

	Broads Angling Services Group
	METHOD STATEMENT : Installation and Management of Line Recycling Bins
Email : Info@basgonline.org	

Project / Contract	Broads Line Recycling Bins
Contractor	Broads Angling Services Group CIC
Site Address	Multiple Field Locations
Project Start Date	June 2022
Expected Duration	8 weeks
Projected Completed Date	August 2022

	Name	Title	Signature	Date
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Emergency Contact Details			
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Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Broads Angling Services Group CIC

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Staff and volunteers Information Sheet

Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.

The following method statement has been developed to provide a safe system of work and must be adhered to **at all times**, any significant deviation from this system must first be authorised by project manager. Please read the entire sheet before beginning the procedure, if you have any questions please contact the project manager

The main hazards to your safety and health are:

1. Injury from slips, trips and falls
2. Injury falling from step up
3. Injury from Handheld tools
4. Injury from manual handling
5. Dust from drilling brickwork
6. Injury to members of the public
7. Vehicle movement

Preventative measures you must take:

1. You must be competent to carry out the task.
2. You must wear the protective equipment detailed below.
3. Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary.
4. Members of the public are prohibited from work unless accompanied by a competent person
5. You must be trained and competent to use hand tools, mains voltage and battery power tools.
6. You must not lift beyond your capabilities, get help if necessary.
7. You must follow all directions given by the project manager

Personal protective equipment you must wear:

1. Boots or footwear suitable for riverbank
2. Hi-visibility vests
3. Eye protection
4. Gloves
5. Mask (installation on brick or masonry)

Environmental protection measures you must take:

1. You must dispose of any installation waste and packaging at a suitable disposal location
2. Recovered fishing line and line bin contents must be entirely collected and taken to one of the line recycling locations

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General Precautions

Staff and volunteers and Training

The works will be carried out by volunteers from **Broads Angling Services Group CIC**. All members of staff and volunteers are experienced and have been deemed competent to carry out tasks requested of them. List your staff and volunteers qualifications, e.g. CSCS, PASMA, PAL / IPAF, City and Guilds etc. A responsible person will be appointed to each job they will supervise all works and be responsible for quality and safety. Young volunteers will be supervised at all times and are not allowed to carry out tasks for which they have not been trained.

Vehicle Safety

Staff and volunteers are responsible for their own vehicles continued roadworthiness. All drivers will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take planned breaks on long journeys.

PPE

All site workers will wear suitable footwear and hi-visibility vests at all times; other items of PPE such as hard hats, dust masks, eye and ear protection and gloves are available to be worn as and when necessary in accordance with specific risk assessment.

Preparation and Induction

A risk assessment will be prepared for each task which will be discussed with members of staff and volunteers, any queries or concerns will be dealt with prior to starting work. Staff and volunteers will be inducted to the project and will be expected to follow all rules and safety procedures.

Manual Handling

All members of staff and volunteers have been instructed on the potential dangers of manual handling and staff and volunteers will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he/she deems necessary; where practical, mechanical aids should be available and used.

First Aid

All staff and volunteers will carry basic first aid kit.

Welfare

All staff and volunteers will carry means to sanitise hands following installation, emptying or maintenance of the line bins.

Access and Egress

Line bins will be installed in locations that are designed for access to fishing locations.

Working at Height

No staff or volunteers to work at height. Line Bins to be installed so that the top of the bin is eye level. Hop up platform of no more than 500mm height may be used during installation.

Public Safety

All members of the public to remain safe distance (2metres) from installation or management works

Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis and prior to use, defective or damaged equipment will be not be used.

Material Handling

All materials are lightweight and should not pose a hazard during normal use.

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Task Description - Installation

Carry out the installation of Line Recycling Bins at field locations

Step by Step Process

Preparation

1. Load all equipment required for job.
2. Carry out vehicle safety checks.
3. Transport equipment and personnel to site.
4. Review Survey sheet for agreed location.
5. Put on personal protective equipment.
6. Assess protection of general public and ensure persons stay 2m minimum from work location.
7. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.

Prior to Starting Work

Inform general public of work commencing. Particular attention should be paid to property where children are present; children and adults must be kept away from the work area at all times and protected from tools and equipment.

