



Method Statement
Recycling of Black Bag Waste
Kinneil Kerse and Roughmute Recycling Centres

PURPOSE

To minimise the risks posed by the practice of manually sorting waste to maximise recycling. This document outlines the requirements and responsibilities needed to conduct the recycling of black bag waste from recycling centres safely.

RESPONSIBILITY

It is the responsibility of Falkirk Council's Waste Management Team to ensure that the requirements of this document are adhered to.

TRAINING

The Management are responsible for training nominated staff on the aspects of this procedure as it relates to their job.

All relevant staff must be inducted on these procedures and the contents of Risk Assessment (Black Bag Waste Recycling Risk Assessment) and the Control of Substances Hazardous to Health (COSHH) Assessments (COSHH Assessment Bleach, COSHH Assessment Household Waste).

PROCEDURE

1.0 Preparation

1.1 Recycling should be conducted on firm level ground with adequate ventilation & lighting. All recycling should be conducted under cover in a sheltered building.

1.2 The recycling area should be segregated from all other activities and access to the area controlled.

1.3 All black bags will be received from the public from the outside of the building. The black bags will either be sorted immediately or placed on the floor of the recycling building for later sorting.

1.4 Staff shall request information from the public on the contents of the bags, and if they contain any hazardous items.

1.5 This conversation with the member of the public allows staff to give advice on reuse, recycling and composting and to issue educational material.

1.6 The waste recycling area shall be set up as per Diagram 1 below.

1.7 Sufficient bins shall be made available to segregate all waste materials into their prospective category. All bins shall be appropriately labelled by waste category.

2.0 Manual Sorting of the Waste.

2.1 PPE to include safety boots, protective clothing and gloves which are to be worn at all times.

2.2 Suitable hi-viz vests, personal respiratory equipment (dust masks) and eye protection will be provided and worn as required.

2.3 To avoid repetitive bending and lifting, litter picking sticks should be used to pick out individual items of waste.

2.4 Black bags should be lifted carefully onto a sorting table of waist height prior to opening and recycling.

2.5 Bags should be opened using a knife, if tied, or simply emptied if open.

2.6 Sorting tables should be located as near to the sorting bins as possible to minimise the manual handling of the waste.

2.7 All waste materials shall be sorted by hand into relevant waste categories using boxes provided at the sorting tables.

2.8 Once boxes become full, the waste materials shall be transferred to the appropriately labelled wheeled containers.

2.9 Ferrous and non-ferrous metal wastes can be determined by the use of a magnet.

2.10 Fines shall be determined by placing smaller waste materials (<10mm) in the fines bin.

2.11 Welfare facilities must be available and all staff must wash their hands prior to eating, drinking or smoking.

3.0 Needle stick injuries

3.1 Identified or suspected needles and syringes must be isolated and dealt with in accordance with the needle stick section of the risk assessment.

3.2 A competent first aider with knowledge of needle stick injuries will be available at all times. An appropriately stocked first aid kit is available.

4.0 Weighing the Waste

4.1 Caution must be used when transferring the wheeled containers onto the scales and where necessary team lifting should be employed.

4.2 All staff must be trained in safe manual handling techniques and where required a separate manual handling assessment conducted.

4.3 Once a wheeled container has become full, they shall be weighed using industrial type scales. These scales shall be within calibration and service dates.

4.4 Once the wheeled containers have been weighed, the empty bins shall then be re-weighed to determine the tare weights.

4.5 All weights shall be recorded on the appropriate data capture sheets.

5.0 Transferring of recycled materials

5.1 Caution must be used when transferring the wheeled containers from the scales to the appropriate recycling skip situated outside in the recycling centre. Where necessary team lifting should be employed.

5.2 All staff must be trained in safe manual handling techniques and where required a separate manual handling assessment conducted.

5.3 The black bag waste recycling area will be inspected at the end of each working day and the floor swept with any waste litter materials placed in a mixed container for recycling the following day.

6.0 Control of Odours

6.0 All waste treated within the recycling building will be made up of the current waste stream that is already being disposed of at the recycling centre. The annual tonnage for this type of waste currently brought to the recycling centre is 2,000 tonnes per year, per recycling centre. This equates to an average of 5.5 tonnes per day. Currently these wastes are placed in open containers, with no recycling occurring, and are removed to landfill disposal once the containers are full. The current procedure has shown that it does not lead to any odour issues even though the waste stream is placed in open containers.

