



OPERATIONAL STANDARD (METHOD STATEMENT)

Method Statement Title:	Dewatering Street Cleaning Waste
Method Statement Reference Number:	WWBSM01
Associated Risk Assessment Reference Number(s):	IS GRA – H001dh Operating the Wet Waste Bays
Contractor:	Skanska
Contractor's Supervisor in charge of work:	Marc Young

Approvals			
Prepared by (block capitals)		OLIVER BEECH	
Position		Environment Manager	
Signature		Date	08/10/2020
Approved by (block capitals)		GARY WILLIAMS	
Position		Operations Manager	
Signature		Date	02/10/20

Introduction
Method statements are intended as instructions for safely undertaking specific, identified work, and are further supported by the Skanska safety management system and procedures. Skanska undertakes to co-operate with the client in upholding legal, moral & contractual safety requirements for ensuring a safe system of work. This method statement is devised to assist in the operation of the bays for dewatering street cleaning waste.
Scope of work
This method statement is for the operation and maintenance of wet waste bays to dewater street cleaning waste at highways depots.

Identified hazards	
<ul style="list-style-type: none"> • Operating plant and equipment within a bay • Reversing activities • Overfilling bays – waste spilling into yard • Access and egress to the bay • Access to back channel 	<ul style="list-style-type: none"> • Needles and sharps • Manual handling and lifting operations • Increased contact with waste – cleaning of filters • Lone working
Adjacent work/operations or public	
Depot specific	
The Wet Waste bays are located just inside the entrance, which is a one-way system banksman to be used when reversing back into bays. When the gully pumps are not in use, they are to park in front of Wet Waste bays but not blocking the bay currently being used. The area where the decanting chamber is located is adjacent to the walkway from the workshop fire door this must not be blocked access must be maintained. All of the Wet Waste Bay Area requires six-point PPE	
Permits to Work	
<ul style="list-style-type: none"> • Environment Agency RPS 063 is in use to enable the acceptance, storage and dewatering of waste up to 12T • Waste Transfer notes to be completed and deposited in location provided for all material tipped on site 	
Work boundaries	

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Environmental: All works will be carried out within the permitted area of the site. Gully waste must not be tipped or stored outside of the area permitted by the environmental permit. A 1m clearance must be maintained at all times between the top of the waste stockpile and the top of the bay walls

Health and Safety: All works will be carried out within the permitted area of the site. All vehicle movements are to be under the control of a banksman. Any unauthorised employee should refrain from entering the site area until permitted by the banksman.

Access and egress

The access channel can be accessed from either side of the Wet Waste bay, at the rear there is a steel walkway over the channel running the full length with safety handrail. Above the block where filter material is located the steel walkway can be lifted to allow cleaning. Whilst tipping operations are undertaken or whilst plant and machinery are being used, operatives must not stand in the bay.

Plant and materials (including COSHH)

- Telehandler
- 6in1 Bucket
- Gully emptier + jet washer

Work equipment

Mobile work equipment:	None
Power tools:	None
Other hand tools:	All hand tools to be insulated, shovel
Other work equipment:	Lifting chains/slings (must be inspected every 12 months and be certified)

Personal Protective Equipment (PPE)/Respiratory Protective Equipment (RPE)

PPE detailed in safe method to relate to different activities in this methodology

Grade/Type of PPE/RPE		Task
Eye Protection:	Full-face shield	When operating jet wash
Gloves:	Cut Resistant	Where there is a risk of sharps
RPE:		
Other PPE:	Waterproof clothing	Washdown activities

Safe method of work

Operation

- **The following PPE is the mandatory minimum on all sites:**
 - Safety Helmet BS EN 397
 - Light Eye Protection BS EN 166 (including prescription lenses where necessary)
 - Impact goggles BS EN 166
 - High Visibility Vest/Coat/trousers BS EN 471
 - Gloves suitable for the task - BS EN 388
 - Lace up Skanska Approved safety boots with ankle and mid sole protection BS EN 345
 - Hearing protection (to be always carried and worn when required)
- All employees operating, maintaining and/or managing the Wet Waste Bays to be briefed and authorised as competent before they are able to proceed.
- Arrive at the depot and assess capacity of wet waste bay
- If at capacity refer to maintenance activities below. If sufficient capacity available continue to tip
- Pull up to decanting gully
- Lift cover
- Decant excess water using the boom
- Replace cover

