


Risk Rating

Risk Assessment & Method Statement

Task/ activity: Safe Use and Maintenance of Balers and associated Conveyors

Task/ activity description:

MAINTENANCE TASKS FOR BALERS AND CONVEYORS SUCH AS CLEANING & REPLACEMENT OF PARTS



Likely to be effected: Operatives, operator, supervisors, 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	Scoring		Risk rating
		S	P	
Vehicle Pedestrian Contact - Death - Major Injury	- Only trained, competent authorised personnel are permitted to carry out this work. - No unauthorised personnel to be given access to the plant. - Drivers and operatives must be vigilant and aware of their surroundings at all times. - Plant machinery must be fitted with rear and	5	2	10

	side-view cameras. • Only authorised staff is to walk on the Internal floor area, with access to a two-way radio. • Two-way radios must be used whilst on the plant floor. • 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. • Give way to pedestrians. • Hi-Vis jackets must be worn at all times throughout the Site and on the Plant. • Use of mobile phones is not permitted in the plant while driving Machinery or on the floor. • Work area must have sufficient lighting. • Plant operators must carry out pre-use checks every day and ensure their mirrors are clean and suitably positioned. • Employees must follow designated walkways to the work area. • The work area is to be inspected at suitable intervals.			
Fire • Risk of serious injury or death • Asphyxiation from smoke inhalation	• Only competent, authorised people to carry out this work. • Fire risk assessments are completed annually. • Smoke detection systems are in place. • Thermal imaging cameras are always monitored during plant operations. • Fire extinguishers and fire hoses are available in the plant. • Trained fire wardens are present on site. • Smoking is only authorised in the designated areas. • Hot works permit to be in place before work commences, fire watchman in place for all hot works activities. • All fires to be reported to the plant supervisor and the health and safety manager. • Two-way radios must be used to alert of a fire	5	2	10

	upon detection. - Operatives must not put themselves in danger, always proceed to the safest fire exit. - Fire watch to be carried out after the plant has stopped running. - Fire prevention plan is complete. - Housekeeping to be carried out at regular intervals. - MSW is a controlled environment no unauthorised entry during work. - Operative will receive frequent information instruction to reinforce good practice.			
Entanglement - Major Injury - Loss	- Only competent, authorised personnel are permitted to carry out this work. - All fixed and interlocked gates must be in place and secured to the plant. - Access to emergency stop buttons and emergency pull cords to be maintained at all times. - Before carrying out works operatives should make note of the nearest emergency stop buttons and pull cords. - Operatives to work in pairs, both of which must carry a two-way radio to maintain direct access to each other and the plant supervisor where necessary. - No unauthorised personnel to be given access to the plant. All unauthorised persons will be removed from the area. - Where guards need to be removed for maintenance, there must be replaced upon completion of the work and before starting the plant.	4	3	12
Working at Height - Death - Major injury	- Only trained, authorised and competent personnel are permitted to carry out this work. - Work at height and equipment required for works must be planned. - Access to the balers and conveyors should be by the access ladders provided.	5	2	10

	- Where an independent ladder is required, this must be secured/tied to the plant or footed by another operative. - Where there is no edge protection in place, harnesses must be used and connected to the fixed harness points or to a secure location on the frame. - Operatives must work in pairs where there is work at height. Both operatives must carry a two-way radio to maintain direct access to each other and the plant supervisor where necessary. - Cherry picker is available on site for use by trained and authorised operatives only. - A harness must always be used when operating the cherry picker. - Mobile phones must not be used whilst operating or driving machinery such as the cherry picker (MEWP). - Do not use the MEWP to carry loads. - Work at height must be supervised.			
Crushing - Death - Major injury	- Whilst maintenance or repairs are being carried out on the baler or conveyor, these must be isolated and switched off at the motor and lock out with hasp & lock. - Staff in surrounding area to be made aware of the maintenance work and the importance to stay out of the work area. - Interlocking key to be used where fitted and main key to be placed in pocket of mechanic until works are completed. - Baler and conveyor to be checked for stored energy, this must be released or secured from moving before maintenance/repairs are carried out. - Mechanics must lock out the machine before work commences and a warning notice must be attached to the lock. - Access to any hatch or access chamber without	5	2	10

	Isolation of the baler or conveyor is prohibited. - Operatives must never reach into the baler or conveyor whilst the machine is in motion. - Props and physical barriers should be used in a fixed position where necessary. - Refer to manufacturers instructions.			
Blockages	- Material to be sorted into compatible types to avoid blockages during compaction, evenly load material onto the conveyor to prevent build-up. - Blockages can be rodded out quickly and safely, but this should only be carried out by authorised trained operators using push rods or other appropriate tool, inserted through a barred hatchway at the side of the hopper if there is no risk of falling into the hopper. - Access to dangerous machinery parts must not be possible during this process. - Where blockages require access onto the conveyor and into the hopper or baling chamber, the requirements of the Lock Out system must be followed. - Baler & Conveyor to be checked for Stored Energy before any work commences.	4	3	12
Slips, trips and falls	- Access to all areas to be maintained. General housekeeping should occur on a regular basis to remove loose material. - Mechanics to plan the route where materials and tools need to be used. - When maintenance/repair is completed, all debris needs to be cleaned up to maintain safe access and egress around the plant. - Care should be taken when moving around the plant, particularly on stairs. There should be no running. - Any slips, trips or falls hazard that are identified should be reported to the Plant Supervisor or to the HSE department to help	4	2	8

