

**Risk
Rating**



Risk Assessment & Method Statement

Task/ activity: Disassembly and reassembly of baler infeed conveyor

Task/ activity description:

The task involves the isolation and lock out of the conveyor system, removal of guards, removal of motors, removal of conveyor belt and removal of chain pulley systems. Once the baler replacement has been completed the conveyor system is to be re-assembled safely, with all guards and safety devices being re-installed before the system is tested and authorised for use.

Likely to be effected: Employees, contractors, visitors, others

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	
Contact with machinery. -Entanglement Leading to fatality -Major injury	- Conveyor must be fully isolated and locked out by a competent person prior to the commencement of the disassembly process. - The motor must be disconnected from the power supply. - Guards must be refitted before the conveyor is re-powered. - Upon completion if the work the conveyor must be inspected by a competent person to ensure all guards and safety devices are in place, operational and work is completed to the required standard. - Only authorised persons can assist in this task. - Work area is to be controlled with all unnecessary personnel removed from the work area.	5	3	15

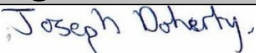
Falling objects Bolts, fittings, guards, steel work falling onto persons working below leading to - Fatality. -Major injury	• Work area is controlled and has restricted access. • Employees to take care when placing tools or equipment. • Hard hats/ bump caps must be worn. • All contractors and employees must be inducted including the site rules. • When working at height ensure no persons are carrying out work below. • Any lifting operation must be planned, supervised and carried out safely.	3	3	9
Working at heights/ Falls from height. -Fatality -Major accident	• MEWPS are to be employed working at height. • If any short duration task is undertaken using a ladder, a human resource must be in place to foot the ladder. • The site is a dynamic workplace, employees must be aware plan out activities with their line manager. • Safety harness must be worn when working at heights, without another means of preventing falls such as guardrails. • Safety harness must be inspected before use. • Employees should undertake their own point of work risk assessment. • All MEWPS must be inspected before use. • All MEWPS are inspected by a competent third party every 6 months.	4	3	12
Lifting operations	• All lifting operations are to be planned by a competent person. • No loads are to be lifted over any person's head. • No loads are to be lifted if above the safe working load of the lifting apparatus or attachments. • Pre-use checks must be carried out. • Lifting operations are to be carried out under supervision. • All relevant personnel are to be informed of the lift plan and the route of the planned lift. • Communication must be maintained via two-way radio contact. • Chains, slings, safety harness and any other lifting equipment receives their 6 month/ annual statutory inspections	4	3	12

Musculoskeletal Disorders	• Employees are instructed to use mechanical means of lifting when possible. • Employees are instructed in safe lifting techniques. • Employees are instructed to seek assistance if load is too heavy to lift comfortably on their own. • Keep your back straight and move with your feet, rather than twisting your hips. • Lifting operations are to be planned and supervised. • Ensure the path of your lift is clear and free from obstruction and trip hazards. • Take care to avoid stooping your back and lift with the power of your legs. • Seek assistance if you are unsure of a safe method of lifting.	3	2	6
Suspended loads	• Never leave a suspended load unattended. • Never lift a load over a person's head. • Ensure suspended loads are controlled at all times, use guide ropes if necessary to control the lift. • Two-way radio contact must be maintained. • All persons working in the vicinity of the lifting operation to be informed of the lift plan. • Transport loads as low to the ground as possible. • Carry out test lifts to ensure the load is stable and secure. • Ensure lift chains and slings are suitable to hold the weight of the lift.	4	2	8
Fire	• Hot works permits must be completed before any work creating sparks or heat. • Care to be taken to remove combustible material as far as is reasonably practicable. • If combustible material cannot be removed, screens should be implemented. • Suitable suppression systems are to be identified and in place before undertaking any hot works. • Fire watch must be in place for 60 mins after hot works. • Two-way radio contact must be maintained with the plant during operations who are	5	3	15

