

Risk Rating



Risk Assessment & Method Statement

Task/ activity: Workplace transport of bulk material.

Task/ activity description:

The task involves the bulk material transport and tipping operation's within the MDR Tipping hall.

Likely to be effected: Operatives, external maintenance contractors, visitors

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	Risk scoring		Residual risk
		S	P	
Vehicle Pedestrian Collision -Fatality -Major injury	- Work area is a restricted area, only designated individuals are authorised. - Discharge area is separated by physical barriers. - All individuals must present at the weighbridge and Hi-visibility clothing & safety boots must be worn. - Plant operators are trained to stop moving the loading shovel and park safely to direct the Driver, when and where to park. 5-meter rule is in strict enforcement.	5	2	10

	• All operators must be trained competent and authorised. • Site access is restricted to prevent unauthorised access. • Two-way radio contact must be maintained at all times. • Works' area is supervised at all times. • Speed limits are strictly enforced. • Pre-use checks must be completed before each shift by the operators. • Care should be given to clean and correctly position the mirrors. • Plant machinery must be fitted with reversing cameras and flashing beacons wherever reasonably practicable. • All External Drivers must review the site rules and traffic management plan before confirming of understanding.			
Discharging / Loading / Unloading / Unintentional discharge of loads. -Fatality -Crush -Major injury	• Plant operators must comply with the 5-meter rule during tipping operations and remain vigilant. • External Drivers are not authorised on the floor of the tipping hall. • Re-Gen operators are trained and responsible to enforce site rules and to challenge and report breaches.	5	2	10

	• Only authorised Drivers are permitted to be present when discharging or tipping material. • Drivers may exit their vehicles in the designated area outside of the tipping hall only after eye contact has been established and permission granted by Re-Gen Staff in accordance with the five-meter rule. • Discharging / Loading / Unloading must be undertaken in an area away from passing traffic, pedestrians, and others not involved with the operation. • Beware of overhead hazards, including doorways and the air handling system. • Discharging / Loading / Unloading should never take place on gradients steep enough to make the operation unsafe. • To maintain stability, trailers should be situated on firm level ground, which is free from potholes etc. which could otherwise cause vehicles and trailers to overturn. • If driver has a mechanical fault or any other issue, they must enter the cab and engage hazard lights before getting the attention of the vehicle banksman, if a safe			
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	solution cannot be established the driver must leave the facility. • Before unloading commences, ensure that loads have not moved during transit, which could otherwise cause the goods to fall out when the doors are opened. • Discharging / Loading / Unloading should take place in such a way as to ensure the load remains as evenly distributed as possible, and well secured.			
Fire -Death -Serious injury. -Loss of building, vehicles -Loss of business	• Fire alarm system installed, maintained, and tested in accordance with fire safety regulations. • Clear emergency evacuation procedures communicated to all staff. • Trained fire wardens are placed on each shift. • There is no smoking authorised unless in the designated smoking area. • High hazard sprinkler system is installed and maintained. • Water Cannons are installed and maintained to cover the Tipping Hall and bale storage area. • Fire extinguishers inspected weekly and serviced annually.	5	2	10

	• Work area is under constant fire watch during plant operations. • High risk fire areas are monitored by thermal imaging cameras. • Fire services perform site familiarisation and walkaround. • Fire prevention and response plans are detailed and key points are communicated to employees. • Mobile plant fire suppression system is fitted and regularly check. • PAT testing to be carried out at suitable intervals, • Housekeeping standards must be maintained.			
Crush and Entrapment -Death -Major injury	• Plant operators must comply with the five-meter rule at all times and to supervise the driver and remain vigilant to monitor the location of the Driver. • Only authorised Drivers are permitted to be present when discharging or Loading. • Drivers may exit their vehicles in the delivery area only after eye contact has been established and permission granted by Re-Gen Staff in accordance with the five-meter rule. • Discharging / Loading /	5	2	10

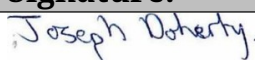
	Unloading should be undertaken in an area away from passing traffic, pedestrians, and others not involved with the operation. • Beware of overhead hazards, including the air handling system and doorways. • Drivers must not work underneath the raised hooper. • Discharging / Loading / Unloading should never take place on uneven ground. • To maintain stability, trailers should be situated on firm level ground, which is free from potholes etc. which could otherwise cause vehicles and trailers to overturn. • Before unloading commences, ensure that loads have not moved during transit, which could otherwise cause the goods to fall out when the doors are opened.			
Vehicle / Vehicle Contact -Damage vehicle	• Site access is controlled by manually operated barriers. • Drivers to be vigilant of their surroundings at all times. • Plant and vehicles are only operated by trained, certificated and authorised employees. • Operators must ensure carry out pre-use checks and	3	2	6

