



**Risk
Rating**

Risk Assessment & Method Statement

Task/ activity: Quality inspections, Baled recyclable material

Task/ activity description:

THE SCOPE OF THIS RISK ASSESSMENT IS FOR THE THIRD-PARTY QUALITY INSPECTIONS OF BALED RECYCLABLE MATERIAL THAT IS PRODUCED IN THE MATERIAL RECOVERY FACILITY.

Likely to be effected: Inspectors, operators, 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	Level of risk		Risk rating
		S	P	
Access and Egress from Site - Risk of vehicle	- Quality inspector must report to reception and wait for their contact to chaperone them to the work area. - Quality inspector must sign in and sign out when off site.	5	2	10

collision	- Quality inspector must be inducted onto the site. - Minimum PPE accepted is safety footwear, hi-vis clothing, hard hat/ bump cap, safety gloves, when handling material.			
Access and Egress from inspection holding area. - Risk of vehicle collision	- Inspector must be chaperoned to the holding area at the loading bay. - Inspector must remain in the holding bay and follow the instruction of Re-Gen personnel. - PPE must be worn. - Inspector must not walk on the floor or towards door 9 or 9A. - Inspector must follow safe segregated walkways.	5	2	10
Vehicle Pedestrian Collision - Fatality -Major injury	- Work area is a restricted area, only designated individuals are authorised. - Discharge area is separated by physical barriers. - All individuals must present at the weighbridge and Hi-visibility clothing & safety boots must be worn. 5-meter rule is in strict enforcement. - All operators must be trained competent and authorised. - Site access is restricted to prevent unauthorised access. - Works' area is supervised at all times. - Speed limits are strictly enforced. - Pre-use checks must be completed before each shift by the operators. - Care should be given to clean and correctly position the mirrors. - Plant machinery must be fitted with reversing cameras and flashing beacons wherever reasonably practicable.	5	2	10
Breaking	Bales are to be broken using mechanical	4	2	8

bales - Vehicle collision - Flying objects	equipment. - Bales are to be broken by Re-Gen personnel only. - Inspector to remain in the holding area whilst bales are being busted. - Quality inspector to wear safety glasses, hard hat/bump cap.			
Discharging / Loading / Unloading / Unintentional discharge of loads. - Fatality - Crush - Major injury	- Plant operators must comply with the 5-meter rule during tipping and loading operations and remain vigilant. - External Drivers are not authorised on the floor of the tipping hall. - Re-Gen operators are trained and responsible to enforce site rules and to challenge and report breaches. - Only authorised Drivers are permitted to be present when discharging, tipping or loading material. - Discharging / Loading / Unloading should never take place on gradients steep enough to make the operation unsafe. - To maintain stability, trailers should be situated on firm level ground, which is free from potholes etc. which could otherwise cause vehicles and trailers to overturn. - Discharging / Loading / Unloading should take place in such a way as to ensure the load remains as evenly distributed as possible, and well secured.	5	2	10
Fire - Death - Serious injury. - Loss of building, vehicles - Loss of business	- Fire alarm system installed, maintained, and tested in accordance with fire safety regulations. - Clear emergency evacuation procedures communicated to all staff, visitors and inspectors as part of the site induction. - Trained fire wardens are placed on each shift. - There is no smoking authorised unless in the designated smoking area.	5	2	10

	• High hazard sprinkler system is installed and maintained. • Water Cannons are installed and maintained to cover the Tipping Hall and bale storage area. • Fire extinguishers inspected weekly and serviced annually. • Work area is under constant fire watch during plant operations. • High risk fire areas are monitored by thermal imaging cameras. • Fire services perform site familiarisation and walkaround. • Fire prevention and response plans are detailed and key points are communicated to employees. • Mobile plant fire suppression system is fitted and regularly check. • Housekeeping standards must be maintained.			
Crush and Entrapment -Death -Major injury	• Plant operators must comply with the five-meter rule at all times and to supervise the driver and remain vigilant to monitor the location of the Driver, inspector and others. • Only authorised persons are permitted to be present when discharging or Loading. • Drivers may exit their vehicles in the delivery area only after eye contact has been established and permission granted by Re-Gen Staff in accordance with the five-meter rule. • Beware of overhead hazards, including the air handling system and doorways. • Discharging / Loading / Unloading should never take place on uneven ground. • To maintain stability, trailers should be situated on firm level ground, which is free from potholes etc. which could otherwise cause vehicles and trailers to overturn.	5	2	10
	• Pedestrians must follow the safe, segregated			

