

Risk Rating**Risk Assessment & Method Statement**

Task/ activity: General Recycling operatives – manual material sorting stations

Task/ activity description:

The task involves the manual separation of waste by hand sorting using vacuum and chute systems. This assessment has been reviewed and revised to factor in the existing medical condition of an individual and its contents are to be reviewed and understood by this individual and his line managers

Likely to be effected: Operatives, supervisors

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	
Epileptic medical event – (Leading to fall) -Fatality -Major injury	<ul style="list-style-type: none"> Fit to work note requested from the individual's medical practitioner Confirmation of prescribed medicines. Conveyors speed to be monitored to ensure the safety of the safety of the individual. Job review meeting to be attended with the individual after an appropriate time. The individual must raise any concerns with his line manager immediately The individuals line management must be made aware of this medical concern and the contents of this assessment. 	5	2	10
Fire hazard -Risk of serious injury or death -Asphyxiation from smoke inhalation -Damaged equipment and or building	<ul style="list-style-type: none"> All employees must be instructed on the emergency procedures. Operative will receive frequent information instruction to reinforce good practice. MDR plant is a controlled environment no unauthorised entry unless with a pre-arranged- authorised chaperoned by Re Gen No smoking in the plant Fire choke points have been identified and engineered suppression systems are installed to be properly maintained. 	5	2	10



	<ul style="list-style-type: none"> • Fire suppression systems to be tested as per manufactures recommendations. • Fire alarm systems inspected quarterly. • Fire drills to be carried out every six months. • Fire extinguisher and suppression systems are installed in appropriate locations. • Plant must have sufficient fire wardens planned and identified on each shift. • Computer operative to be on constant fire watch. • Thermal imaging CCTV cameras are to be monitoring the high-risk areas. • Radio contact must be kept at all times. • Plant must be always supervised during operations. • Signage identifying fire exits must be maintained. • Employees are instructed to collect separately all flammable objects to prevent any fire, such as gas tanks, batteries, etc. 			
Sharp Objects -Personal injury -Cuts -Abrasions	<ul style="list-style-type: none"> • Engineered controls to separate hazardous waste via the v-screen system and eliminate as much as possible before it gets to the picking lines. • P.P.E is mandatory- cut 5 protection gloves, safety boots, safety glasses. • Only trained competent and authorised personnel allowed to enter the plant. • Employees to receive full induction and the training necessary to carry out their work safely. • Recycling operatives to read and understand risk assessments for their role. • Staff trained to identify hazardous waste such as needles, glass etc and not to pick it. • First aiders must be on in the plant during operations. 	4	3	12
Ergonomic demands of hand sorting at waste picking lines -Motion sickness -Musculoskeletal stress/injury	<ul style="list-style-type: none"> • Belt speeds to be maintained at speeds under 10m/min to reduce potential for motion sickness and excessive pick rates leading to musculoskeletal stress. • Employees to receive regular breaks appropriate to the shift pattern. • Recycling operatives to read and understand risk assessments for their role. • Belt height and width designed to reduce the need for reaching, stooping or twisting. • Engineered sorting mechanisms to remove potentially harmful and heavy materials before material reaches the picking lines. • Adequate lighting is provided. • Where necessary, picking operatives may use steps to improve accessibility to the picking line. 	3	2	6

	<ul style="list-style-type: none"> Back supports are available to employees. Picking operatives to report to supervisor if they experience any pain or discomfort. Operatives to be able to comfortably reach the emergency stop pull cord. Operatives are to wear appropriate, non-slip safety footwear as provided. This will have the proper arch and heel support. 			
Chemicals contact -Serious eye damage -Serious eye irritant -Irritant to the skin	<ul style="list-style-type: none"> Employees are instructed on the importance of good personal hygiene. Employees must wash their hands when leaving the works area. Engineered controls to separate hazardous material such as glass through various processes before the picking lines. Conveyors are monitored during plant operations via CCTV, supervisors are trained to stop the lines and remove hazardous items on sight. P.P.E is mandatory- cut 5 protection gloves, safety boots, safety glasses. Only trained competent and authorised personnel allowed to enter the plant. Employees to receive full induction and the training necessary to carry out their work safely. Recycling operatives to read and understand risk assessments for their role. Staff trained to identify hazardous waste such as needles, glass etc and not to pick it. First aiders must be on in the plant during operations. First aid supplies checked at suitable intervals to ensure availability of eye wash. Welfare facilities to be well maintained with soap and hot water facilities. 	3	2	6
Industrial deafness from long term above the second action level (85db) -Tinnitus -Hearing damage	<ul style="list-style-type: none"> P.P.E is mandatory – ear defenders/ plugs. Whole plant is designated as ear protection zone. Employees to be trained and instructed on the hazards working in the MDR plant and the controls needed to protect them. Employees to receive regular safety briefs/ toolbox talks to remind them the importance of adhering to safe systems of work. Care to be given when selecting P.P.E Review of PPE to occur when necessary. 	3	3	9
Entrapment and entanglement -Crush injuries	<ul style="list-style-type: none"> No loose clothing of any kind, hair must be tied back. Bump caps should be worn. 	5	2	10