6.1 The proposed procedure will be to divert the existing black bag waste stream from straight disposal in open containers to the recycling building where the recycling will occur. Waste analysis has indicated that approximately 50% of this waste stream can be recycled. The facility is also a valuable educational tool where public views can be influenced.

6.2 Black bag waste is a generic term for any material contained within a black refuse bag. These bags are simply familiar readily available containers for a variety of materials including recyclables. Analysis has shown that they will be made up of paper, card board, wood plastics, textiles, glass, garden waste, metals, electrical, waste, stones and soils and non-recyclable materials such as household waste.

6.3 All non-recyclable household waste shall be removed from the black bag waste within the building and disposed in the appropriate container within the site. These containers shall be removed from site and taken to Avondale Materials Recycling facility as soon as the container is full, for further processing.

6.4 The cleanliness of the recycling building will be covered in a procedure that will ensure that the floor is swept clean at the end of the working day and that no waste shall be left on the floor.

6.5 The doors of the building will be closed and kept locked at the end of each working day.

7.0 Reporting of Results

6.1 Once data capture sheets have been completed, all data shall be transferred to the pertinent spreadsheet.

Supporting Documents

Recycling Area Layout

COSHH - Bleach Solutions (Active Chlorine >10%)

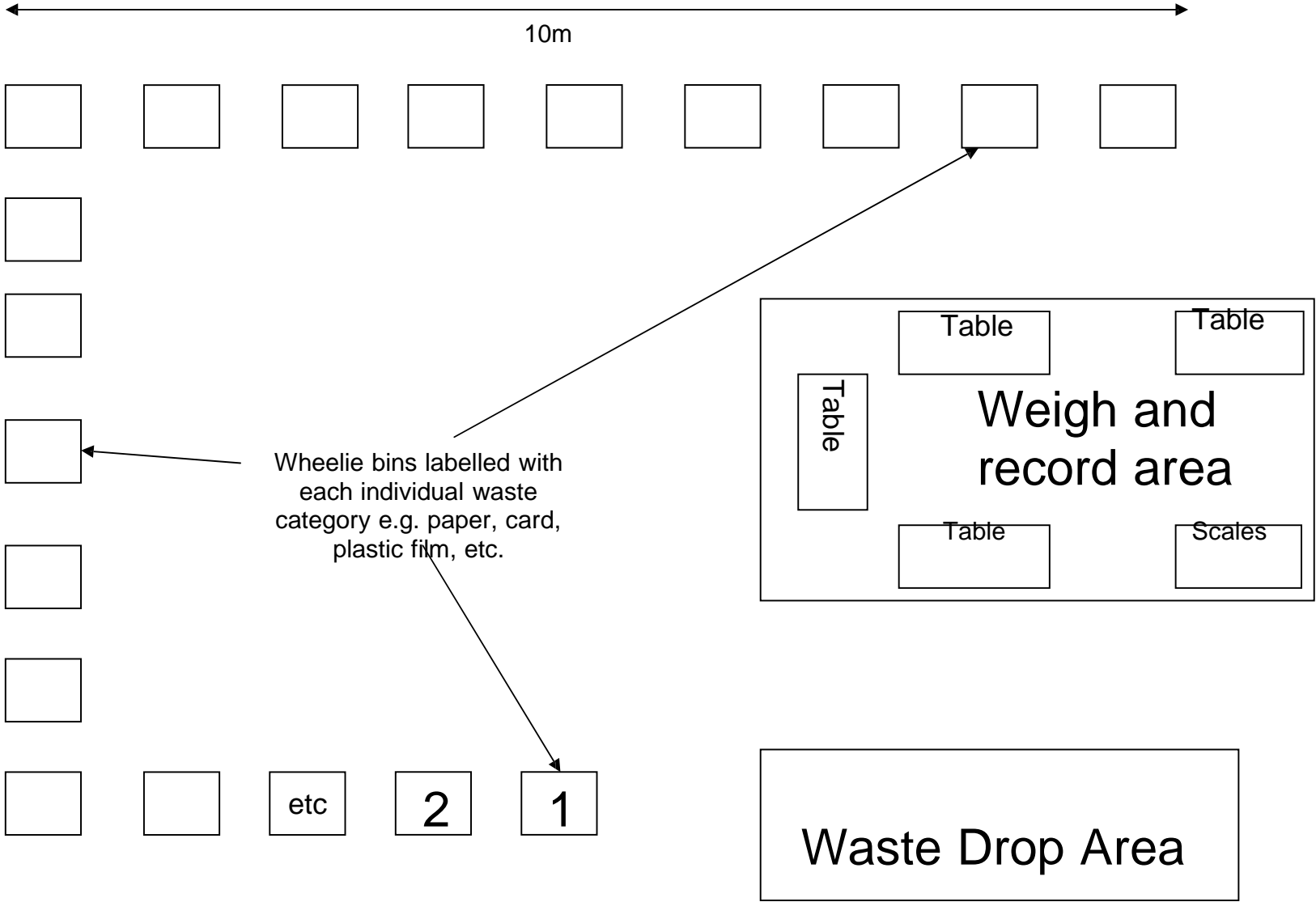
COSHH – Household Waste

Black Bag Waste Recycling Risk Assessment (including needlestick injuries)

Manual Handling Assessment – For handling household waste

Punctured and needled Guidance – Needle stick injuries and discarded needles

Diagram 1: Recycling Area Layout



Risk assessment form

AF023 (Cont) Page 2

