

Method Statement Template

This method statement must be read in conjunction with the Safe System of Works, Health and Safety Policy Manual and attached risk assessments which are reviewed annually.

Company name:		Address:	
Telephone:		Email:	
Customer name:			
Description of works:	Loading and unloading of Leachate / Sludge/ Septic waste		
Location of work:			
Start date / time:		Finish date / time:	
Resources and personnel involved	Name		Role
Site supervisor:		Telephone:	
Safety officer:		Telephone:	
Resources, plant and equipment			

Responsibilities	<p>The team will be led by _____, who will instruct the team to ensure the planned work is carried out in accordance with our company and our customer's. _____ will be responsible for the health & safety of all employees under their control.</p> <p>Operatives will organise and carry out work as per supervisor's instruction, ensuring they maintain records of work; report on health & safety and environmental issues, and look after plant & equipment.</p> <p>All waste transported must comply with all relevant legislation. Operatives must also comply with Control of Substances Hazardous to Health (COSHH) and Environmental Assessments and Duty of Care legislation.</p>
Site rules and restrictions	<p>Transportation of waste is to be carried out on receipt of the Task Order or Order Number issued from _____.</p> <p>Work is to commence on _____.</p> <p>All instructions and directions issued by site representative must be followed whilst on site, ensuring site rules are adhered to.</p> <p>Smoking is not permitted in company vehicles.</p>
Competence levels	<p>Drivers (named above) have received information and instruction on the content of this Method Statement and attached Risk Assessment.</p> <p>Drivers (named above) have received comprehensive inductions and on the job training. On-going training is reviewed on a regular basis. All drivers carrying out this task are highly competent in the Transportation of Septic, Sludge and Liquid waste activities.</p> <p>If any changes in these procedures are proposed by _____, they will be submitted to _____ for their input and review and staff will be re-trained accordingly.</p> <p>Health & safety shall be in accordance with _____ Policy Statement and Chapter 8 Traffic Signs Manual. They must follow and comply with the COSHH and Environmental assessments and the Duty of Care Legislation.</p> <p>Driving</p> <p>Drivers (named above) have the appropriate category driving qualifications and are medically certified to drive the vehicle.</p>

	<p>Personal Protective Equipment (PPE)</p> <p>Drivers (named above) have received training on the use of appropriate PPE to carry out their work in a safe manner to them and others.</p> <p>Plant and Equipment</p> <p>Drivers (named above) have received suitable and sufficient training in the inspection and safe use of equipment.</p> <p>Manual Handling</p> <p>Drivers (named above) have received training on safe manual handling techniques.</p> <p>Slips, Trips and Falls</p> <p>Drivers (named above) have received suitable and sufficient training on slips, trips and falls.</p> <p>Environmental Controls</p> <p>Drivers (named above) have been trained in the controls specified within _____ environmental management system and will abide by the site specific and environmental controls on the site they are working.</p> <p>Records of training are maintained and available on request.</p>
<p>Sequence and methodology for work activities</p>	<p>Checking, Preparing and Setting up Equipment</p> <p>Before leaving the depot, drivers must:</p> <ul style="list-style-type: none"> • Carry out daily checks on their vehicle and record on the Daily Maintenance Record Sheet • Carry out checks on the hand cleaning container and top up as necessary • Receive a daily schedule of work from their supervisor for the area they are working in • Check they have appropriate PPE and correct equipment suitable for the tasks to be carried out and ensure they are in good condition • Ensure the tanker barrel is clean to prevent the risk of cross-contamination • Ensure they have their Duty of Care documentation booklet.


















On arrival to site, drivers must:

- Report to the customer's representative or weighbridge
- Be familiar with, and follow, site safety procedures
- Ensure the works are planned and any site-specific risks and traffic management requirements are identified prior to works commencing
- Take care when exiting and entering the vehicle (e.g. look out for other vehicles, traffic and pedestrians)
- Ensure appropriate PPE is worn
- Follow appropriate safe working procedures for loading and/or unloading.