Slips, trips, and falls -Major/ injury	walkways and take care of their footing. • Operators and Drivers must mount and dismount the vehicles in compliance with their training. • Operators must clean spills as soon as possible. • Work areas are to be kept clear of obstructions as far as is reasonably practicable. • Any H&S concern, such as a slip, trip or fall risk must be reported immediately for action. • All areas to have sufficient lighting. • CCTV and constant supervision • PPE to be worn including non-slip steel toe cap safety boots. • PPE must be inspected before shift.	4	2	8
Muscular skeletal disorders. -OOS injuries	• Quality inspectors are not authorised for any significant manual handling activities. • Inspector is to speak with Re-Gen personnel should any manual handling activity be required. • Safety gloves must be worn when handling materials. • Safety footwear must be worn.	3	2	6
Exposure to chemicals/Dust– -Exposure to oils, lubricants and other chemicals can cause skin irritation, burns, breathing difficulty and serious illness if ingested	• Any spilled material is to be cleared by operatives using a suitable spill kit. • Appropriate gloves to be worn when handling chemicals.	3	2	6

Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Aug 2024
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Aug 2024
Reviewed on:	Aug 2025	New version number:	2
Date of next review:	Aug 2026, or as an when required		

PPE requirements

- Minimum PPE accepted is safety footwear, hi-vis clothing, hard hat/ bump cap, safety gloves, when handling material.

Training requirements

- 3rd party: Site induction
- Employee: forklift

Method statement

New Starts / Visitors / Sub Contractors

- Upon first entry to Reception Inspectors to sign in, read the site rules, and await their chaperone to accompany them to the holding area.
- All Persons must be inducted before being shown around site and to their designated work area.
- Floor of the plants are restricted to vehicle access only, during normal operations.
- All machine operators must be notified to stop work on the Floor when pedestrians require to enter the Floor Area to clean up, Staff / Operatives/ inspectors to use safe segregated walkways provided where practicable.
- Obey the 5 Metre Rule – If a Pedestrian is within 5 Metres of your vehicle – Stop immediately so long as it is safe to do so, attract their attention and let them proceed before continuing.
- Hi-Vis clothing must be worn at all times throughout the Site and on the Plant. Only authorised staff can work on the internal floor area, with access requiring Two-Way Radio.
- No unauthorised personnel to be given access to the plant.

- Staff and visitor car park is connected to the Reception by a walkway this enables safe passage to the Reception area, Staff and Visitors entering the Office are restricted to the walkway, Hi Vis Vests / Jackets must be worn at all times.

Emergency Procedures

- Quality inspectors assigned chaperone to hold responsibility to evacuate the quality inspector should the alarm activate.
- All persons must be inducted into the site and instructed on the emergency procedures.
- Should an alarm activate all persons are to congregate at the assembly point and await instruction from Re-Gen personnel before leaving the assembly point.

Safe Working Procedure

- Site access is restricted and controlled.
- Persons accessing the site to remain vigilant of their surroundings at all times and must be instructed of the site rules and workplace hazards before entering.
- Plant and vehicles are only operated by trained, certificated and authorised staff.
- Machines to have a reversing Camera fitted where reasonably practicable.
- All Plant & Machine Operators must hold and use a Two -Way Radio at all times.
- No Mobile Phones to be used while Operating any Vehicle or Machinery.
- Only delivery drivers are permitted within delivery vehicles when discharging material.
- All non-essential staff are to dismount and wait in the designated area.
- Plant and vehicles are regularly maintained in line with manufacturer's recommendations and legal requirements.
- Pre-start checks are undertaken by drivers daily.
- Speed limits are displayed and enforced.
- One-way system is in operation for the use of larger vehicles only.
- During operating hours all visitor and staff cars restricted to the car park unless engaged in tasks requiring entry.
- 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.
 - Reversing areas should be clearly identified and marked, to be clearly visible to drivers and pedestrians.
 - Non-essential personnel should be excluded from the area.
 - All vehicles should be provided with both external sides mounted and rear-view mirrors, which should be kept clean and in good repair.

- Reversing Camera & alarms are fitted to vehicles where practical.
- Physical stops, such as barriers or buffers, to help warn drivers that they are at the limit of their safe reversing area.

Contact details

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

- Daisy Hill Hospital – 028 3083 5000

MDR radio channel is 2.

MSW radio channel is 3.