**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns waste removal from Welfare unit at **AWE Burghfield in Reading RG30 3RR.**

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 Welfare Unit, refilling with clean water and applying neutralising chemicals.

**Scope of work for A1 Employee**

1. Drive vacuum tanker vehicle to Reading site
2. Sign in with security and obtain pass whilst on site.
3. Locate welfare unit at client site to be emptied.
4. Position vehicle in a convenient area using best endeavours to cause minimum obstruction to pedestrians and other workers.
5. Apply parking brake and leave engine of vehicle running to enable pump to be engaged when needed.
6. Exit vehicle and put on all necessary PPE.
7. Remove hatch to tank on the toilet requiring emptying.
8. Unload required hose.
9. Connect one end to inlet valve on vacuum tanker vehicle.
10. Place other end of hose into toilet tank.
11. Engage vacuum pump.
12. Open inlet valve on vacuum tanker.
13. 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.
14. When the tank is empty, close the inlet valve.
15. Switch off the pump.
16. Remove the hose from the toilet.
17. Fill toilet tank with clean water and apply neutralising chemicals to water.
18. Replace the hatch to the tank opening.
19. Disconnect the hoses and place them back on the vehicle.
20. Remove any necessary PPE.
21. Return to cab of vehicle.
22. Complete any necessary documentation.
23. Proceed to security and sign off site and return security pass
24. Leave site in a controlled manner and in accordance with the Highway Code requirements.
25. Dispose of all waste at a licensed disposal site only.

**Potential Hazards to A1 Group 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 group employees use correct PPE and are aware of the COSHH Assessments for the chemical being used.
* No silicone
* No burners
* No oils
* No lubricants
* No gas or naked flames
* No water
* No mains voltage tooling

**Labour force**

Each cleaning team will consist of:

* **1 Operative** who will be responsible for removing waste from the welfare unit and taking waste to sewerage treatment works (wargrave)

**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 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:  |