**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns carrying out the collection and purchase of scrap metal, electric motors and any other mixed metals from 3 separate locations at Kodak Limited’s Harrow site (Heastone Drive, Harrow, HA1 4TY). One area is in a ground floor building, one on an upper floor and accessed via a lift and another in a basement and accessed via a stairs.

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. This method statement will be adhered to by our operative whilst completing the removing of scrap metal, old machinery and their associated assets described by the client

**Nature of Work**

Collection and purchase of old machinery, scrap cables, electric motors, electrical cabinets, circuit boards and mixed metals

**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. On arrival at site, contact the Client’s responsible person and note any special precautions required. All staff employed by A1 Wokingham Metal Recycling carrying out protection duties will have been through approved training.
2. A Team leader will control the teams for the duration of the job.
3. Teams of trained staff under the supervision of a Team leader will carry out all works.
4. Charge hand to ensure that all operators are wearing issued PPE. All engineers must wear PPE provided.
5. Carry out protection procedures as required by site and location in accordance with client’s procedures.
6. Provide signing, lighting and guarding to isolate working areas, taking into consideration the protection of any adjacent areas.
7. When each operation is complete each area should be thoroughly cleaned.
8. The engineer will ensure that the customer has signed all necessary paperwork (satisfaction notes, work instructions sheets etc).

**Labour force**

Each cleaning team will consist of:

* 1 x Team Leader
* 1 x Suitably qualified and experienced person
* 1 x Skip lorry driver who will be entering and exiting site delivering and removing skips at regular intervals

**Training**

The teams will be trained in:

* Dismantling and removing scrap and machinery
* Operating a fork-lift truck
* Cutting using portable electric grinders
* Operating a skip lorry
* Manual handling
* Emergency first aid

**Portable tools**

Portable tools used will be hand tools such as hammers, crowbars and spanners.

**Mechanical plant**

All plant brought onto site will be regularly maintained and tagged for identification purposes. All power tools used will be 110v.

**Protection of assets**

The client’s assets will be protected during the course of all work.

**Work permits and licences**

No tools or equipment are left on site at the end of the shift. The only exception will be a fork lift that will be looked inside a building a night.

No work permits are required.

The only possibility of any work being undertaken meeting any of the clients ‘conditions of work’ in relation to a ‘Permit of Work’ is cutting with a portable grinder. The client will provide a ‘Hot Work Permit’ for this activity.

**Temporary lighting and power**

There is power on site to provide lighting, and no other power is required.

**Welfare facilities**

There are working toilets in the building with water and lighting.

**First aid**

All 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, hard hats, safety boots, hi visibility jackets, safety glasses and ear defenders

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 the DER. Incidents that are reportable, under RIDDOR 95 will be reported to the HSE using forms F2506, F2508A etc. Copies will be sent to the DER.

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 area on all sites 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 Metal Recycling 24 hour emergency service number is:

Tel: 07831507920 Fax: 0118 9894652 Safety officer:07712556825

**Transportation**

All operators use vans or lorries for transport to and from the work site.

**Statutory records**

All accidents will be recorded in the accident book and the DER 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 safety file will have an individual accident book, and all information held will be recorded in the head office accident book.

This office safety file will be the responsibility of the operations manager at each depot.

**Noise and vibration**

The system of dealing with noise and vibration assessments and preventative action is contained within the project plan. If the supervisor is concerned regarding noise and vibration levels of an activity or an item of plant he must refer to the Quality/Safety department, who will plan the necessary course of action.

If noise or vibration assessments and specialized prevention measures are required, a specific risk assessment and method statement will be prepared.

**Air quality and dust**

All equipment will be regularly maintained with specific attention being given to the control of exhaust emissions.

Inspect area of work before work starts to establish if dust may be a problem and be prepared to damp down, especially in windy conditions.

**Waste management**

Any materials or debris arising from the scrap removal operations will be placed in the skips, removed from site and taken to our licensed waste transfer station. 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 Wokingham Scrap Metal is a licensed waste carrier / broker / dealer 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 using hydraulic machinery to lift heavy objects
* Loading of scrap metal into skips: Control Measure: Ensure correct manual handling procedures are followed at all times and where necessary using hydraulic machinery to lift heavy objects
* Use of fork-lift trucks: Control Measure: Ensure only operated by trained Operators
* Lifting operations:
* Tripping: Control Measure: Ensure all potential trip hazards are removed before during and after work completed
* Low overhead objects suspended from ceilings: Control Measure: Ensure correct PPE worn at all times and if necessary place safety tape around low areas
* The possibility of small quantities of chemical remaining in machinery: Control Measure: Ensure correct PPE worn at all times
* Possibility of machinery still being connected to live electricity: Control Measure: Ensure all machinery disconnected by a trained electrician prior to undertaking all work

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| **Confirmation** |

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| Print Name: |

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| Signature: |  | Date: |