**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 vehicles from the Metropolitan Police Service (MPS) from various locations in and around London on dates to be agreed.

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 the Metropolitan Police Service (MPS) from various locations in and around London.

**Scope of work for A1 Employee**

1. The task involved is once a copy of either Form 936 or a ‘request to collect for destruction form’ is received by the administration office at the A1 Group in Wokingham they will instruct to the metal recycling department to arrange collection
2. Prior to dispatch the A1 Group will ascertain if the vehicle to be collected can be moved and if necessary the will send a truck with a crane attached in order to remove the vehicle if it cannot be moved onto the A1 Group transporter
3. Two A1 Group employees will drive an 8 vehicle car transporter to the police station or MOPAC vehicle pounds in Charlton or Perivale within 24/48 hours
4. Two A1 Group employees will exit their vehicle wearing Hi visibility jackets / steel toe capped footwear (correct PPE will be worn at all times whilst collecting vehicles).
5. Make MPS pound or station front desk aware of arrival and sign in if necessary
6. Locate area at pound or police station where vehicle (s) is to be collected from
7. Place vehicle (s) on the transporter and fix securely using strapping in order that the vehicle is immobilised whist being transported
8. Notify pound or police station vehicle (s) has been collected
9. Exit pound or police station in a safe and controlled manner and travel back to A1 site in Wokingham
10. Upon arrival at the site the vehicle (s) will initially be de polluted
11. 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
12. The vehicles will then be ‘broken’ into reusable components and disposed of by the A1 Group
13. Vehicles will then be reduced into separate materials
14. 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. MPS Pound or Police Station.

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

*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 Police pounds or stations
* Car transporter for the delivery of vehicles
* Pick-up truck with crane attached for the collection of vehicles once no longer required

***NB*** All A1 Group vehicles are roadworthy and serviced regularly and fit for purpose and carry no reference to MPS 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 regularly with the MPS to ensure the service being provided meets the requirements and ensure any issues are dealt with in a timely and efficient manner.

The A1 Group will liaise with the MOPAC (VRES) or (TSD) and e-mail a report for the attention of The Finance & Resource Manager, Vehicle Recovery & Examination Service this will be using a pre agreed template providing information which separates scrapped and broken vehicles which the VRES will reconcile and the A1 Group will make a payment within 28 days of reconciliation.

**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:  |