	<ul style="list-style-type: none"> • Maintenance can only be carried out by authorised individuals. • Belts are to be inspected at the start of each shift, and damage is to be repaired immediately. • Lock out system in place - access hatches can only be opened with keys that are removed from the plant to isolate the machine. • Supervisors must physically check and ensure plant is locked out every break. • P.P.E is mandatory- cut 5 protection gloves, safety boots, safety glasses. • Employees to receive full induction and the training necessary to carry out their work safely. • Recycling operatives to read and understand risk assessments for their role. • First aiders must be in the plant during operations. • Plant must be supervised at all times. • During routine cleaning operations plant must be shut down • CCTV in operation with multiple key members of regen accessing and reacting to plant operations. 			
Exposure to dust -Long term illness/ Death -Silicosis	<ul style="list-style-type: none"> • Engineered control measures in place to suppress and control dust. • Misting machine must be used during plant operations. • LEV systems are in place and tested at suitable intervals. • Ability to open large shutter door for natural ventilation. • Dust monitoring carried out by external contractors, to ensure compliance to WEL. • Internal dust monitoring recommended. • FFP2 dust masks are provided, speak to your supervisor. 	4	2	8
Slips and Trips (During break / location change) -Major injuries -Fracture -Sprains, or bruising.	<ul style="list-style-type: none"> • Procedures are in place for the disposal of all waste materials around the picking lines. • Housekeeping is maintained; walkways are kept clear, no spillage, wires, or any obstructions. • Staff training is provided to minimise exposure to these hazards. • Adequate PPE will be worn all the time such as safety boots. 	3	3	9
Loss of consciousness -Head injuries -Fracture -Fatality	<ul style="list-style-type: none"> • First aiders must be in the plant during operations. • Shift supervisors are assessing operatives during work process. 	3	2	6

	<ul style="list-style-type: none"> • Pre medical questionnaire are in place before operatives starting job. • Health surveillance is undertaking at appropriate time intervals. 			
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Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Sep 2025
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Sep 2025
Reviewed on:	Sep 2025	New version number:	4
Date of next review:	Sep 2026, or as an when required		

PPE requirements

- Full P.P.E must be worn to enter the plant- cut 5 protective gloves, hi-vis vest, dust masks, ear protection and safety boots

Training requirements

- Site induction
- Have read and understood applicable RAMS
- Manual handling, Manual handling awareness training.
- Specific task training.
- Regular updated safety briefs/ Toolbox talks

Method statement

Preparation

- Employees must be inducted to the MDR facility and be fully informed of the hazards and preventive measures in place.
- Employees must be provided with the correct personal protective equipment.
- Full P.P.E must be worn to enter the plant- cut 5 protective gloves, dust masks, ear protection and safety boots.
- Operatives to check, clean and maintain the P.P.E before starting to work.
- Before starting operators are to ensure the picking stations are free from excessive slip, trip, fall or any other hazard.
- The emergency stops should be tested as per plant maintenance and safety checks inspections schedule.
- Plant must be supervised during operation.
- First aiders and Fire wardens must be there during plant operations.

Plant/ Equipment Supplies Required.

- Conveyor belt carrying material to be separated manually.
- Vacuum assisted chutes.
- Material drop chutes.

Set Up

- Ensure the picking stations are clean, tidy and free of excessive slip, trip, fall and avoidable hazards.
- Plant Manager to ensure the emergency stops buttons are in safe working condition and inspected.
- First aiders and fire wardens must be there during plant operations.

Operational Procedure for the sorting stations.

- General Recycling operatives await the instruction from their supervisor when to start to work.
- Material handlers' separate materials manually and place the material in the container provided.
- Relevant material is placed in provided bins. Cleaner to ensure are emptied as required by the plant cleaning operatives.

Signature sheet

Please sign your name on the table below to state that you have read the RAMS on **General recycling operatives – Manual sorting stations**, have understood and agree to abide by the control measure put in place.

Name	Signature	Date