

Risk Rating



Risk Assessment & Method Statement

Task/ activity: Shredding of MSW bulky materials

Task/ activity description:

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Likely to be effected: Operatives, subcontractors

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	

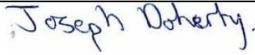
Hazard	Control measures to be taken to reduce risk	Scoring		Residual risk
		S	P	
Entanglement	- Isolators and emergency stop that cut the power supply to the shredder are identified and communicated to operatives. - All work is undertaken from suitable working platforms. - Shredders are guarded and access is not	5	2	10

	permitted during operation of the plant. • Maintenance in shredders can only be carried out by trained, competent and authorised employees. • Access to the shredders must only be carried out following the risk assessment and SSOW as laid out in RA001/20 and RA002/20. • Any blockages should only be removed when the shredder is switched off, isolated and lock-off procedures completed. • Maintenance works must be communicated to other operatives in the plant. • All operatives must maintain two-way radio communication when working around the shredders. • The shredder is guarded, and interlocking safety mechanisms are in place to ensure that the shredder automatically shuts off when access doors are opened. • All panels to be kept closed while the shredder is operational. • Pre-use checks to be completed to ensure that all guards are in place and there is no damage or defect identified.			
Noise	• Noise levels around the shredders are above 80_{dba} – hearing protection is supplied and is available to all operatives. • Hearing protection must be worn whilst working around the shredders.	4	2	8
Working at Height	• Only trained, competent, and authorised personnel permitted to carry out work and heights. • Work at height to be planned in advance	4	2	8

	where possible. • Working at height permit to be obtained before works commence. • Maintenance crew to wear harnesses while cleaning shafts and screens. • Scissor Lift or Boom Lift to be used where possible to gain access to the Shredder. • Only trained, competent, and authorised personnel permitted to use MEWPs. • Operatives to work in pairs. • Work at height is to be supervised. • Two-way radio contact must be maintained at all times. • Excavator operator and crane operator to be aware of operatives on the floor and shredder – during maintenance operations loading must stop.			
Electrocution	• Access to the shredders must only be carried out following the risk assessment and SSOW as laid out in RA001/20 and RA002/20. This must ensure that power to the shredders is isolated and shredders are locked out before any work can commence. • Only competent, authorised electricians to carry out work on the power supply to the shredders and to the motors. • The work area is to be kept clear of trailing cables and water. • Regular inspection of the shredder should occur to identify damage. Any damage or defect identified should be reported to a supervisor immediately and repaired as soon as is practicable. • In the case of damage to electrical components, the shredders/equipment should not be used.	4	2	8
Slip / Trip / Falls	• Area around the shredder to be maintained throughout the day through	4	2	8

	good housekeeping practices. - Area around the shredder to be maintained with thorough cleaning to be undertaken when shredding has stopped. - Operatives to wear appropriate PPE, including safety boots which are securely fastened and maintained to a high standard. Damage to safety boots is to be reported and boots replaced.			
Fire	- Fire wardens are on site 24/7. - Fire watchman to be in place on every shift with fire hose in place, ready to use. - Crush materials away from Flammable materials - Keep machine clean between Shifts - Thermal imaging cameras in the crane control booth allow the crane controller to monitor temperature in the shredders and quickly identify fires. - Fire extinguishing equipment is located throughout the MSW plant. - The shredders are to be regularly maintained to reduce the risk of faults which could ignite fire. - Consider damping down high-risk material prior to crushing.	5	2	10

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, safety gloves, **eye protection**

Method statement

Planning & Preparation:

- Work is planned to ensure a safe means of shredding is provided. Refer to the operator's manual before starting up machine.
- All equipment is provided and maintained to required legal and other standards.
- Fire Hose in place prior to commencing Shredding. Fire Watchman to be in place before Shredding & during every shift with Fire Hose in place ready to use. Place Fire Hose at a Suitable Safe Distance from the Shredder. Ensure there is no one that can be trapped on the opposite of the shredder in the event of a fire.
- Check the immediate work area around the equipment to ensure there are no trip hazards and that you can move around safely. Ensure the shredding machine is on level ground and is securely parked. Any concerns are to be raised with the Plant Manager.
- A safe zone is to be imposed around the shredding operation and this work area must be communicated to the site operatives before commencing work. A safe route to and from the machine must be provided.
- Do not allow anyone to enter the exclusion zone for any reason when the machine is operating, use cones / barriers to cordon off working area. If pedestrians are noticed in the vicinity, all loading must cease until it is safe to resume.
- Two Way Radios must be used while in the Shed.
- All operatives working on the Shredding operations must wear Bump caps, safety footwear and gloves.
- Be aware of the type of waste to be processed, ensuring that contact is avoided with potentially hazardous waste. If contact cannot be avoided, or there is a need to handle waste, ensure the appropriate PPE is worn.
- If dust is seen to be building up in the atmosphere, the operation should be stopped from time to time, to allow the dust to disperse. It should be noted that wood and similar dusts can be explosive in certain conditions.
- The shredding machine must not be left unattended when in operation.
- Digger Driver to be aware of Operatives at all times.
- Check for build-up of materials and blockages of the shredder at regular intervals.
- Any blockage should be attempted to be cleared using the control panel first. Manually unblocking the shredder should be a last resort. **Do not enter the machine until completely isolated and locked out.**
 - Entry into or working on the machine must be supervised. No Lone Working is permitted.
 - Take care when using a ladder to access the Shredder to ensure the risk of falls is minimised. If it is possible, a more suitable method of access should be used, such as steps with a handrail and working platform or scissor lift.
- Keep machine clean between Shifts.
- Frequently check oil levels.

Managerial/Supervisory:

All equipment used must be checked into ensure it is in good working order, to correct specifications, and in date for inspection.

Work will be monitored to ensure that additional precautions and equipment is taken into use, as required.

Training:

Training and instruction must be provided to all operatives by supervisory staff involved in shredding operation.

Any queries to be raised with supervisor, prior to Shredding commencing.

All employees must be fully trained in the safe use of all plant / equipment they will use or maintain.

Employees who do not have the requisite training will not be allowed to operate any plant or equipment.

All employees will be familiarised with the content of this method statement prior to the works commencing.

Site specific training will be undertaken prior to use.

Safe Operation of Equipment:

-Ensure all emergency stop buttons have been released

Locate the isolator switch and turn to ON

Turn ignition key on control panel to ON

Wait until the red light on the display screen changes to green

Turn key to 'CRANK' position

-Once the engine starts, allow it to be idle for 3 minutes before operating machine.

Check for any abnormal noises, vibration or excessive heat from the shaft bearings.

-Once content all components of machine are operating correctly, material can be introduced to the machine

-As per the manual, control the operation from the display screen ensuring to observe for any safety warnings.