	monitoring the CCTV and thermal imaging cameras. • Fire alarm is serviced and inspected. • Employees are instructed in the emergency procedures including the evacuation routes.			
Electricity • Electrocution • Electric shock • Burns • Fire	• All work on electrical, cables and systems are to be carried out by competent electricians. • Electrical equipment must be isolated before any work with electrical installations is undertaken. • Fixed electrical testing takes place at regular intervals. • Operatives are to discuss with the project manager if there is any issue with power supply. • RCD systems are to be implemented. • Never work on live electrical equipment.	4	3	12
Use of power tools- impact drivers/ angle grinders.	• All power tools are to be inspected before use, any damaged and defective power tools are to be removed from use immediately. • Any guard must be fitted and secure. Do not remove guards. PPE must be worn when working with power tools, safety glasses/ goggles, safety gloves, appropriate safety boots and hard hats. • Employees are trained and instructed in the safe use of the tools and equipment. • Take care of your stance when working with power tools. • Hot works permits must be completed before starting any hot works.	3	2	6
Slips, Trips and falls	• Access to all areas to be maintained, loose material to be removed on a regular basis. Housekeeping must be maintained on the site to ensure there are no slip or trip hazards as far as reasonably practicable. • Safety footwear must be worn with appropriate ankle support and anti-slip soles. • Spills must be controlled immediately using the absorbent granules. • Walkways to be kept clear and free from debris, steel work or other hazards.	3	2	6

Vehicle Pedestrian Collision • Fatality Major injury	- Contractors and employees must follow the safe designated walkways to the works area. Physical barriers are in place to separate vehicles and pedestrians. - Work area is a restricted area, only designated individuals are authorised. - Only trained and competent operators are authorised to operate on the site. - All around visibility must be maintained. - Safe stop procedure, must be followed, stop the vehicle, out of gear, parking brake on, remove the key. - Hi-visibility must be worn. 5 meters must be maintained from moving vehicles where possible. - Make eye contact with the operator before entering the works area, maintain positive communications with vehicle operators. - Never walk behind a reversing vehicle - Contractors to be chaperoned and supervised by Re-Gen personnel who hold a radio.	5	2	10
Personal injury / Cuts / Abrasions	- Individuals working in the area are to wear appropriate PPE, Safety footwear, work gloves, and hard hat. - All accidents & Incidents must be reported to the Plant Supervisor to help prevent recurrence. - First Aid provisions are in place. - All Accidents & Incidents must be reported in compliance with accident reporting procedures.	2	2	4

Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Aug 2025
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Aug 2025
Reviewed on:	Aug 2025	New version number:	2
Date of next	Aug 2026, or as an when required		

review:**PPE requirements**

- Hard hat/ bump cap, gloves, glasses/ goggles, work boots

Training requirements

- Induction
- MEWPS

Method statement**Access**

- Site access is restricted and controlled.
- Employees and sub-contractors remain vigilant of their surroundings at all times and must be instructed of the site rules and workplace hazards before entering.
- Sub-contractors must use safe designated walkway provided.

Vehicles

- Plant and vehicles are only operated by trained, certificated and authorised staff.
- Machines are to have a reversing Camera fitted Machine where visibility is impaired.
- All Plant & Operators must hold and use a Two -Way Radio at all times.
- No Mobile Phones to be used while Operating any Vehicle or Machinery.
- All non-essential staff are excluded from the construction areas.
- Plant and vehicles are regularly maintained in line with manufacturer's recommendations and legal requirements.
- Pre-start checks are undertaken by mobile plant operators and drivers daily.
- Speed limits are displayed and enforced.
- As a priority, always try and remove the need for vehicles to reverse at all, e.g. using one way systems, full use of yard areas etc.
- Where reversing cannot be avoided, vehicle operations can be organised to minimise the need for reversing. Wherever possible carry out the following.
 - Non-essential personnel should be excluded from the area.
 - All vehicles should be provided with both external side mounted and rear view mirrors, which should be kept clean and in good repair.
 - Reversing Camera & alarms are fitted to vehicles with impaired visibility and kept in good working order.

- Physical stops, such as barriers or buffers, to help warn drivers that they are at the limit of their safe reversing area.

SAFE STOP PROCEDURE

- The following procedure **MUST** be followed before leaving the seat of any vehicle, when anyone else approaches, and when anyone is working on the equipment.
- Fully apply the handbrake
- Make sure all controls and equipment are left safe, e.g. Controls in neutral, Stop the engine, remove the key.

Contractors /Visitors

All contractors must provide the following before working on the site:

- Risk assessments/ method statements for their work
- Training records
- Statutory inspections
- Insurance documents

In addition, contractor are to inducted with the site rules, hazards working on the site and to confirm understanding of their assigned works and the safe designated access routes to the site.

Emergency contact details

In case of an accident or emergency, call 999 immediately.

- Daisy Hill Hospital – 028 3083 5000