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- Complete waste transfer note **before** tipping
 - For disposal location please use 'South Molton Highways Depot LRWPS 063'
- Reverse into bay under the guidance of a banksman
- Tip into bay
 - Ensure vehicle is manoeuvred into the correct position (I.e. ideally central to the bay and within approved tip area)
 - Open the back door of the vehicle slightly to let the remaining water out
 - Open the back door fully and tip up to let the waste out in a controlled manner to prevent overspill of material
 - Ensure all waste is removed and lower the back of the vehicle – to be fully lowered before moving vehicle
 - Ensure the back is fully closed and that the door lock pins are in place
 - Manoeuvre vehicle with banksman guidance to the empty bay, reverse vehicle so it overhangs the ramp
 - Open the back door of the vehicle
 - Using the pressure washer on the vehicle clean: the door seal, number plate, lights and chevrons
 - Ensure the back is fully closed and that the door lock pins are in place
- After tipping has completed visually check the bay to make sure all waste is contained
- Refilling with water
 - If available, use boom to take recycled water into the rear tank from the filter pit and check levels using the sight glass
 - If recycled water is unavailable, then refill using the standpipe

Maintenance

- **The following PPE is the mandatory minimum on all sites:**
 - Safety helmet BS EN 397
 - Light eye protection BS EN 166 (including prescription lenses where necessary)
 - Impact goggles BS EN 166
 - High visibility vest/coat/trousers BS EN 471
 - Cut resistant Gloves suitable for the task
 - Lace up Skanska Approved safety boots with ankle and mid sole protection (No rigger boots allowed) BS EN 345
 - Hearing protection (to be always carried and worn when required)
- **The following PPE is mandatory for use of jet wash in addition the PPE listed above:**
 - Full face shield
 - Waterproof clothing
- **No employee is to enter any bay with material stockpiles present**
- **All employees operating, maintaining and/or managing the Wet Waste Bays to be briefed and authorised as competent before they are able to proceed.**
- Quarantine bay
 - Review capacity in bays 1, 2 and 3
 - Complete visual assessment on dewatered materials
 - ***Quarantine bays if material is suspected as contaminated***
 - ***Quarantine bays if they are at capacity***
 - ***Quarantine bays if there is a risk of overflow or wet waste is excessive***
 - ***Quarantine bays prepared ready for disposal***
 - Ensure chains are across mouth of bay 2 and bay 3 with 'no tipping' signs in place
 - Report any unexpected finds from visual check including sharps to Agent
- Emptying and loading of material – ***THIS METHOD IS UNDER REVIEW AND WILL BE DEVELOPED DURING INITIAL OPERATION**
 - Complete visual assessment on dewatered materials
 - Use single bay to tip material until weekly tipping is complete (maximum 12T)
 - Allow material to dewater
 - Using 6 in 1 bucket and telehandler turn material each workday to release additional water
 - In summer conditions (hot & dry) material to be disposed of to licenced tip after 1 week*

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- In winter conditions (cold & wet) material to be disposed of to licenced tip after 2 weeks*
- If bay is not cleared a second bay can be opened for the following weeks tipping up to maximum 12T in total across all bays
- 1 bay to be kept empty at all time to enable washdown and cleaning of filter materials
- When material is sufficiently dewatered arrangements are to be made to load suitable lorry and transport the waste to tip using 6 in 1 bucket and telehandler. A waste transfer note must be completed before the waste is removed from site and a copy left in the designated location.
- Cleaning
 - Visually inspect decanting gully weekly. If it needs to be emptied, then use gully emptier to empty decanting gully
 - If gully is blocked report to Agent and **do not** decant until blockage is cleared
 - Cleaning of bay –
 - Remove any remaining solids using telehandler and transfer to active bay
 - Ensure bay is empty prior to cleaning - **No employee is to enter any bay with material stockpiles present**
 - Jet wash sediment, ensuring remaining solids are removed from the walls using jet washer from gully emptier
 - Cleaning of filter baskets
 - Regular clean after bay emptied
 - Filter baskets are to be visually assessed for any foreign/ dangerous objects
 - Any dangerous objects to be identified to Agent before proceeding
 - Using shovel to clear any solids from the basket opening into telehandler bucket and transfer to active bay
 - Using jet washer from gully emptier clean baskets in position at a safe distance
 - Periodic clean (at least every quarter)
 - Filter baskets are to be visually assessed for any foreign/ dangerous objects
 - Any dangerous objects to be identified to Agent before proceeding
 - If safe to do so remove basket from the back of the bay and move into the bay
 - Place in bay corner and jet wash sediment, ensuring remaining solids are removed from the filter material using jet washer from gully emptier
 - Turn basket upside down to tip out filter boards
 - **Do not** remove the filter material from the basket by hand
 - Continue to jet wash sediments
 - When clear replace filter board into baskets
 - Return basket to correct location in wet waste bay
 - Cleaning of back channel
 - Periodically bays to be emptied and use suspended for a deep clean of the drainage channel
 - Visual assessment to assess silt levels to be undertaken and ensure any foreign/ dangerous objects are identified
 - Any dangerous objects to be identified to Agent before proceeding
 - If lightly silted use jet washer from gully emptier to wash silt out of channel
 - If silt build up is sufficient to impede flow or cause an overflow, then manual clearance using shovel and wheelbarrow is required
 - Gratings will be lifted with telehandler into adjacent bay
 - Silt to be placed in a sensible location of the bays and segregated until cleaning activities are complete
 - Maintenance of interceptor
 - Periodically bays to be emptied and use suspended for inspection and servicing of the interceptor
 - Visual assessment to assess silt levels to be undertaken and ensure any foreign/ dangerous/ hazardous objects are identified
 - Any dangerous/ hazardous objects to be identified to Agent before proceeding

