

**Risk Rating****Risk Assessment & Method Statement**

**Task/ activity:** Cleaning All Areas of the Plant by Teams of Designated Operatives

**Task/ activity description:**

Activities undertaken for the removal of debris, cleaning of dust, to keep the workplace clean, tidy & reducing the risk of fire & reducing accidents / Incidents by slip, trip & fall incidents

**Likely to be effected:** Operatives, Supervisors , Visitors , Others

Risk Scoring = multiply severity by probability SxP=R		
Severity	Probability	Risk Category
5 Fatality or disaster	5 Highly likely	
4 Major injury, damage or loss	4 Very likely	High = 15-25
3 Reportable injury or occurrence	3 Likely	Medium = 9-14
2 Minor injury, less than 3 days lost time or minimal loss	2 Unlikely	Low = 1-8
1 Minor injury, no lost time or damage	1 Very unlikely	

Hazard	Control measures to be taken to reduce risk	Scoring		Risk rating
		S	P	
<b>Contact with moving parts of machinery</b>	<ul style="list-style-type: none"> <li>Operative must be trained, competent and authorised to carry out the task and to operate any machinery.</li> <li>They must be aware of the specific risks associated with the task and machinery.</li> <li>For cleaning which requires direct access to machinery, machinery must be switched off and lock-out, tag-out procedure to be followed before commencing cleaning.</li> <li>The area must be controlled. No unauthorised personnel are to be permitted into the area, so as to minimise their risk of exposure to hazards.</li> <li>Where possible, plant cleaning should be planned for times when the plant is not running.</li> <li>Maintenance works and cleaning must be planned in advance and with approval of plant manager/supervisor.</li> <li>Full PPE must be worn (bump cap, safety boots, cut resistant gloves, hi-vis vest, safety glasses, hearing protection).</li> <li>Two-way radio contact must be maintained.</li> <li>All machinery and tools are to be operated in compliance with manufacturers' recommendations and safety guidance provided by the company (Loading shovels, FLTs).</li> <li>Pre-use checks are to be completed on all machinery/equipment prior to use. All defects</li> </ul>	5	2	10

	<p>must be recorded immediately to the plant manager/supervisor. Faulty equipment must not be used.</p> <ul style="list-style-type: none"> <li>• All parts of machinery (Head drums, tail drums, chains, shafts) must be guarded to prevent entanglement. If removing guards for cleaning, the machinery must be switched off and locked-out.</li> <li>• Guards must be reinstalled after cleaning and before machinery is started again.</li> <li>• Plant cleaning should be supervised.</li> </ul>			
<b>Vehicle/Pedestrian contact</b>	<ul style="list-style-type: none"> <li>• Cleaning staff to be separated from moving vehicles by physical barriers wherever possible.</li> <li>• Cleaning staff are to be separated from moving vehicles when accessing their working area.</li> <li>• Two-way radios must be used by supervisors on the plant to inform FLT drivers that cleaners will be entering the floor area to clean.</li> <li>• Cleaning and maintenance works must be planned in advance with approval of plant manager/supervisor.</li> <li>• Vehicle operators to be made aware of cleaning/maintenance works on the plant floor.</li> <li>• The 5-meter rule must be obeyed.</li> <li>• Plan plant cleaning for break times when there are fewer vehicle movements in the area.</li> <li>• Full PPE must be worn (bump cap, safety boots, cut resistant gloves, hi-vis vest, safety glasses, hearing protection).</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>
<b>Electricity</b>	<ul style="list-style-type: none"> <li>• Checks to be completed on equipment prior to commencing cleaning to ensure that there are no damaged or exposed electrical components.</li> <li>• Operatives to be aware of all electrical hazards associated with the equipment they are cleaning.</li> <li>• Electrical works to be planned in advance with approval from the plant manager/supervisor.</li> <li>• Cleaning operatives to be made aware of electrical works in the area.</li> <li>• All electrical repairs to be carried out by competent electricians.</li> <li>• All relevant machinery to be isolated/locked-off throughout cleaning and checked for stored electricity.</li> <li>• Work area is to be kept clear of water, trailing leads etc.</li> <li>• Any damage to equipment/leads is to be reported immediately and faulty equipment is not to be used.</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>