	ensure that Mirrors are clean, properly positioned, windscreens, Flashing Beacons, Reversing Lights are all operational. • All Plant & Machine Operators must hold and use a Two- Way Radio at all times. • No Mobile Phones to be used while Operating any Vehicle or Machinery • All non-essential staff is to dismount and wait outside the facility. • Re-Gen operative must direct trucks to the tipping area and the driver must await the instruction before proceeding. • Pre-start checks are undertaken by Operators and Re-Gen drivers daily, recorded in Defect Book, Safety Critical Repairs notified to the Garage for repairs before use. • Speed limits are displayed and enforced. • One way system is in operation for the use of larger vehicles only. • During operating hours, all visitor and staff cars restricted to the car park unless engaged in tasks requiring entry. • Site is supervised by competent persons daily.			
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Slips, trips, and falls -Major/ injury	• Pre-use checks should ensure that steps to the plant machinery are well maintained. • Operators and Drivers must mount and dismount the vehicles in compliance with their training. • Operators must clean spills as soon as possible. • Work areas are to be kept clear of obstructions. • All areas to have sufficient lighting. • CCTV and constant supervision • PPE to be worn including non-slip steel toe cap safety boots. • PPE must be inspected before shift.	4	2	8
Muscular skeletal disorders. -OOS injuries	• Operatives to instructed of the hazards and safe methods of working. • External operators to operate vehicle controls and remove excess and tangled rubbish using a work piece to prevent working under the hopper or exposing their hands to potential hazards. • Operators to ensure suitable breaks are taken. • Employees must wear cut 1 protection safety gloves. • Operators must use the radio and call for help with a difficult curtain.	3	2	6

	Employees to be aware of footing in the tipping area. Operators to inform their supervisor regarding any injuries or medical conditions.			
Exposure to chemicals/Dust– -Exposure to oils, lubricants another chemicals can cause skin irritation, burns, breathing difficulty and serious illness if ingested	- Any spilled material is to be cleared by operatives using a suitable spill kit. - Appropriate gloves to be worn when handling chemicals. - FPP2 dust masks to be worn during dusty cleaning operations.	3	2	6

Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Apr 2025
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Apr 2025
Reviewed on:	Apr 2025	New version number:	3
Date of next review:	Apr 2026, or as an when required		

PPE Requirements

- Hi-Vis vest
- Safety boots and gloves
- Bup cap if leaving the vehicle

Method statement

Safe Working Procedure

- Site access is restricted and controlled.

- Drivers to be vigilant of their surroundings at all times and must be instructed of the site rules and workplace hazards before entering.
- Plant and vehicles are only operated by trained, certificated and authorised staff.
- Machines to have a reversing Camera fitted where reasonably practicable.
- All Plant & Machine Operators must hold and use a Two -Way Radio at all times.
- No Mobile Phones to be used while Operating any Vehicle or Machinery.
- Only delivery drivers are permitted within delivery vehicles when discharging material.
- All non-essential staff are to dismount and wait in the designated area.
- Plant and vehicles are regularly maintained in line with manufacturer's recommendations and legal requirements.
- Pre-start checks are undertaken by drivers daily.
- Speed limits are displayed and enforced.
- One-way system is in operation for the use of larger vehicles only.
- During operating hours all visitor and staff cars restricted to the car park unless engaged in tasks requiring entry.
- As a priority, always try and remove the need for vehicles to reverse at all, e.g., using one-way systems, full use of yard areas etc.
- Where reversing cannot be avoided, vehicle operations can be organised to minimise the need for reversing. Wherever possible carry out the following.
 - Reversing areas should be clearly identified and marked, to be clearly visible to drivers and pedestrians.
 - Non-essential personnel should be excluded from the area.
 - All vehicles should be provided with both external sides mounted and rear-view mirrors, which should be kept clean and in good repair.
 - Reversing Camera & alarms are fitted to vehicles where practical.
 - Physical stops, such as barriers or buffers, to help warn drivers that they are at the limit of their safe reversing area.

SAFE STOP PROCEDURE

- The following procedure **MUST** be followed before leaving the seat of any vehicle, when anyone else approaches, and when anyone is working on the equipment
- Fully apply the handbrake
- Make sure all controls and equipment are left safe, e.g. Controls in neutral, Stop the engine,
- **REMOVE THE KEY BEFORE EXITING.**

