**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns Drain jetting and / or emptying of drain or gully at <Location> on <date>

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**

Drain jetting and / or emptying of drain or gully

**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**

1. Drive jetting van or vacuum tanker vehicle to specified site.
2. Locate man hole or gully requiring cleaning or emptying.
3. Position vehicle in a convenient area using best endeavours to cause minimum obstruction to other workers or passers-by.
4. Apply parking brake and leave engine of vehicle running to enable pump to be engaged when needed.
5. Exit vehicle and put on all necessary p.p.e.
6. Remove covering to drain requiring cleaning or emptying.
7. Assess depth of drain and distance from tank opening to vehicle to determine hose requirements.
8. Unload required length or quantity of hoses.
9. If tanker - connect hoses together and connect one end to inlet valve on vacuum tanker vehicle.
10. Place lose end of hose into manhole.
11. Engage jetter or vacuum pump.
12. Open inlet valve on pump.
13. Proceed to jet or empty contents of drain making any necessary adjustments to the positioning of the hose at the bottom of the drain to ensure that it is totally clean or empty.
14. When the task is complete, close the pump valve.
15. Switch off the pump.
16. Remove the hose from the drain.
17. Replace the cover to the drain.
18. Disconnect the hoses and place them back in or on the vehicle.
19. Remove any necessary p.p.e.
20. Return to cab of vehicle.
21. Complete any necessary documentation.
22. Proceed to leave specified site.
23. If necessary, dispose of all waste at a licensed disposal site only.

**Labour force**

Each cleaning team will consist of:

* 1 Operative who will be responsible for jetting or empty contents of drain making any necessary adjustments to the positioning of the hose at the bottom of the drain to ensure that it is totally clean or empty.

**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 obtain and provide the required licences as requested.

**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:

1. Working close to busy roads.

Control Measure: A1 employees to wear Hi visibility jackets at all times whilst undertaking work. Safety barriers to be erected around working area if required to avoid general public falling into drain.

1. Lifting barriers from and onto vehicle

Control Measure: Use correct manual handling techniques to remove and replace barriers from vehicle.

1. Falling into drain – public will not have access to working area.

Control Measure: Barriers to be erected around working area. A1 Group will ensure access to these areas is strictly controlled whilst work is being undertaken. No signage is required as the area is not a public pedestrian access.

1. Trip Hazards.

Control Measure: Cordoned off areas and restrict access as agreed. Manhole cover to placed away from working but remain in cordoned off area to avoid trips

Other

* There will be no hazardous materials used
* No chemicals
* No silicone
* No burners
* 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:  |