

METHOD STATEMENT – RISK ASSESSMENT USING A PRESS BIN



ASSESSMENT DETAILS

Method Statement Reference:	CCRM-068	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	03	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Using a Press Bin					
Date Completed:	4 March 2026	✓				
Employee consultation and involvement:	Dina Oliveira					
Re-Assessment Due:	One year from above date					
Method Statement Completed By:	Health & Safety Manager					
		Emergency Telephone Number: information service: 111 (24 hours) Emergency: 999				










STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

Lone Worker	2 or More Persons	First Aider	Supervisor/Team Leader	Management
✓	✓	N/A	N/A	N/A

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Training and Knowledge Company safety Site -induction form	Only trained and certified operatives on the use of the equipment	Read and review the equipment Manual	Perform Visual Safety Check of Equipment	Test emergency stop buttons / isolator switches	Place Warning Signs	Visual safety check of PPE REFER TO STEP 4
✓	✓	✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND PPE:

Slips, Trips & Falls	Vehicles	Electric Shock	Fire Risk	Manual Handling	S2 Safety Boots	Heavy Duty Gloves	Hi-Visibility Jacket	Eye Protection
								
✓	✓	✓	✓	✓	✓	✓	N/A	✓

STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Mix with other products	Application / Equipment
Ultra Clean Strong Degreaser	Strong degreaser	High alkaline powerful degreaser	Prepare a 1,2% solution by adding 30 ml of Ultra Clean to 2.5 litres of lukewarm water.	No	Sponge / Pressure Sprayer



STEP 6 – METHOD STATEMENT

SAFETY

1. Only employees who have been trained on the use of the bin press can engage on this activity
2. Wear personal protective equipment.
3. Use correct lifting techniques when pulling, pushing wheelie bins and waste bags.
4. A visual safety check must be performed before the operation of this equipment
5. Any malfunction or broken components must be **reported immediately and the machine "TAG" out of service**
6. It is responsibility of the employee to performed the visual safety check and report any malfunction, defects, and faults of the equipment to his/her superior.
7. Lock the press bin with the padlock at all the times when not in use (**keys are with Building Manager and Caretaker**) (see Picture 1)
8. The **press plate needs to be down** when not in use (see Picture 2)
9. The Employee must also *use the equipment, in accordance with the training and instructions given. The employee also **MUST inform the company** of any work situation which represents a serious and imminent danger to health and safety and to inform their employer of any matter which represent a shortcoming in the employer's protection arrangements for health and safety*
10. Do not attempt to repair, replace or interfere with any part of the equipment

METHOD

1. Put on personal protective equipment.
2. Assemble equipment and check for safety.
3. Performed visual safety check
4. Test emergency **stop buttons (Picture 3)**
5. **Push the wheelie bin under the press bin. DON'T OVERLOAD WHEELIE BINS BEFORE THE OPERATION. ALWAYS KEEP THE LOAD 3-5 CM BELOW THE EDGE OF THE WHEELIE BIN.**
6. Press the green start button
7. Max 4 times push the start button to press more items in the bin to prevent the manual handling issues after completing pressing.
8. **Do not let anybody near the wheelie bin when the press bin presses to the wheelie bin**
9. **Do not try to put in or get out any items from the wheelie bin DURING THE OPERATION**
10. **Do not try to put in or get out any items from the wheelie bin under the press bin when IT IS NOT LOCKED.**
11. Pull the wheelie bin to its location. (Picture 4)
12. Turn of the machine.
13. Lock the press bin with padlock.
14. Switch of the key.

CARE OF EQUIPMENT

1. Turn the machine OFF / isolate machine when attempting to clean debris
2. Check oil level on the side gage

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STEP 7. RISK ASSESSMENT (Frequency X Severity = Risk)

CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Use of Electrical Equipment (Using Electrically Powered Press Bin)	Electrocution	Electrocution/ burns/death	3	4	12	4	<ul style="list-style-type: none"> All staff involved in using the press bin are trained in its safe use and the electrical isolation points The press bin is visually inspected prior to use by the operator All on site electrical equipment is routinely tested and maintained by the collection company Records of formal visual inspections and maintenance tests are logged
Mechanical Failure	Injury to persons from ejected material	Cuts/bruises/ shrapnel may become embedded in a person/splinters	2	3	6	3	<ul style="list-style-type: none"> Only suitable material placed under the bin. Wood, builder's materials, glass and hazardous waste must not be placed under the wheelie bin The press bin must not be over filled The bin press must be visually inspected by the user before use and in the event the unit appears damaged TAG out of service and Report to Manager Immediately
Contact with Moving Parts	Entanglement/ pinching	Crushing/shearing injuries	3	4	12	6	<ul style="list-style-type: none"> Operatives are not to climb in, on or under the press bin for any reason If there is a blockage or other problem preventing the press bin from working properly. TAG out of service and Report to Manager Immediately Under no circumstances should the operator attempt to remove the blockage or fix the problem Operatives provided with long grab or litter pickers for the removal of cardboard scraps following the compression stroke so that the operator does not have to lean under the machine.
Chemical Spillage Oiled spillage	Potentially toxic and harmful substances released from unauthorised dumping of waste	Inhalation/ingestion/ absorption Slips / trips	3	4	12	4	<ul style="list-style-type: none"> All staff are trained and aware of the hazards associated with the potential harmful contents of the press bin System of work for dealing with spillages and other chemicals is in place along with appropriate PPE (mask, gloves & goggles to be worn during cleanup operations) All cleaning chemicals have corresponding COSHH data sheets All staff are trained in the safe use, storage and handling of cleaning chemicals and cleaning of spillages Waste stored prior to compacting kept tidy to prevent trips

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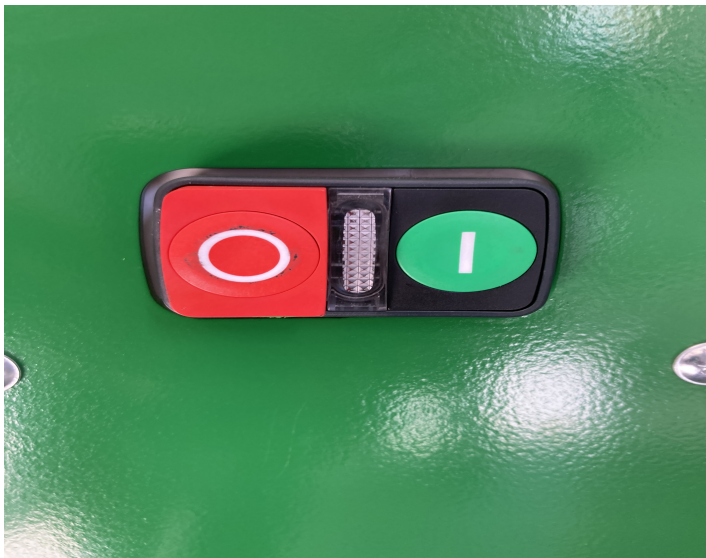
Physical Injury	Lone working Risk of physical assault Sharp objects in refuse bags and staples in cardboard boxes	Broken bones/bruises /cuts/ psychological trauma	2	3	6	3	<ul style="list-style-type: none"> Operatives always carry a mobile phone to raise emergency, gloves to be worn when needed. Operatives are aware of the dangers and wear appropriate PPE 		
Manual Handling	Pulling and pushing of overloaded wheelie bin	Muscolokeetal problems	3	3	9	3	Trained operatives Not to overload wheelie bins (3-5 cm under the edge of wheelie bin) Max 4 compressions		
Unauthorised use of machine	Unnecessary use of machine by unauthorised people	Injury	2	4	8	4	Locking system Limited person to access to the key Area/room containing bin press to be locked or secured to prevent unauthorised access. Bin press keys not to be left in machine unattended No person under 18 years to use the equipment		
OVERALL RISK RATING BEFORE CONTROL: –			9.4	Very Low	Low	Medium	High	COMMENTS	
OVERALL RISK RATING AFTER CONTROL: –			3.8	Very Low	Low	Medium	High		
LIKELIHOOD 1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE			SEVERITY 1. SLIGHT: NO INJURY or Injury requiring first Aid treatment 2. MINOR: INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. MODERATE: Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks 4. SERIOUS: Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage 5. MAJOR: Immediat danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)				INTERPRETATION 4 and below very Low risk = No further action, but ensure controls are maintained an review 5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of meassures with a define time period 9 to 15 Medium Risk = Planned and introduce further control meassures to mitigate the risk within a time scale 16 and Above = Stop activity and immediate action		



Picture 1. Locking of bin press with padlock



Picture 2. The position of the plates when not in use



Picture 3. Emergency stop button



Picture 4. Wheelie bin storing area

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RISK ASSESSMENT ACKNOWLEDGEMENT		
EMPLOYEE NAME :		
EMPLOYEE NUMBER :		
SIGNATURE :		
POSITION :		
DATE / TIME :		