New Starts / Visitors / Sub Contractors

- Upon first entry to Reception Visitors to sign in, read the site rules, receive a Visitors Badge and be accompanied around the site at all times.
- All New Employees must be inducted before being shown around site and to their designated work area.
- All Sub Contractors must be inducted before being shown around site and to their designated work area.
- When entering an area with vehicle activity, Two Way Radios must be used.
- All machine operators must be notified to stop work on the Floor when Operatives are entering the Floor Area to clean up, Staff / Operatives to use walkways provided where practicable.
- Eye contact must be made with the Vehicle Operator prior to entry & the Driver to Signal it is Ok to Enter.
- Machine Operators to be notified by Two Way Radio when the Operatives have completed cleaning on the Floor Area.
- Obey the 5 Metre Rule – If a Pedestrian is within 5 Metres of your vehicle – Stop immediately so long as it is safe to do so, attract their attention and let them proceed before continuing.
- Hi-Vis clothing must be worn at all times throughout the Site and on the Plant. Only authorised staff is to work on the internal floor area, with access to a Two-Way Radio.
- No unauthorised personnel to be given access to the plant.
- Staff and visitor car park is connected to the Reception by a walkway this enables safe passage to the Reception area, Staff and Visitors entering the Office are restricted to the walkway, Hi Vis Vests / Jackets must be worn at all times.

Material Discharge operations- Bin Lorry

- All Drivers must await instruction from the access controller before proceeding to the weighbridge.
- Be advised drivers must give priority to vehicles exiting the site.
- Drivers are to review the site map rules before proceeding.
- Drivers must stay on the weighbridge until weighbridge operator has confirmed weight has been taken and documents are signed off.
- Driver must follow the traffic management plan and to raise issue if they are unsure of anything.

- Weighbridge operator must inform the driver in the event of any temporary amendment of the traffic management plan and how this amendment affects their tasks.
- External Driver to park in the designated holding area in front of the main building and await the instruction from Re-Gen personnel of when it is safe to approach the tipping hall and which door to utilise.
- Note Re-Gen personnel are trained to only authorised use of the tipping hall after they are safely parked in their mobile plant.
- The External Driver is to reverse to the entrance using their reversing cameras and mirrors to safely position themselves to their assigned door before safely stopping and securing their vehicle at the immediate entrance to the tipping hall.
- The External Driver is to make eye contact with the Re-Gen mobile plant operator before exiting their vehicle.
- The External Driver must wear Hi-vis clothing, safety boots, safety gloves and remain vigilant when exiting their vehicle. Mobile phones are not authorised out of the cab of the vehicle.
- The external Driver is to activate the tipping mechanism and maintain compliance with the five-meter rule.
- The Re-Gen operator is to monitor the tipping operation and maintain compliance with the five-meter rule.
- Upon completion of the discharge operation the external driver make eye contact with the mobile plant operator before starting to lower the hooper and secure their truck before mounting their vehicle correctly and checking their mirrors before exiting the tipping hall.
- The external driver is to follow the traffic management plan to proceed to the weighbridge taking care to comply with the stop sign and traffic lights and road markings denoting the exclusion zone around the weighbridge.
- The external driver is to await authorisation from the weighbridge operator before exiting the site.

Material Discharge Operations - Walking floor trailers

- All Drivers must await instruction from the access controller before proceeding to the weighbridge.
- Be advised drivers must give priority to vehicles exiting the site.
- Drivers are to review the site map rules before proceeding.
- Drivers must stay on the weighbridge until weighbridge operator has confirmed weight has been taken and documents are signed off.
- Driver must follow the traffic management plan and to raise issue if they are unsure of anything.

- Weighbridge operator must inform the driver in the event of any temporary amendment of the traffic management plan and how this amendment affects their tasks.
- External Driver to park in the designated holding area in front of the main building and await the instruction from Re-Gen personnel of when it is safe to approach the tipping hall and which door to utilise.
- Note Re-Gen personnel are trained to only authorise use of the tipping area in compliance with 5-meter rule.
- The External Driver is to reverse to the entrance using their mirrors and Regen Operator assistance to safely position themselves to their assigned door from the safety of their cab before safely stopping and securing their vehicle at the immediate entrance to the tipping hall.
- The discharge operation may be assisted by Regen Personnel opening the doors only if the External Driver is safe in their cab. Note: **Re-Gen operator is to ensure via communication with the Driver that the vehicle is safely stopped before approaching the vehicle.**
- The External Driver is to make eye contact with the Re-Gen mobile plant operator before exiting their vehicle.
- The External Driver must wear Hi-vis clothing, safety boots, safety gloves and remain vigilant when exiting their vehicle. Mobile phones are not authorised out of the cab of the vehicle.
- The external Driver is to activate the tipping mechanism and maintain compliance with the five-meter rule.
- The Re-Gen operator is to monitor the tipping operation and maintain compliance with the five-meter rule.
- Upon completion of the discharge operation the external driver drives the vehicle forward outside the shed and must make eye contact with the mobile plant operator before closing their doors.
- Driver must mount their vehicle correctly and checking their mirrors before exiting the tipping area.
- The external driver is to follow the traffic management plan to proceed to the weighbridge taking care to comply with the stop sign and traffic lights and road markings donating the exclusion zone around the weighbridge.
- The external driver is to await authorisation from the weighbridge operator before exiting the site.