When carrying out the activity, drivers must:

- Adhere to site speed restrictions and follow appropriate routes to Leachate/Sludge/Septic reception point when leaving the site office or weighbridge
- Ensure the vehicle is parked in a safe manner and not causing an obstruction for other vehicles or pedestrians on arrival at the Leachate/Sludge/Septic reception point
- Take care when exiting or entering the vehicle
- Carry out appropriate work practices for preventing spills prior to loading or unloading
- Load and unload Leachate/Sludge/Septic via the following steps:
 - Connect a short length of 4" diameter trailing hose to the inlet/or outlet connection taking care not to create a tripping hazard at the Leachate/Sludge/Septic reception point
 - Unload the hose from the vehicle being mindful of manual handling rules
 - Connect the other end of the trailing hose to the vehicle tail outlet
 - Open the vehicle inlet valve on the tanker
 - For pressure:* switch on the vacuum pump and proceed to load/unload Leachate/Sludge/Septic
 - For gravity:* proceed to load/unload to Leachate/Sludge/Septic
 - Remain in position at the reception point to monitor the volume of waste being loaded or unloaded and check for spills and leaks. When loading or unloading of the vehicle has been completed:
 - For pressure:* switch off the vacuum pump and close the valve on the tanker
 - For gravity:* close the valve on the tanker.
 - Uncouple the hose from the vehicle, ensuring no spills occur.
- Standard health & safety risks which relate to Leachate/Sludge/Septic transportation are detailed in the Risk Assessment. If any additional hazards are identified the driver must report this to the site representative and contact their supervisor to ensure adequate controls are put in place.

	<p>When checking, dismantling and stowing equipment, drivers:</p> <ul style="list-style-type: none"> • Place hoses back on rear of lorry • Conduct post-work safety checks • Stow equipment safely and correctly. <p>When onsite, drivers must:</p> <ul style="list-style-type: none"> • Ensure working areas are left tidy, safe and secure • Secure any waste as required on the vehicle (waste licences are required). <p>When preparing post-work paperwork, drivers must:</p> <ul style="list-style-type: none"> • Record the volume collected on their Duty of Care documentation • Provide copies of the Duty of Care Transfer notes for 'Producer of the Waste' and the 'Receiver of the Waste'. The Duty of Care Transfer note must detail the following: <ul style="list-style-type: none"> ○ Docket number ○ Date ○ EWC code ○ Quantity/Volume ○ Waste Producer's details ○ Waste Haulier's Details ○ Waste Receiver's details • Return all paperwork to the office on a weekly basis along with timesheets.
<p>Emergency procedure</p>	<p>Deal with minor injuries on site using first aid box</p> <p>Major injuries MUST be referred to hospital be either:</p> <ul style="list-style-type: none"> • Transportation to A&E by company vehicle • Transportation to A&E via ambulance (call 999)

Hazards	 Biological hazard	 Beware of moving vehicles	 Trip hazard	 Beware of back injury when lifting	 Caution high noise levels	 Caution children	 Beware of dog
Applicable	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Control measures	See attached Risk Assessment						
Permits to work	N/a						
Safe Working Loads	N/a						
The following PPE marked with a cross <u>are</u> required.	 <input type="radio"/>  <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	 <input type="radio"/>  <input type="radio"/>	 <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	Other:	
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Welfare requirements	Medi-wipes and fresh water are available for hand cleaning. Where short term schemes are being conducted, local facilities are to be found for toilets and hand washing facilities.	
First Aid	Name of onsite First Aider	
	Location of First Aid box	First aid box located in the vehicle cab. Fresh water is also located in the vehicle.
	Location of nearest hospital	
Other information and comments	Work will be inspected in accordance with customer requirements and the appropriate paperwork completed for inspection and tests.	

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in _____ Health & Safety Policy.

Prepared by:			
Position:		Date:	
Reviewed by:			
Position:		Date:	
Items attached			
Sketches	NO	Certification of plant	NO
Programme of work	YES	Risk assessments	YES
Quality inspection plan	YES		

Method Statement Briefing Record

Briefing delivered by: _____ **Position:** _____

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (PRINT)	Signature	Date