

## **SHE– OPERATING PROCEDURE**

### **Hespin Wood Bio MRF**

#### **Cleaning, Housekeeping and Fly Control Procedure**

This document is deemed to be an official Training Record and all affected personnel must sign to acknowledge induction on its contents. It is the responsibility of the “Nominated Manager” to ensure that the induction is undertaken.

#### **PURPOSE**

To maintain the operational standards of general cleanliness and housekeeping and to comply with the Provision and Use of Work Equipment Regulations.

To **minimise** our environmental impact in preventing flies from escaping the building

To ensure safety is recognised at all times when carrying out these specified tasks.

#### **RESPONSIBILITY**

The Nominated Manager is responsible for ensuring that the provisions of this operating procedure are carried out.

#### **TRAINING**

All relevant site personnel must be inducted and instructed on the below:

- Specific risk assessment to these operations
- Specific manual handling assessment to these operations
- Training provided by competent person and recorded on the "on the job" training form.
- Induction on this operating procedure

#### **PROCEDURE**

In order to maintain required standards of general cleanliness and housekeeping the below documented procedure needs to be followed. The internal tasks below are detailed in terms of daily, weekly, fortnightly and monthly tasks by area, with a brief description of each task where explanation is necessary (note – if you are unsure of what is required as regards cleaning etc tasks in any area you **MUST** contact your manager to ensure you are doing a thorough job):

#### **Daily Cleaning Tasks**

##### **SFL areas**

1. SFL floor clean
2. SFL conveyor and machinery cleaning
3. Cleaning under shredder out feed conveyors
4. In-feed Conveyor clean
5. Oversize clearing, general sweeping outside SFL areas
6. Cleaning Primary Shredders
7. Cleaning SFL roofs

8. Cleaning under in-feed conveyors
9. GK screen
10. Clean under SFL outfeed conveyers each time a lorry is changed over.

### **Refinement Section**

11. Sweeping debris and dust

### **Control Room**

12. Anti-fly crane missions
13. Odour monitoring
14. Bag-house monitoring
15. Leachate monitoring
16. Ensure sweeper cleans the tipping apron every day

### **Weekly Cleaning Tasks (all areas)**

17. In-feed Conveyors
18. GK Screen
19. SFL out-feed areas
20. Clean all SFL guarded areas
21. SFL Floor Areas
22. Jet wash tipping apron
23. PPM Conveyors
24. Secondary Shredders
25. Refinement Compactors

### **Fortnightly Cleaning Tasks (all areas)**

26. High level clean refinement

### **Monthly Cleaning Tasks (all areas)**

27. Clean around infeed walls
28. Sweep up debris from bottom of infeed pits
29. Bio filter weeding (2 months)

### **RECORDING OF CLEANING**

Each of the above tasks needs to be recorded on the attached housekeeping checklists to document that the task has been completed and completed thoroughly. The member of staff that has carried out the task will need to tick and initial that the work has been done. All task areas will then be inspected daily by the area Chargehand or the weekend supervisor, and then each week the sheets and work areas will be signed off by either the Bio-MRF manager or the site manager.

In addition to this, on a daily basis either the Bio-MRF manager or the site manager will perform a detailed site inspection to ensure there are no areas where the flies can be prevented from escaping the building i.e. damage that has occurred during the day. If there is then the repair will be arranged immediately. These inspections will be recorded separately in the site diary held in the Bio-MRF manager's office.

Once the weekly sheets have been completed the forms will be held on file in the Bio-MRF manager's office.

## **GENERAL RULES FOR CLEANING**

The above cleaning tasks must all be carried out thoroughly and all wastes removed from the required areas. In general when cleaning:

- Ensure you clean into all corners, 'nooks and crannies' and areas – do not leave wastes in 'difficult to get at places'
- Make sure you know the procedure for cleaning the areas you will clean – if you are unsure ask your manager or supervisor to ensure you do a thorough job
- Use tools (brushes, shovels, reach poles etc) rather than hands where practical – where you may need to use your hands always assess the wastes before cleaning and always wear protective gloves
- For some tasks dust masks or other respiratory protection may be required – make sure you have it and wear it
- Take all possible care when accessing areas – if you need access equipment make sure you have it and know how to use it
- If you notice any signs of fly infestation, such as fly larvae (maggots etc), you must report this to your manager or supervisor and note it down on the cleaning record sheet

## **RECEPTION AREA, TIPPING APRON AND ROLLER DOORS**

In addition to the cleaning and housekeeping the tipping apron will be staffed full-time during peak periods by a machine operator who can respond quickly to pushing any over spilled waste into the pits and also check that the door running mechanisms are clear of debris to try and stop the jamming of the doors on their way down.

