


Risk Rating

Risk Assessment & Method Statement

Task/ activity: Use of small shredder for preparation of samples

Task/ activity description:

Shredding of Material to achieve a Representative sample of the correct sizing for Testing



Likely to be effected: 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	Scoring		Residual risk
		S	P	
Entanglement	- Only trained, competent and authorised operatives to use the shredder. - Shredder to be secured on a solid base to the floor or base. - Emergency stop buttons must be secured to a frame and accessible at all times while on the platform or on the ground. These must be checked before the machine is put into operation. - Operatives must remain a safe distance	4	2	8

	from the moving parts of the shredder. - No loose/trailing clothing permitted when using the shredder. - Climbing on the frame is not permitted. - Operatives to be cautious during use and must not allow limbs to come within reaching distance. - All material is to be placed into the hopper of the shredder with a shovel. Hands are not to be used to load the shredder.			
Fire	- Operatives to be vigilant and aware of the materials that are placed into the shredder, looking out for aerosol cans, lighter fuel cans). - Operatives to be vigilant at all times for potential fires in the shredder. - Fire extinguishers to be accessible at all times. - Fire extinguishers to be regularly inspected to ensure tags are in place. - The shredder is to be cleared of material every shift. - All bins with shredded material to be removed from the shed after each shift.	5	2	10
Electrical	- All leads to be secured off the floor to prevent damage. - All electrical connections, maintenance and repair work to be completed by competent persons. - Emergency stop buttons to be maintained in operational order. - All electrics to be switched off at the end of the shift. - Damage to electrical components and cables is to be reported immediately. Damaged electrical equipment is not to be used.	3	2	6

Dust	- Operatives to be aware of material condition prior to loading the hopper. - Operatives must use dust mask when material is dry. - Filters to be changed daily.	3	2	6
Manual Handling	- Material is to be mixed on the floor and the sample is to be lifted by the telehandler and placed on the platform of the hopper. - Material to be transferred by shovel to the hopper of the shredder. - Material in the bin at the bottom of the shredder to be moved with the forklift.	4	2	8
Vehicle / Operative Contact	- Hi-vis vests must be worn at all times. - Operatives to be aware of vehicle movements while material is being placed into the shed/hopper. - Operatives for stand clear of exit the shed while forklifts/telehandler are in the area. - The 5m rule is strictly enforced. 5 meters distance must be kept between pedestrians and moving vehicles. Within 5 meters is classed as a near miss and must be reported. - Plant/vehicle operators must drive at a safe speed at all times. - Flashing beacons and reversing alarms to be used at all times. - Only trained, competent and authorised personnel are permitted to operate plant machinery.	4	2	8
Hazardous Substances	- Operatives to be aware of the material to be shredded. - Gloves to be worn at all times. No short sleeves are permitted, arms are to be covered at all times.	3	2	6

	- Material must not be handled. - Any hazardous substance observed is to be reported and discussed with the supervisor prior to removal. - Operatives to be aware of potential for or incidences of liquid splashes. - Eye protection to be worn while shredder is operational.			
Falls from Height	- Operatives entering the platform must use 3 points of contact at all times. - Ladder access provided must be used. - Operatives must not stand in the bucket of the telehandler when loading the platform due to the potential to fall into the hopper. - Operatives are not permitted to climb on the handrails at any time. Safe distance must be maintained away from the front of the shredder. - Footwear to be maintained in good condition. - Steps of the ladder to be kept clean. - When loading the platform, the bucket of the telehandler must be kept to the side to maintain safe access and egress to the platform.	4	2	8
Cuts Abrasions	- Cut protection gloves to be worn at all times. - No short sleeves are permitted, arms are to be covered at all times. - Material must not be handled. - All accidents and incidents must be reported to the line manager.	3	2	6

Approval and review

Assessor:	Signature:	Position:	Date:
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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

- Hi-vis clothing, safety boots, cut-5 safety gloves, hard hat/ bump cap, eye protection,

Method statement

- Material to be brought to the shredder and placed on the floor.
- The sample of material is missed on the floor using a shovel.
- The sample of material is placed on the platform of the shredder and put through the shredder into the container below.
- Once complete, the container is then removed from under the shredder and emptied on the floor.
- The material is then missed using a shovel on the floor. A relative sample is then taken and placed back onto the platform and put through a second time for re-shredding.
- The sample is then placed into sample buckets and sent to the client.