1. Ensure Personal Protective Equipment is worn at all times.
2. Physically check the condition of all equipment before and after use

Step by Step Guides

Installation on metal post or pole or wooden post less than 150mm (6inches) in width

1. Put on your personal protective equipment.
2. Unscrew and open 2 x Stainless steel mounting bands using hand screwdriver
3. Hold the Line Recycling Bin along side the post, the top of the bin must be
 - 3.1 No higher than 170cm from the ground
 - 3.2 No lower than 110 cm from the ground
 - 3.3 Oriented to ensure opening is easily accessible
 - 3.4 Base can be unscrewed for emptying
4. Use the Stainless-steel mounting bands to secure the line bin to the post using screwdriver
5. Ensure the line bin is vertical using spirit level
6. Ensure that the bands are tightened sufficiently to secure the bin properly but not to damage the bin.
7. If signage is required ensure these are mounted securely using an appropriate fixing.
8. Take photographic record of location.

Installation on wooden post 150mm (6inches) or more in width

1. Put on your personal protective equipment.
2. Select 2 x plastic brackets and 4 x stainless steel screws
3. Hold the Line Recycling Bin along side the post, the top of the bin must be
 - 3.1 No higher than 170cm from the ground
 - 3.2 No lower than 110 cm from the ground
 - 3.3 Oriented to ensure opening is easily accessible
 - 3.4 Base can be unscrewed for emptying

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4. Use the plastic U clips and screws to secure the line bin to the post
5. Ensure the line bin is vertical using spirit level
6. Ensure that the bin is properly secure.
7. If signage is required ensure these are mounted securely using an appropriate fixing.
8. Take photographic record of location.

Installation on brick or masonry

1. Put on your personal protective equipment.
2. Select 2 x plastic brackets, 4 x stainless steel screws 4 x brown wall plugs
3. Hold the Line Recycling Bin along side the post, the top of the bin must be
 - 3.1 No higher than 170cm from the ground
 - 3.2 No lower than 110 cm from the ground
 - 3.3 Oriented to ensure opening is easily accessible
 - 3.4 Base can be unscrewed for emptying
4. Use 7mm masonry drill bit to fit wall plugs to wall
5. Use the plastic U clips and screws to secure the line bin to the post
6. Ensure the line bin is vertical using spirit level
7. Ensure that the bin is properly secure.
8. If signage is required ensure these are mounted securely using an appropriate fixing.
9. Take photographic record of location.

Task Description - Management

Carry out the management of line recycling bins

Step by Step Process

Preparation

1. Load all equipment required for job.
2. Carry out vehicle safety checks.
3. Transport equipment and personnel to site.
4. Put on personal protective equipment.
5. Assess protection of general public and ensure persons stay 2m minimum from work location.

Prior to Starting Work

Inform general public of work commencing. Particular attention should be paid to property where children are present; children and adults must be kept away from the work area at all times and protected from equipment and waste

1. Ensure Personal Protective Equipment is worn at all times.
2. Physically check the condition of all equipment before and after use

Step by Step Guides

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Inspection of the Line Bin

1. Put on your personal protective equipment.
2. Visually inspect the line bin for damage
3. Check Bin is securely fastened to mounting
4. Ensure all labels and signs are complete.
5. Repair or replace as required.

Emptying the Line Bin

1. Put on your personal protective equipment.
2. Locate collection receptacle under the line bin
3. Unscrew base of line bin and secure base
4. Use rod to push line out of bin, collecting all contents in receptacle
5. Re attached base and remove receptacle
6. Wipe outside line bin with cleaning wipe (dispose separately)
7. Re attached base and remove receptacle

Recycling the Contents

1. Put on your personal protective equipment.
2. Inspect the contents retrieved from the line bin
3. Remove and dispose correctly any items other than fishing line
4. Transfer recyclable material to one of the participating tackle shops
5. Place line in tackle shop recycling bin
6. Clean equipment and store suitably for next use.

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Sign Off Sheet

I have read and understood the contents of this Method Statement. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name	Signed	Date

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