

**Risk Rating****Risk Assessment & Method Statement**

**Task/ activity:** Municipal waste operations – tipping safely

**Task/ activity description:**

- Transport and sorting of Municipal Solid Waste.
- Receipt of Municipal Waste from delivery vehicles via Doors A,B,D&E
- Loading of plant with a mechanical excavator.
- Operation / maintenance of sorting plant including manual intervention picking of larger items.
- Storage of sorted waste.
- Baling and stacking of waste for outward transport.

**INDUCTIONS - All drivers on site must be inducted. if you have not been inducted, please scan the QR code below and complete the site induction**



**Likely to be effected:**

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		Risk Rating
		S	P	
<b>Vehicle/vehicle contact</b> • Loss/Damage to vehicles	<ul style="list-style-type: none"> <li>• Drivers to be vigilant of their surroundings at all times.</li> <li>• Only trained, competent and authorised personnel are permitted to operate plant and vehicles.</li> <li>• Speed limit of 10mph is enforced on site. Signs displaying this information are positioned</li> <li>• Machines have reversing cameras fitted where visibility is impaired. Vehicles are fitted with reversing warning beacons. These are kept in good working order.</li> </ul>	4	2	8

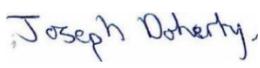
	<ul style="list-style-type: none"> <li>• All plant and machine operators must hold and use a radio to maintain two-way contact at all times.</li> <li>• Mobile phones are not permitted while operating vehicles.</li> <li>• No hoods are permitted to be worn while driving or operating machinery.</li> <li>• Only delivery drivers are permitted to exit the vehicle on site, passengers must wait within the vehicle.</li> <li>• Passengers must disembark outside the gates, before the vehicle enters the site.</li> <li>• All plant and machinery operators must complete pre-use checks on all plant/machinery/vehicles that they use at the start of their shift.</li> <li>• Defects/damage to plant and machinery must be reported to the garage. Seriously defected/damaged equipment must not be used.</li> <li>• A one-way system is in operation on-site. This must be adhered to by all large vehicles.</li> <li>• During operating hours, all visitor and staff cars are restricted to the car park unless engaged in tasks requiring entry.</li> <li>• Only essential, authorised personnel are permitted in the yard.</li> <li>• All vehicles are provided with both external side mounted and rear-view mirrors, which should be kept clean and in good repair. If mirrors are damaged this must be reported to the garage.</li> <li>• Physical stops, such as barriers or buffers, are in place to help warn drivers that they are at the limit of their safe reversing area.</li> </ul> <p><b>SAFE STOP PROCEDURE</b></p> <ul style="list-style-type: none"> <li>• 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:</li> <li>• Fully apply the handbrake</li> <li>• Make sure all controls and equipment are left safe, e.g. Controls in neutral, Stop the engine, Remove the key.</li> </ul>			
<b>Vehicle/Pedestrian Contact</b> <ul style="list-style-type: none"> <li>• Death</li> <li>• Major injury</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors to the site must be greeted by their arranged chaperon and should be accompanied on site at all times.</li> <li>• All new employees must receive the Health and Safety induction before being shown around the site and to their designated work area.</li> <li>• No hoods to be worn while on the pedestrian walkway or in the yard.</li> <li>• Sub-contractors must be inducted before being</li> </ul>	5	2	10

