

Risk Rating**Risk Assessment & Method Statement****Task/ activity:** Bale Cleaning area**Task/ activity description:**

Manual removal of materials from stacked bales by authorised staff. Undertaken in a segregated secure area on the floor of the MDR plant. Counterbalance forklift trucks are transporting baled material from the Bollengraf baler output to the bale cleaning area.

**Likely to be effected:** Forklift truck drivers, operatives, 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	

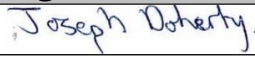
Hazard	Control measures to be taken to reduce risk	Risk scoring		Risk rating
		S	P	
Vehicle / Pedestrian Collision	- Safe access to the works area, is via the MSW plant through the segregated walkway. - No personnel are authorised to leave the bale cleaning area, unless via the designated magnetic access-controlled door or as part of an emergency evacuation. - Operatives to remain inside segregated	5	2	10

	work area and never walk on the floor of the plant. • Employees must wear Hi Vis clothing at all times. • Forklift Driver is not authorised to enter the bale cleaning area unless in compliance with the safe system of work. • Forklift Driver to proceed with Caution while in the Bale Cleaning Area. • Bale cleaners must follow the safe system of work, whereby bale cleaner area supervisor must slide open the roller door and position themselves on the other side of the steel dividing wall, ensure all operatives have removed to the other side of the dividing wall and turn off the lights before the FLT can enter the area. • Forklift operator must ensure the area is cleared before entering and sound their alarm upon the approach. • Forklifts are fitted with the lights system that identifies the safe distance to be maintained. • 5-meter rule is in strict enforcement. • Only trained, competent operators are authorised. • Pre-use checks must be completed before shift each day and any fault,			
Crush injury- Bale collapse,	• Bale Cleaners to maintain a safe distance from FLT while Bales are being removed. • Bale Cleaners must not stand between Bales when they are being placed or removed. • FLT driver must be aware of the Bale Cleaners at all times. • FLT operator to sound his horn when entering the area.	4	2	8
Personal injury / Cuts / Abrasions	• Employees to be vigilant for bale wire not bent inwards that may cause an injury to Hand / Head / Arm / Eyes. • Eye protection to be provided to staff to prevent eye injuries from bale wire. • Protective gloves are provided to protect against the risk of cuts to the hand. • All Bale Cleaners to report any accident /	3	3	9

	Incident to their immediate Supervisor and seek First for any Injury no matter, all Accidents & Incidents to be entered in to the Accident Book by the Supervisor. Hi Vis Vests, Safety Boots, Bump Caps & Gloves to be Worn at all times.			
Vehicle / Vehicle Contact	- Lights & Flashing Beacons to be used at all times. - FLT Drivers to be aware of other Vehicle users in the area sound their horn at Blind Spots & maintain 5 Metres away from Operatives at all times where possible. - Banksman is active in the area to control traffic management.	4	2	8
Working at Height	- Bales will be stacked 2 High, a suitable step ladder is provided for staff to work at low height, this must be checked before use, there is no requirement for Bale Cleaners to be on the top of the Bales. - Bale Cleaners do not check any bales or stacks thought to be unstable, notify Supervisor or FLT Driver to remove unsafe Bales. - Bump Caps must be worn at all times.	4	2	8
Slip / Trips / Falls	- Areas to be kept tidy, when there are NO FLTs in the area. - Steel sliding gate to be kept closed before general rubbish is brushed in a pile for removal. The gate is to be opened and lights turned off only after all persons have removed themselves on the other side of the wall - Bale Cleaners & FLT Drivers must be aware of their surroundings at all times. - Maintain 5 Metres away from Operatives where possible, sound the Horn before entering the area. - Daily cleaning of the bale cleaning area is the responsibility of the operatives working in the area.	4	2	8
Incorrect Stacking	All Bales to be stacked by experienced operators, bales to be interlocked / tied on	4	2	8

	the top row to maintain stability. - Bales to be tapered back to maintain stability. Loose bales to be re-baled on site before stacking placing in the Bale Cleaning Area. - No pedestrians are authorised in the bale storage area. Vehicle access only.			
Musculoskeletal Disorders	Operatives should use the correct techniques when moving roller door between bays.	4	2	8
Falling objects	- Operatives should wear appropriate PPE, including head protection. - Tools and equipment must be stored away safely. - Plant should be monitored during all plant operations from computer stations.	4	2	8

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:	2
Date of next review:	Apr 2026, or as an when required		

PPE Requirements

- Bump caps, safety gloves, eye protection, safety boots, Hi-vis vests

Training Requirements

- Site safety induction.
- Task specific training.