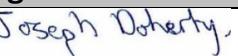
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>• All operatives are suitably selected for the cleaning operations, work is planned in advance, supervised and carried out in a safe manner by people who are competent in that work.</li> <li>• All cleaning staff to be trained in safe lifting techniques. Proper manual handling technique to be used at all times.</li> <li>• Lifting equipment is to be regularly inspected and maintained in good working condition.</li> <li>• Operatives instructed lift only what you can safely carry. Do not lift any loads which are too heavy – seek assistance.</li> <li>• Prior to lifting/manual handling, plan your route and identify any hazards.</li> <li>• Individual capability, the nature of moved objects and all environmental conditions must be assessed before the work begins.</li> <li>• Lifting aids to be used where possible.</li> <li>• Where possible, manual handling is to be avoided or reduced. Team lifting undertaken as needed.</li> </ul>	<b>3</b>	<b>2</b>	<b>6</b>
<b>Working at Height</b>	<ul style="list-style-type: none"> <li>• Only trained, competent and authorised personnel allowed to work at height.</li> <li>• Working at height is to be planned in advance with approval from plant manager or supervisor.</li> <li>• Supervisors must ensure that all edge protection is in place before organising cleaning.</li> <li>• Access equipment (ladders, mobile elevating working platforms, harnesses etc.) and safety equipment kept in good working order and inspected regularly.</li> <li>• All cleaning operations to be supervised and two-way radio communication maintained.</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>
<b>Fire</b>	<ul style="list-style-type: none"> <li>• All cleaning staff trained in fire safety procedures and familiar with the locations of fire extinguishers and other firefighting equipment.</li> <li>• Firefighting equipment to be regularly inspected and maintained in good conditions. Any faults must be reported and that item is to be repaired or replaced immediately.</li> <li>• All cleaning staff familiar with fire evacuation routes of the areas they are cleaning.</li> <li>• Cleaning to be supervised and planned, so that supervisors know where all operatives are in case of a fire.</li> <li>• Fire routes must always be kept clear and free from obstacles by the cleaning staff.</li> <li>• Trained fire wardens are always available on-site.</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>

	<ul style="list-style-type: none"> <li>• All fires, no matter how small, must be reported to the supervisor and to the health and safety manager.</li> <li>• Two-way radios must be used to alert of a fire.</li> <li>• Operatives must not put themselves in danger, always proceed to the safest exit.</li> </ul>				
<b>Dust</b>	<ul style="list-style-type: none"> <li>• Full PPE to be worn when cleaning (coveralls, face mask, safety glasses, gloves, hi-vis).</li> <li>• Area to be controlled whilst cleaning. No unauthorised employees are permitted, to reduce their risk of exposure to a hazard. No vehicles are to be permitted in the area.</li> <li>• Cleaning staff to take regular breaks.</li> <li>• Two-way radio contact to be maintained.</li> <li>• Cleaning staff should consider lightly damping areas before brushing or cleaning. This should not be done near electrics. The potential for slip and fall hazards must be considered before damping down floors.</li> <li>• Where dampening down is not suitable, supervisor is to consider a vacuum system for cleaning operatives.</li> <li>• If brushing is required in a dusty area, dust masks are provided and must be worn properly.</li> <li>• Potential for ignition of dust must be considered in dusty areas. Dampen area if hot works are necessary.</li> <li>• Removal of dust must occur frequently to prevent build-up.</li> </ul>	3	2	6	
<b>Confined spaces</b>	<ul style="list-style-type: none"> <li>• Cleaning operatives to be assessed for capability before sent into a confined space such as bunkers, pits etc.</li> <li>• All cleaning that involves confined space working must be thoroughly planned with approval from plant supervisor. Additional control measures must be put in place, plant stopped/machine stopped and locked-out.</li> <li>• Other operatives in the area to be made aware of the confined space working.</li> <li>• A minimum of two operatives working in teams is required for confined space working.</li> <li>• Two-way radio communication to plant supervisor to be maintained.</li> <li>• Regular breaks to be taken by cleaning operatives.</li> <li>• Additional RPE/PPE may be required, area to be checked for oxygen deficiency before entry.</li> </ul>	5	2	10	
<b>Slips/Trips/Falls</b>	<ul style="list-style-type: none"> <li>• Safe access to all areas to be maintained.</li> </ul>	4	2	8	