	<p>shown around the site and to their designated work area.</p> <ul style="list-style-type: none"> <li>• All pedestrians in the yard must carry a radio and maintain two-way radio contact at all times.</li> <li>• Machine operators must be notified to stop work on the floor when operatives are entering the floor areas. Pedestrians are to use the designated walkways.</li> <li>• The 5-meter rule must always be obeyed. If a pedestrian is within 5 meters of a moving vehicle, this is classed as a near miss. Within 5 meters the operator must stop the vehicle, so long as it is safe to do so, attract the attention of the pedestrian and ensure positive communication is made. The operator can only move on once the pedestrian is no longer within 5 meters and it is safe to do so.</li> <li>• Pedestrians must ensure positive communication (eye contact) is made with the vehicle operator before entering the work area.</li> <li>• Hi-Vis jackets must be worn at all times throughout the site and on the plant.</li> <li>• No one is allowed on the plant floor while the plant is in operation. Access to the plant floor must be authorised, and two-way radio contact must be maintained throughout the duration.</li> <li>• No unauthorised personnel to be given access to the plant.</li> <li>• Staff and visitors entering the office are restricted to the walkway, Hi- Vis vests/jackets must be worn at all times.</li> </ul>				
<b>Slips, trips and falls</b>	<ul style="list-style-type: none"> <li>• RIDDOR reportable Injury – fractures, bruising.</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Good housekeeping to be maintained on access to plant and machinery. Loose material to be removed on a regular basis. Pre-use checks to identify damage to steps/entrance.</li> <li>• The floor is to be monitored and cleaned regularly to remove trip hazards.</li> <li>• Maintenance operatives to plan the route where materials &amp; tools need to be used.</li> <li>• When maintenance/repairs are completed all debris needs to be cleaned up to maintain safe access and egress around the plant.</li> <li>• Good housekeeping standards and practices are maintained to minimise the risk of slips and trips. Walkways are cleaned regularly throughout the shift and waste removed.</li> <li>• Safety Footwear will be worn at all times.</li> </ul>	4	2	8

<b>Contact with machinery</b> <ul style="list-style-type: none"> <li>Entanglement Entrapment</li> <li>Major injury</li> </ul>	<ul style="list-style-type: none"> <li>All moving machinery is to be guarded.</li> <li>Guards must not be removed whilst the plant is operational.</li> <li>Guards must not be removed unless authorised.</li> <li>Daily inspections by plant operatives to ensure that guards are in place.</li> <li>Operatives to receive information, training and instruction for use of plant machinery.</li> <li>Pre-use checks to be completed prior to use of equipment. Damaged equipment must not be used.</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>
<b>Noise</b> <ul style="list-style-type: none"> <li>Chronic hearing problems – deafness, tinnitus</li> </ul>	<ul style="list-style-type: none"> <li>Noise surveys to be carried out at suitable intervals.</li> <li>All employees provided with hearing protection. Replacement hearing protection available.</li> <li>Employees to wear hearing protection during operations of the plant.</li> <li>Ear protection will be enforced.</li> <li>Signage is displayed.</li> <li>Staff to be given regular information and training in regards the hazards of the SRF plant and the effects of uncontrolled exposure.</li> </ul>	<b>3</b>	<b>1</b>	<b>3</b>
<b>Dust</b> <ul style="list-style-type: none"> <li>Respiratory illness</li> <li>Explosion</li> </ul>	<ul style="list-style-type: none"> <li>Dust masks with FFP3 protection are available.</li> <li>External dust surveys to be completed at suitable intervals.</li> <li>Findings from dust surveys to reviewed and relayed to operatives working in the area.</li> <li>Staff to be informed with regular information and instruction in the hazards and effects working the SRF plant.</li> <li>Operatives to practice good housekeeping to regularly remove dust and prevent a dangerous build-up of dust.</li> </ul>	<b>3</b>	<b>2</b>	<b>6</b>
<b>Work equipment</b> <ul style="list-style-type: none"> <li>Injury from poorly operated or maintained work equipment</li> </ul>	<ul style="list-style-type: none"> <li>Pre-use checks to be completed prior to use of equipment.</li> <li>Only trained, competent and authorised operatives to operate or complete pre-use checks on plant machinery and equipment.</li> <li>Damaged equipment must not be used.</li> <li>Operatives to follow the SSOW when operating equipment.</li> <li>The public are to be excluded from the workplace.</li> </ul>	<b>4</b>	<b>1</b>	<b>4</b>
<b>Crane Contact</b> <ul style="list-style-type: none"> <li>Impact</li> <li>Crush</li> </ul>	<ul style="list-style-type: none"> <li>Crane operators are trained and instructed to park the crane in compliance with the five-meter rule when the driver is moving to the rear of the vehicle to commence the tipping operation.</li> <li>The crane operator must give a visual or audible signal when the tipping operation has finished.</li> </ul>	<b>4</b>	<b>1</b>	<b>4</b>