Site/operation: Black Bag Waste Recycling	Task assessed: Inspecting/Auditing Household Waste	Scoring system Severity ("S") scored between 1 - 5 dependant on severity Likelihood ("L") scored between 1 - 5 dependant on likelihood Risk factor = severity x likelihood. Scored between 1 – 25 where: 15 – 25 = high ("H"), 7 – 14 = medium ("M"), 1 – 6 = low ("L") Overall risk rating = if all risk factors identified are low overall risk rating is "low". If any risk ratings identified are medium and/or high overall risk rating is "high/medium"	
Assessor/s: Albion Environmental Ltd	Date of assessment: 01/12/2012		
Overall risk rating (high/medium/low): LOW	Date review due: Annually		
Supervisor's/manager's signature:		Severity ("S") 5. = No Injury 2. = Minor Injury (no time lost) 3. = Time Lost up to 3 days 4. = Time Lost above 3 days 5. = Sever Injury/Death	Likelihood ("L") 5. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty

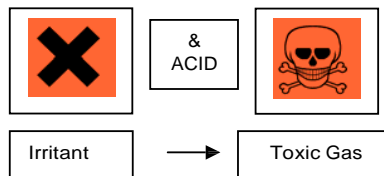
Hazard	Risk	Persons potentially affected	Current controls	"S"	"L"	Risk factor			Additional control/s required	Who will carry out action	Time action complete by
						"L"	"M"	"H"			
CONTACT WITH WASTE	NEEDLESTICK INJURIES	INSPECTION TEAM	VISUAL INSPECTION PRIOR TO SORTING USE OF LITTER PICKING STICK SHARPS BOX NEEDLESTICK PROCEDURE TRAINED FIRST AIDER PPE (GLOVES)	3	2	6			NONE		
SORTING WASTE	CONTAMINATION & INFECTION	INSPECTION TEAM	GOOD STANDARDS OF HYGIENE PPE (GLOVES & OVERALLS) USE OF LITTER PICKING STICK	3	2	6			NONE		
	MANUAL HANDLING INJURIES	INSPECTION TEAM	USE OF LITTER PICKING STICK MANUAL HANDLING TRAINING	3	2	6			NONE		
	SLIPS, TRIPS AND FALLS	INSPECTION TEAM	CORRECT SAFETY FOOTWEAR ADEQUATE LIGHTING	3	2	6			NONE		
Comments:						PPE requirements for task above normal: Safety footwear, gloves, hi-viz clothing and overalls					

COMPOSITION INFORMATION

Based on an aqueous solution of sodium hypochlorite. Active chlorine content <10%

HAZARD CLASSIFICATION

R36/36/38 - Irritating to eyes, respiratory system and skin.
R31 - Contact with acids liberates toxic gas



OCCUPATIONAL EXPOSURE LIMITS

Chlorine – OES – 0.5 ppm/1.5 mg/m³ 8 hr TWA and 1ppm/2.9 mg/m³ 15 min TWA

HAZARD SUMMARY

Liquid irritating to eyes and skin, the latter especially from repeated or prolonged contact. Vapour or mist irritating to eyes, respiratory system and skin. Toxic gas (chlorine) released on contact with acids.

ADVERSE EXPOSURE SYMPTOMS

Irritation to eyes, respiratory system and skin.

