**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns the removal of waste from sewerage bladder tanks at CLA Games fair at Harewood House, Harewood, Leeds, West Yorkshire LS17 9LG.

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 sewerage.

**Nature of Work**

Removal of waste from sewerage bladder tanks.

**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 Vehicle/Tanker enters site
* A1 Operative has CLA brief site induction
* A1 Operative takes tanker to location of sewage bladder tanks
* A1 Operative connects 4 inch waste pipe to tanker and secures with bauer fitting
* A1 Operative then vents Tanker using controls on tanker
* A1 Operative then opens manual 4 inch valve which is inlet on tanker which 4 inch pipe is connected
* A1 Operative walks to selwoods 6 inch diesel pump and starts pump using ignition key
* Once pump is up and running A1 Operative walks to the individual bladder that needs emptying and manually unscrews 4 inch gate valve
* A1 Operative then walks back to tanker opens 4 inch gate valve on the outlet from selwood pump and watches the sight glass on tanker until the level reaches the GVW mark which means vehicle is full of sewage
* A1 Operative then closes valve on tanker to stop sewage loading
* A1 Operative then closes gate valve on outlet from selwoods pump
* A1 Operative then switches off selwoods pump using ignition key
* A1 Operative then shuts gate valve on bladder tank
* A1 Operative walks back to the rear of the tanker and disconnects the 4 inch pipe
* A1 Operative replaces bauer cap on tanker
* A1 Operative enters vehicle and takes record of load on waste transfer note then exits the site in a safe and controlled manner to take waste to sewage treatment works
* This job is repeated until bladders are completely empty

**Labour force**

Each cleaning team will consist of:

* 1 Operative who will be responsible for removing waste from the bladder tanks and taking waste to sewerage treatment works

**Training**

The team will be trained in:

* Using the A1 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 CLA site induction.

**First aid**

All A1 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 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.

**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 client 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 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 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:  |