	<ul style="list-style-type: none"> <li>• Cleaning operatives to be aware of the areas they are entering and the potential for loose waste material to be cleaned.</li> <li>• Maintain a safe path/route and commence cleaning from the safest end.</li> <li>• Care to be taken when moving around the plant. Do not rush and watch your footing.</li> <li>• Safety footwear to be worn.</li> <li>• Maintain good housekeeping.</li> <li>• Any spills to be cleaned up immediately.</li> <li>• The work area is to be kept clear of trailing leads, water etc.</li> </ul>			
<b>Noise</b>	<ul style="list-style-type: none"> <li>• Operatives are instructed of the noise levels at induction.</li> <li>• When possible, plant cleaning should be planned for times when the plant is not running, and noise levels are reduced.</li> <li>• Hearing protection is provided to all operatives working on the plant.</li> <li>• All cleaning staff must wear hearing protection at all times, especially while cleaning in areas where the plant is operational.</li> </ul>	4	2	8
<b>Eye Injuries</b>	<ul style="list-style-type: none"> <li>• Operatives provided with eye protection which must be worn at all times when cleaning so as to protect the eyes from potential airborne material/projectiles from the sorting operation (Glass, Dust, Liquids).</li> <li>• Safety Glasses must be available to employees at all times.</li> <li>• Eyewash is available in the first aid box and with plant supervision first aiders.</li> <li>• All eye injuries, no matter how minor, should be reported to the plant supervisor and recorded on ReGen Safety App</li> </ul>	4	2	8
<b>Contact with chemicals</b>	<ul style="list-style-type: none"> <li>• Cleaning operatives to be aware of all greases, paints, varnishes, or diesel oil that may be processed through the plant.</li> <li>• COSHH assessments to be completed for chemicals used on-site.</li> <li>• Full PPE to be worn during cleaning (gloves, safety glasses, face mask, hi-vis, coveralls where (necessary))</li> <li>• First aid kits and eyewash are available throughout the plant and with plant supervision first aiders.</li> <li>• Procedure in place in case of sight loss or eye injury to bring operative to A&amp;E if required.</li> </ul>	3	2	6

	<ul style="list-style-type: none"> <li>• All injuries resulting from contact with chemicals should be reported to the plant supervisor and recorded on Re-Gen Safety App.</li> </ul>			
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### Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Sept 2025
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Sept 2025
Reviewed on:	Sept 2025	New version number:	1
Date of next review:	Sept 2026, or as an when required		

### PPE Requirements

- Bump Caps, Hi Vis Vests, Safety glasses, Cut Level 5 Gloves Dust Masks & Safety Footwear are to be worn at all times during cleaning operations.

### Method statement

#### Planning:

The work shall be planned in advance by the Plant Supervision & clear instructions given too & carried out by competent operatives.

The works area shall be fully Guarded prior to Operatives entering unless the Machine is Locked Out

#### Physical:

Ensure loose clothing is kept away from machinery.

If in any doubt During any Stage of the Cleaning Operation stop and seek help immediately from Plant Supervision

### STAIRS/WALKWAYS

- Stairs/walkway and handrails are to be kept clean at all times to allow for safe passage of operatives and visitors. Cleaning should take place regularly throughout the day to prevent build-up of dust.
- A damp cloth/rag should be used to remove dust where possible. This is to prevent agitating dust and making it airborne.
- Do not dampen the steps or leave them damp.
- Trailing leads/hoses must not be left on walkways/stairs.
- Debris must not be allowed to accumulate in walkways, remove it as it occurs.
- Cleaning should only take place on the designated walkways.
- Operatives must not attempt to clean over the edge/on out the outside of the walkways as this increases the risk of slips and falls.
- Operatives are to wear full PPE (safety boots, safety glasses, cut protection gloves, bump cap, dust mask).

**MEZZANINE**

- All moving machinery is to be fully guarded with no access to moving parts.
- Floor Areas to be kept clean around the Conveyors to maintain Safe Access & Egress to & from the Plant

**FINES PLANT**

- The Fines Plant shall be fully Guarded with No Access to Moving Parts prior to Operatives entering unless the Plant / Machine is Shut down & Locked Out
- Safe Access & Egress must be provided to the Cleaning Operatives entering the Fines Plant
- Noise Levels are High in the Fines Plant, Cleaning must take place During Plant Operative Breaks
- Plant Supervision must be aware that Cleaning Operatives are in the Fines Plant prior to Re-Starting the Plant after Break, two-way Radios must be used at all times

**SCREEN**

- The Screen cleaning will be carried out when the Machine is Shut down & Locked Out at Break times
- Operatives must Wear Eye Protection & Cut Level 5 Gloves while Cleaning the Screen
- Plant Supervision must be aware that Cleaning Operatives are in the Screen prior to Re-Starting the Plant after Break

**UNDER BUNKERS**

- Under the Bunkers shall be fully Guarded with No Access to Moving Parts, access to Chains Fully Guarded, prior to Operatives entering unless the Plant is Shut down & Locked Out
- Safe Access & Egress must be provided to the Cleaning Operatives entering the Bunkers, all Walkways to be kept Clear & two-way Radios must be used while under the Bunkers
- Cones & Barrier to be placed on the Floor to alert of Pedestrian activity in the Area, Cones & Barrier to be removed when work is complete

**Managerial/Supervisory:**

Plant Foreman & Assistant Foreman to monitor the Cleaning Areas during Day & Night Shifts, ensuring there is Sufficient Lighting in all Areas to complete the Work Safely and that the correct PPE is being worn at all times.

**Training:**

All operatives taking part in cleaning operations are to be made aware of the correct procedures and safety aspects of the Work, the plant must be Shutdown & Locked out where Guarding is Not in Place.

Operatives to Read & Sign this Risk Assessment confirming they understand all elements.