	<ul style="list-style-type: none"> <li>During maintenance of the crane the door to the tunnel must be isolated to prevent uncontrolled access.</li> </ul>			
<b>Lack of Hazard / Risk Awareness</b> • Personal injury	<ul style="list-style-type: none"> <li>All Operatives before Commencing any Plant &amp; Equipment Maintenance must be given Job Specific Training by the Plant Manager.</li> <li>All Operatives must be Trained on the Risk Assessments &amp; be able to Access them in their Speaking Language .</li> </ul>	<b>4</b>	<b>1</b>	<b>4</b>
<b>Personal injury / Cuts / Abrasions</b> • Personal injury	<ul style="list-style-type: none"> <li>Individuals working in the area are to wear appropriate PPE in the intake area, Safety footwear, work gloves, and hard hat.</li> <li>All accidents &amp; Incidents must be reported to the Plant Supervisor to help prevent reoccurrence, First Aid must be sought for any Injury no matter how minor,</li> <li>All Accidents &amp; Incidents must be reported in compliance with accident reporting procedures</li> </ul>	<b>4</b>	<b>1</b>	<b>4</b>
<b>Hit by Falling object</b> • Personal injury	<ul style="list-style-type: none"> <li>External Drivers should wear hard hats when discharging their load.</li> </ul>	<b>4</b>	<b>1</b>	<b>4</b>

### Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Sept 2025
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Sept 2025
Reviewed on:	Sept 2025	New version number:	1
Date of next review:	Sept 2026, or as an when required		

**PPE required**

- Bump cap/ hard hat, safety boots, hi-vis clothing, safety gloves

**Method statement**

Drivers are to enter the weigh bridge on the left hand side. If exiting the vehicle at the weighbridge for any reason, beware of vehicles passing on the opposite side of the weigh bridge coming from both directions.

The speed limit on site is 10mph. Drivers are to drive straight to the end of Shed 1 and stop at the stop sign. A banksman will direct you from there. Drivers are to tip at Doors A,B,D & E. Passengers are to remain in the vehicle. Passengers are only allowed to leave the vehicle to use the toilets when at the weigh bridge or when waiting for the banksman.

Vehicles are to reverse into Doors A,B,D&E. Caution is to be take as there are moving plant inside this part of the shed. Drivers are to follow the 5 meter rule at all times. All mandatory PPE must be worn when outside your vehicle. Positive communication (eye contact) should be made as soon as you leave your vehicle to tip. Drivers are to remain in the cab if possible while tipping is in process. Passengers must remain in the cab.

Skips must be de-netted outside the Doors. Lorries must open their doors inside the tipping hall to avoid contact with shutter doors. Driver must not walk over the red line.

**Traffic movements on site**

<b>Traffic on site will consist of:</b>	<b>Permitted areas</b>
• Council bin lorries	Main driveway to tipping area (Doors C&D) & tipping hall only
• Re-Gen Waste HGVs/ shunters	Main driveway, tipping hall, Shed 1
• Subcontractor vehicles (vans and cars)	1 <sup>st</sup> part of main driveway, parking areas
• Heavy plant (loading shovels, excavators, telehandlers, tractors)	Main driveway, tipping hall, Shed 1, Shed 2, yard
• Personal staff vehicles	1 <sup>st</sup> part of main driveway, parking areas

**Emergency procedures**

In case of a fire, the muster point is outside the main gates, at the weighbridge. You must follow any instructions given by Re-Gen staff.

The first aid station is located at the weighbridge. All accident and near misses must be reported.

**Contact details**

- Re-Gen Reception - 028 3026 5432
- In case of an accident or emergency, call 999 immediately.
- Daisy Hill Hospital – 028 3083 5000

**The site address is 22 Derryboy Road, Carnbane Industrial Estate, Newry, BT35 6FY**

**Site map**