Method statement

Planning

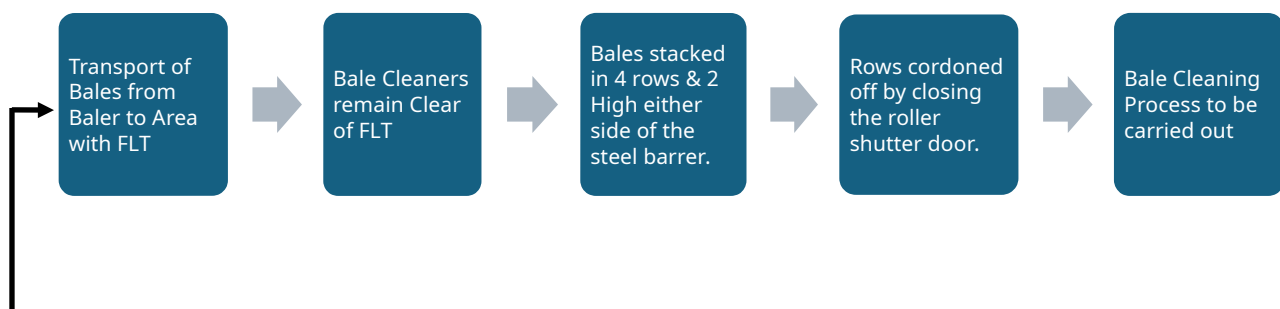
All bale cleaners must be instructed on the safe system of work and the hazards when accessing and working in the bale cleaning area. Operative must be shown the safe

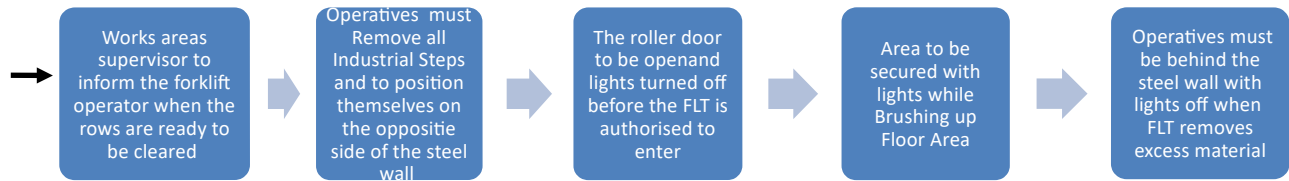
designated access to the bale cleaning area. Work area must be supervised during plant operations.

- Bales will be transported from the Bollegraaf Baler by the Forklift Trucks (FLT) by authorised Drivers,
- FLT Drivers are not authorised to enter the bale cleaning area until:
 1. All operatives are on the opposite side of the steel dividing wall.
 2. One operative will open the steel rolling door.
 3. The remaining operative will position themselves on the opposite side of the steel wall and the turn off the lights.
 4. Operative must close the door behind them before the FLT can enter.
- Bales will be stacked in the controlled area within the steel divided walled off area.
- Bales must only be stacked 2 High in the Bale Cleaning Area.
- FLT Driver must regularly check to ensure that Bales remains stable. All bales are checked for stability/ sturdiness - No unstable bales are stacked.
- Sufficient space will be left around the Bales to allow Bale Cleaners to carry out their work safely.
- Hi Vis Clothing / Jackets, Bump Cap / Goggles, Gloves and Safety Footwear will be worn at all times.
- When Bales are placed Bale Cleaners must ensure the rolling access gate is closed and secured to prevent FLT entering into the area.
- Bale Cleaners will use Small Industrial Steps to gain access to the top of the Bales, when Bale is cleaned the Steps must be removed by the Bale Cleaner out of the Path of the FLT.
- When Bales are ready to be moved Bale Cleaners will ensure:
 1. All operatives are on the opposite side of the steel dividing wall.
 2. One operative will open the steel rolling door.
 3. Turn off the lights before positing themselves on the opposite side of the steel wall and
 5. Operative must close the door behind them before the FLT can enter.

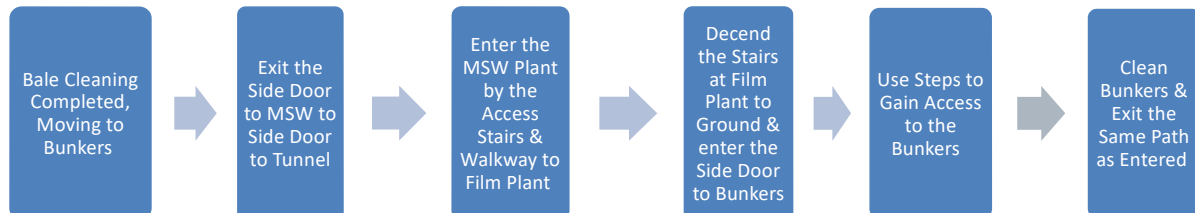
Bale Cleaning Area

Do Not Leave the works area- No walking onto the floor of the plant.





Bunker Cleaning



Five-meter rule

- 5-meters distance must be maintained between pedestrians and moving vehicles.
- Communicate with the Driver** - Use the radio or hand signals to stop and await confirmation from the operator before approaching the vehicle.

