

**Risk
Rating**



Risk Assessment & Method Statement

Task/ activity: Use of Balers & Conveyors

Task/ activity description:

Safe Use and Maintenance of Balers and associated Conveyors



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		Risk Rating
		S	P	
Vehicle Pedestrian Contact	- Drivers to be vigilant of their surroundings at all times - Plant and vehicles are only operated by trained, certificated and authorised staff. - Reversing Camera fitted to 360 Excavator. - 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	5	2	10

	as it is safe to do so, attract their attention and let them proceed before continuing. • Hi-Vis jackets must be worn at all times throughout the Site and on the Plant. • Only authorised staff are to walk on the Internal floor area, when they have access to a Two Way Radio. • No unauthorised personnel to be given access to the plant. • No Mobile Phones use in the Plant while driving machinery or on the Floor			
Entanglement	• All fixed and interlocked guards to be in place and secured to the Plant. • Access to be maintained at all times to Emergency Stop Buttons & Emergency Pull Cords. • Operatives to work in pairs, both of which must carry a two-way Radio to maintain direct access to each other & the Plant Supervisor where necessary. • All unauthorised persons will be removed from the area. Where guards need to be removed for maintenance these must be replaced upon completion of the Work & before starting the Plant.	5	2	10
Working at Height	• Access gained to the Balers and conveyors by the access ladders provided. • 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 a secure location on the Frame. • Operatives must work in pairs where there is work at Height • MEWPs are on site for approved operations utilised by Trained & Authorised Operatives	4	2	8
Crushing	• Whilst maintenance or repairs are being carried out the Baler or Conveyor, they must be switched off at the Motor & Locked out with Hasp & Lock. • Interlocking Key to be used where fitted and main key to be placed in pocket of Maintenance operative until works are completed. • Baler & Conveyor to be checked for Stored Energy, this must be released or secured from moving before maintenance / repairs are carried out.	5	1	5

	• Mechanics must lock out the Machine before work commences and a Warning Notice attached to the Lock. • Access must not be authorised or gained to any Hatch or access chamber without Isolation of the Baler or Conveyor. • Operatives must never reach into the Baler or Conveyor whilst the machine is in motion.			
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 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.	5	2	10
Slip / Trips / Falls	• Access to all areas to be maintained, loose material to be removed on a regular basis. • Mechanics to plan the route where materials & tools need to be used. • When maintenance / repair is completed, all debris needs to be cleaned up to maintain safe access & egress around the plant.	4	2	8
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.	4	2	8
Fire	• Hot Works Permit to be in place before work commences, fire watchman in place for all Hot	4	2	8

	Work Activities. • All Fires to be Reported to the Plant Supervisor & Health & Safety Manager. • Fire Extinguishers & Fire Hosed are available in the Plant. • Trained Fire Wardens are available on Site. • Two-way Radios must be used to Alert of a Fire upon Detection. • Operatives must Not put themselves in Danger, always proceed to the Safest Exit.			
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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:	3
Date of next review:	Apr 2025, or as an when required		

Minimum PPE requirements

- Hi-vis clothing, safety boots and gloves, hard hat, 2-way radio

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 & to both 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.