**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns Servicing of a Portable Toilet on a motorway at <location> on the <Insert 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**

Servicing of a Portable toilet on a Motorway at <location and address>

**Scope of work for A1 Employee**

1. When leaving the carriageway to enter onto the hard shoulder via the green cones entrances you should ensure you check mirror and turn on vehicles beacons at least 200m from intended entry point
2. Check mirror and indicate intended manoeuvre check mirror and slow down
3. Check mirror again and enter lane closure ensuring the vehicle is behind hazard warning cones
4. Check mirror to ensure you have not been followed off the carriageway by another vehicle
5. Check mirror again before stopping as close as possible to the toilet unit (on the hard shoulder of the motorway). Ensure vehicle is as far away as possible from any moving traffic
6. Engage hand brake, leave vehicle in gear and switch off engine. Where possible, remove ignition keys from vehicle
7. Put on all essential PPE, especially Hi-Visibility clothing
8. Report your presence to the site manager/agent/foreman (if possible)
9. Check vacuum pump assembly and hoses, and then start donkey engine
10. Check toilet is not in use
11. Prop open toilet door
12. Inspect toilet(s) and remove any rubbish from inside the unit(s)
13. Lift toilet lid, prop open and check contents of waste holding tank (volume)
14. Stir contents of waste tank with wand
15. Open valve on wand and empty WC waste tank
16. Flush system with small amount of fresh water
17. Empty WC tank (again)
18. Re-coil hose and relocate on vehicle (avoid any spillage)
19. Clean WC, surrounding area, floor, wash hand basin, inside walls and door
20. Charge system with toilet additive and fresh water mixture
21. Flush system to ensure it works
22. Clean and check operation of the fresh water system. Top up water tank
23. Replenish all consumables
24. Clean outside of toilet, if it is safe to do so
25. Complete paperwork
26. Inform site manager/agent/foreman you have finished service
27. Re-enter vehicle, start engine and carefully enter traffic flow where there is a large RED sign indicating works exit ensure beacons and hazard warning lights still operating.
28. On a straight exit, accelerate and ensure no traffic is alongside the vehicle and if necessary make eye contact to ensure that other road users know you are about to enter a live lane
29. Switch off beacons and flashing indicators after successfully re-entering traffic flow

**Potential Hazards to A1 Group employees**

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

1. Entering/ Exiting the site from Motorway

Control Measure - ensure follow clear instructions of how to enter and exit site

1. Working in a busy access area.

Control Measure: A1 employees to wear Hi visibility jackets at all times whilst undertaking all work on site.

1. Lifting equipment from and onto vehicle

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

1. Trip Hazards.

Control Measure: Area could present trip hazards therefore risk assess area prior to placement of toilet. Hoses from tanker to toilet ensure not in access area

1. Chemicals

Control Measure: When cleaning toilet ensure chemicals are safely stored

**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.

**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.

Other:

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

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| **Confirmation** |

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| Print Name:  |

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| --- | --- | --- |
| Signature:  |  | Date:  |