**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns **the collection and disposal of abandoned vehicles from various BA car Parks 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**

Collection and disposal of vehicles from BA Car Parks.

**Scope of work for A1 Employee**

1. The task involved is A1 Metal Recycling have been instructed to collect 7 abandoned vehicles from BA Car Parks
2. Prior to dispatch the A1 Group will ascertain if the vehicle to be collected can be easily be moved and if necessary the will send a truck with a winch attached in order to remove the vehicle
3. A1 Group employees will arrive on site and locate security and sign in and obtain day passes. They will then be escorted to the location of the abandoned vehicles by a member of BA staff who will accompany A1 Group employees at all times whilst on site
4. Two A1 Group employees will drive towing recovery vehicle 1 employee will drive an 8-car transporter to the BA car park
5. The towing vehicle will be escorted to location of the vehicles the 8-car transporter will remain outside car park ready to be loaded with the cars
6. Two A1 Group employees will exit their towing vehicle wearing Hi visibility jackets / steel toe capped footwear (correct PPE will be worn at all times whilst collecting vehicles).
7. Locate area at BA Car Park where vehicle (s) is to be collected from by a BA Staff member will identify abandoned vehicles and notify A1 Group employees of the vehicles.
8. Place vehicle (s) on the towing the towing vehicle in a controlled and safe manner and ensure secured prior to moving away
9. Then load abandoned vehicle onto transporter and fix securely using strapping in order that the vehicle is immobilised whist being transported – repeat this process until all vehicles have been collected.
10. Notify security vehicle (s) have been collected and return passes
11. Exit BA Car park in a safe and controlled manner and travel back to A1 site in Wokingham
12. Upon arrival at the site the vehicle (s) will initially be de polluted
13. The metal recycling department will then separate ‘high value’ components such as catalysts, tyres, alloy wheels, etc. these will then be disposed of by the A1 Group
14. The vehicles will then be ‘broken’ into reusable components and disposed of by the A1 Group
15. Vehicles will then be reduced into separate materials
16. The vehicle will then be crushed to fragments and bales which are then disposed of by the A1 Group

**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 i.e. BA Car Park.

Control Measure: A1 employees to wear Hi visibility jackets at all times whilst undertaking all work at BA Car Park.

*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

**Organisational Chart -** see Attached

**Resources Provided**

* 2 A1 Group employees to collect vehicles from nominated BA Car Park using towing vehicle
* 1 A1 Group employee driving and operating the Car transporter for the delivery of vehicles to A1 site in Wokingham

***NB*** All A1 Group vehicles are roadworthy and serviced regularly and fit for purpose and carry no reference to BA vehicles.

**Reporting**

The A1 Group Metal Recycling Division will contact the DVLA to notify them that the vehicle has been scrapped. They will use form V28 to confirm that the vehicle has been destroyed and can provide the necessary documentation to support this if required.

The Senior Administrator from the A1 Group will liaise with contact from BA to ensure the service being provided met the requirements and ensure any issues are dealt with in a timely and efficient manner.

**Environmental**

* The A1 Group is registered with the Environment Agency and holds a current Waste Management License
* All A1 Group vehicles are fitted with catalytic converters to meet with the current emission regulations
* The A1 Group transporter carry 8 cars at a time to minimalise journeys to and from the MPS pounds
* Unless necessary the A1 Group will not collect one vehicle at a time unless specifically requested to do so
* All de pollutant materials are disposed of safely and correctly and in line with environmental regulations
* The A1 Group are fully compliant with the European WEEE Directives

**Accreditations**

* Members of Fleet Operator Recognition Scheme (FORS)
* Members of the Motor Vehicle Dismantlers’ Association of Great Britain

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| **Confirmation** |

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| Print Name: |

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| Signature: |  | Date: |