SAFE WORKING GUIDANCE

1. Avoid eye contact – if likely wear safety glasses
2. Avoid repeated or prolonged skin contact – if likely wear suitable protective clothing. This to include plastic gloves, overalls etc.
3. Control exposures to as low a level as possible by good working methods, ventilation or RPE as appropriate.
4. Where RPE used, unless otherwise identified, a general purpose nuisance mask should prove adequate.
5. Good standards of personal hygiene and skin care required.
6. Always wash hands thoroughly after use/handling and before eating, drinking or smoking.
7. Remove and wash contaminated clothing.
8. Handling and use by trained personnel only.
9. Protective clothing and respiratory protection to be used/worn as appropriate.
10. AVOID ANY CONTACT WITH ACIDIC MATERIALS !!

FIRST AID

1. Eye Contact – Wash out with water or eye wash solution. Seek medical attention
2. Skin Contact – Wash with soap/water. If irritation develops seek medical attention.
3. Inhalation – If affected by 'fumes', remove to fresh air. Seek medical attention.
4. Wash face/mouth with water. Seek medical attention

FLAMMABILITY

Non flammable

STORAGE

Store in containers in a cool, dry area away from incompatible substances especially acidic materials. Protect from damage.

SPILLAGE

Only small amounts kept. For small spillages absorb on sand or vermiculite. Shovel/sweep up and place in container for disposal. Alternatively dilute with copious amounts of water and run to waste.

DISPOSAL

Either run very small amounts to waste as above or contain in suitable container for collection and disposal by Waste Management Company.

COSHH ASSESSMENT BLACK BAG WASTE

Site Location	Kinneil Kerse/Roughmure	Assessment Record no.	
Hazard	Substance Name	BLACK BAG WASTE	
	Other Ingredients	Variable waste stream, mostly wood, paper, plastics, metals, textiles, waste food etc.	
	What is the substance used for?	Waste generated from households	
	Exposure Limited? (EH40)	None	
Risk	Who could be Exposed?	Staff carrying out recycling	
	How are people exposed?	Inhalation of airborne dusts, Contact with wastes during inspection	
	When could they be exposed?	During the audit	
	Length of exposure?	Varies (approx 8 Hrs per day)	
	Quantities Used?	Varies (up to 1 Tonne per day approx)	
	Risk Phrases	N/A	
	Potential Adverse Health Effects	Potential infection from sharps, cuts, abrasions & manual handling injuries	
	Physical/Environmental Effects?	Wind blown litter & odours	
Control Measures in Place	Prevention/elimination	Isolated working area, minimum number of personnel in area. Trained staff	
	Engineering Controls	Licensed Site. Well ventilated & lit with enclosed area for audit	
	Operational Controls	Safe working procedures in place for the audit. All staff to be trained and issued with instructions.	
	Personal Protective Equipment	PPE and masks must be worn: gloves, disposable overalls and safety footwear.	
Information Instruction and Training	Nature of Hazard	Dusts becoming airborne, cuts, abrasions & risk of infection from sharps. Possible pollution hazard	
	Safe Practices	Audit staff: Trained in safe work practices and use of PPE.	
	Proper use of control measures	See operational controls. See Safe Practices	
Workplace Monitoring Carried Out	Could control measures fail?	Yes. Monitoring by manager required	
	Are concentrations below exposure limits	N/A	
	Are control measures adequate?	Yes	
	Monitoring	Manager inspection	



COSHH ASSESSMENT BLACK BAG WASTE

Health Surveillance	Is it possible to detect disease/effect?	No.
	Are substances linked to particular disease or adverse health affects? Listed in COSHH	No
	Is there a likelihood of this specific disease occurring?	No
	Health surveillance needed?	No short term benefit
First Aid Measures	Eye Contact	Wash with water
	Skin Contact	Wash with soap and water
	Ingestion	Seek medical advice
	Inhalation	Remove to fresh air
Fire Fighting Measures	Special Protective Measures	Avoid smoke & keep clear of fire
	Suitable Extinguishing Agents	Water to cool waste Inert material to deprive of oxygen.
Accidental Release Measure	Small Spillage	Use litter pickers
	Large Spillage	Unlikely
	Personal Protection	Disposable overalls, gloves & boots.
	Environmental Precautions	Enclosed area on Impermeable surface
Handling and Storage	Handling	Use litter picking sticks, gloves
	Storage	Wheeled Containers and Boxes
Toxicological Information	N/A	
Ecological Information		
Disposal Actions	Dispose at licensed site accompanied by correct Waste Transfer Note. Waste to be transported by a registered waste carrier.	
Actions Required	Monitoring of audit staff by manager	
Responsibility	ALL STAFF	Date Completed 01/12/2012
Date of Reassessment	Annually	Signature