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<ul style="list-style-type: none"> ▪ If lightly silted use jet washer from gully emptier to wash silt out of channel ▪ If silt build up is sufficient to impede flow or cause an overflow, then a safe system to be agreed to clear silt safely with competent resource ▪ Cover will be lifted with telehandler and exposed chamber segregated • Record keeping • <u>All records to be related to the individual bay using the bay number</u> <ul style="list-style-type: none"> ○ Operation <ul style="list-style-type: none"> ▪ Record tip into bay, include: <ul style="list-style-type: none"> • Estimated quantity • Visual assessment e.g. dry/wet/very wet • Vehicle registration • Operatives in attendance • WTN reference number ▪ Confirm if refilling using recycled water ○ Maintenance <ul style="list-style-type: none"> ▪ All records to confirm operatives in attendance ▪ Confirm changes to bay status e.g. bay 1 quarantined, bay 3 active for tipping ▪ Record turning of materials per bay ▪ If ready for disposal confirm this has been escalated for action ▪ Cleaning and type of cleaning to be recorded on date undertaken ▪ Disposal of material to be recorded including estimated quantity, vehicle reg, driver and disposal location
Movement and handling of plant, materials and work equipment
See details in safe method section
Environmental protection
<p>Waste management Waste must only be accepted if it of the type and amounts permitted by the environmental permit. These bays are for the deposit of EWC 20 03 03 only; namely gully waste, road sweepings and cattle grid cleanings. No other wastes are permitted to be deposited at any time. If waste is known to be contaminated i.e. with oils, then this waste should not be tipped. Any litter or oversized items should be removed immediately.</p> <p>Effluent / discharge This site holds a trade effluent consent. Waste and effluent must only be deposited in the designated areas.</p> <p>Spills Any incidents or spills in the wet waste bays or within the permitted area must be reported and dealt with immediately in line with the site emergency response plan.</p>
Task specific emergency plan
<p>Health & Safety If operative becomes contaminated through contact with waste material the operative should remove soiled clothing and utilise depot showers to clean contaminants. The clothing should be disposed of and replaced. Due to the risk of leptospirosis the operative should follow related precautions:</p> <ul style="list-style-type: none"> • Seek medical advice from G.P. • If you subsequently feel flu like symptoms return to your G.P. to highlight the risk of leptospirosis <p>When operating the wet waste bays it is to be assumed that sharps are present and employees are to refrain from entering or handling the waste material directly. If sharps are directly identified on site these are to be segregated and escalated to the Agent. The risk is to be assessed and appropriate mitigation implemented as follows:</p> <ul style="list-style-type: none"> • Immediate disposal to tip if appropriate • Mechanical turning of material to reduce contact risk

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- Segregation of sharps from employee contact
- Specialist removal of sharps

Environmental

If suspected contaminated materials are tipped into a bay that bay is to be immediately quarantined and dewatering process stopped at the appropriate location taking account of overspill and drainage capacity. As a minimum, contaminated materials should be prevented from entering the foul water system. Refer to SKA_SM Permit 024 EIAS for guidance to manage quarantine procedures

Depending on the location that dewatering has been stopped in the drainage system all wet waste bay operations may need to be suspended. If contained within the effected bay, dewatering operations can continue in line with the safe method.

Once the contamination is contained the material should be sampled whilst preventing direct contact with the employee. Upon receipt of test results a appropriate method of disposal is to be identified and carried out.

Health, Safety and Environmental Hold Points

Number	Hold point description	Action required	By whom
1	Visibility of oil	<ul style="list-style-type: none"> • Stop tipping waste and/or close waste bay to avoid oil entering the drainage systems. Report to site agent and environment team and agree clean-up plan. • Divert any waste away from the depot whilst/if the depot is shutdown. 	Operatives / Site Agents
2	Unpermitted waste stream	<ul style="list-style-type: none"> • Ensure site waste acceptance procedures are adhered to and quarantine unpermitted waste prior to tipping • If unpermitted waste is accepted and not segregated, close the bay and report to Environment Team for advice. • If any potentially polluting substances are identified • Stop tipping waste and/or close waste bay to avoid oil entering the drainage systems. Report to Agent and Environment Team and agree clean-up plan. • Divert any waste away from the depot whilst/if site is shutdown. 	Storeman
3	Identification of Sharps	<ul style="list-style-type: none"> • Escalate to Agent • Agree and carry out appropriate mitigation • Raise a near miss and record in wet waste bay diary 	Operatives / Site Agents

Notes:

Other information/requirements

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