onto vehicle

Control Measure: Use correct manual handling techniques to move and remove material to and from vehicle.

1. Use of tailgate

Control Measure: ensure pedestrians and not in the area when in operation and the area is free of potential obstacles to allow safe and controlled use of tailgate.

1. Trip Hazards.

Control Measure: Ensure that all material is removed form store as per instructions. A1 employee to be vigilant of other possible material which may be a trip hazard in store collection area.

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

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| **Confirmation** |

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| Print Name: |

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| Signature: |  | Date: |