	prevent reoccurrence.			
Personal injury/cuts/abrasions	- All accidents & Incidents must be reported to the Plant Supervisor to help prevent reoccurrence. - First Aid must be sought for any Injury no matter how minor - All Accidents & Incidents must be recorded in the Accident Book, all Accidents & Incidents to be notified to the Health & Safety Manager.	3	3	9
Noise - Deafness/Hearing loss - Tinnitus	- Ear protection must be worn during operations of the plant. - Ear protection will be enforced. - Signage is displayed. - Staff to be given regular information and training in regards the hazards of the SRF plant and the effects of uncontrolled exposure. - Noise surveys to be carried out at suitable intervals.	4	2	8
Dust - Respiratory illness - Explosion	- Engineering controls to be reviewed at suitable intervals - Dust masks with FFP 3 protection are available. - External Dust surveys to be completed at suitable intervals. - Findings from dust surveys to reviewed and relayed to operatives working in the area. - Staff to be informed with regular information and instruction in the hazards and effects working the SRF plant. - Internal dust monitoring procedures to be researched and implemented. - Vacuum cleaning system to be implemented. - Operatives to maintain a suitable housekeeping procedure to prevent a dangerous build-up of dust.	4	2	8
Lack of information, instruction and communication - Complacency - Lack of supervision	- All employees receive full induction identifying the key information necessary to stay safe. - Operatives to receive adequate job specific training that will be refreshed at suitable intervals. - Signage to be displayed identifying hazards and PPE required to enter the area. - Emergency procedures to be displayed and	4	2	8

	reinforced with regular toolbox talks. Operative to communicate with supervisor and others before and after works.			
--	--	--	--	--

Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Apr 2024
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Apr 2024
Reviewed on:	Apr 2024	New version number:	4
Date of next review:	Apr 2025, or as an when required		

PPE Requirements

- 2-way radios, hi-vis clothing, safety boots and gloves, ear protection

Training:

- Operator will be trained on the use of the Baler & Conveyors
- Where any queries arise, Operators must consult their Supervisor before continuing.

Method statement

Planning:

- Safe access & egress will be maintained to area of the Baler & Conveyor
- All work will be planned, and tools & equipment selected to suit the task,
- The Baler / Conveyor will be shut down & locked out with Lock & Hasp
- Any work at Height will be controlled by working inside of Handrails or the use of a Harness clipped on to a Harness Point or to a secure section of the Plant.
- When the Plant is locked out there will be a check carried out for any stored energy, and released where possible or Secured from moving.
- Where the Tracking of any Conveyor Belt is required, two Operatives must be in attendance, One Operative at the Main Control Panel at all times & both to use Two-way radios

- In the event of any blockages, these will firstly be cleared with push sticks at a distance, where this is unsuitable the Baler / Conveyor will be shutdown & locked out and blockage cleared manually.
- Any lifting of equipment or materials will be planned before work commences,
- All unauthorised personnel will be kept out of the area
- Where any queries arise, Operatives must consult their Supervisor before continuing.
- Baler to be Locked out using the Castel Key system

Physical:

The following minimum checks should be made to ensure that safety is maintained (refer to the manufacturer's manual for additional detail).

Maintenance / Operational checks

- Are all fixed and interlocked guards in place and secure?
- Do all trip devices work bringing machine to halt, and requiring machine reset to start?
- Are all fixed guards held in place with fastenings that require a tool to undo them?
- Are all interlocking devices correctly aligned and securely attached to the guards?
- Are all interlocks and time delay arrangements operating correctly?
- Does operation of the emergency stop(s) remove all power to the machine?
- Is it possible to operate any dangerous parts after activation of the emergency stop(s) before the machine is reset?
- Are control unit enclosures closed, locked and the keys removed?
- From a visual inspection is any of the exposed electrical wiring showing any signs of damage?

Safe systems of work during maintenance

To ensure safety in these circumstances a lock-off procedure must be used at Re-Gen which forms part of this safe system of work.

Lock-off procedures involve:

- Isolating the machine from the mains supply by locking off power;
- Each machine has suitable isolation facilities using a padlock with only one key;
- Using a multiple hasp padlock where several people are working on the machine, so each can fit their own lock; and putting a warning notice on the isolator.
- Plant Room door must be locked & Keypad in Place must be used, only authorised persons to have the Keypad Code

After following these procedures, and before gaining access, those working on the machine should check by both looking and listening that motion has stopped. Parts giving access to the machinery should be secured in the open position.

Managerial/Supervisory:

- All unauthorised personnel will be kept out of the area of work.
- Safe access & egress to the work area will be maintained at all times.
- Plant Manager to monitor Plant Operations