The machine operator will also report any misuse or lack of care and consideration by local authority bin lorry operators such as not reversing far enough, not ejecting fully before moving forward etc – any act which may result in waste spilling on the apron rather than being correctly discharged into the reception pits. The operator will also report and health and safety rules breaches such as lack of PPE use, walking under raised and un-propped rear doors etc. This will include taking registration numbers, time of day etc to allow site management to trace the driver with the local authority.

Normally reception pits will be used in sequence. However, control room staff must monitor to ensure that bin lorries are not directed to pits which are already full when there are empty or partially empty pits available. In these cases lorries will be directed to the partially empty pit rather than the next sequence pit if it is full.

Water misting/spray systems fitted to reception door openings will be maintained in good working order and will be on whenever a door is opened for use.

## **RECEPTION AREA ROLLER DOOR FAILURES AND DAILY CHECKS**

At the end of the day a check shall be made on the reception pit roller doors. Any damage to the doors which may result in them failing to close or jam during use must be reported to maintenance department as an immediate concern (as below for failures during the day). If at all practical a repair should be made before the following day.

The control room operators will report any door failures **immediately** to the maintenance department and enter onto the frontline maintenance system as soon as possible. The maintenance department will treat these repairs as an immediate concern and as soon as is possible will call the repair company. If a door fails, then the maintenance team will endeavour to lower the door manually so it remains closed. Before any maintenance or repair work can be

carried out a sheeting system **MUST** be erected on the external side of the door before the door is lifted and work commences. This is essential and **MUST** be adhered to at all times.

Whether a fault which arises during the day or a fault discovered during an end-of-day check any faulty doors must be secured against fly escape either by manual lowering to effectively close the door or by the use of sheeting to provide a temporary barrier. Note – flies can escape through fairly small gaps so ensure that sealing is to a good standard.

### **PERSON ACCESS DOORS AND OTHER OPENINGS**

The bio-MRF building has various person access doors, such as into the SFL lines, fire doors in the refinement section etc. These doors **MUST**:

- Either be kept close – completely and not left ajar
- Or, covered with a suitable and effective fly screen (note – any damage to fly screens, lack of effective fit etc must be reported as a defect and in the interim the door closed)

Any damage to doors (whether person access or other), damaged or ineffective door closers etc must be reported as a defect and repaired as soon as practical – and ensure that any damaged doors are kept closed until a repair can be made.

### **GENERAL HYGIENE AND FLY CONTROL**

Flies are attracted to wastes, food left out etc. While it may seem trivial good standards of hygiene can assist in fly control – and can help maintain good standards of occupational health:

- All bins (including large Euro-carts, general waste bins left outside containing foods etc waste etc) must have lids and these lids must be closed when waste is not being placed in the bin
- Bins must not be over-filled so that lids cannot close – if a bin is full report it and have it emptied. And, never just 'dump' waste in bags etc next to a bin – report it as full
- Do not leave food etc out – put it in the fridge or sandwich box etc (this is basic food hygiene and good practice)
- Clean-up in mess rooms etc – keep your working environment as clean as possible
- All open waste containers with waste or waste products in them shall be covered as soon as practical after use such as by a fly-proof net or similar. All closed waste containers with wastes in them shall be closed as soon as practical after use.

### **PESTICIDE AND LARVACIDE USE**

The use of pesticide and larvacide use will be determined by a discussion with an operational manager and an approved competent contractor. As a minimum the contractor will visit site and carry out an inspection twice a week.

The pesticides and larvicides will only be handled by the approved contractor as they will be fully trained in their safe use. The maximum number of times per week the chemicals can be used to control fly resistance is twice. Any use of the above chemicals will be recorded on job sheets from the contractor and kept on record in the control room

## **ENFORCEMENT**

The above procedure is **essential** to minimise our environmental impact in preventing flies from escaping the building and it must be treated as such. If any of these tasks cannot be carried out as summarised above, then the Bio-MRF manager or site manager must be informed. If this procedure is not followed or no notification is received by the managers then **disciplinary action** may be taken.

- Take cleaning seriously and do a thorough job
- Keep doors closed and where doors do need to be opened minimise the time any door (including roller doors) needs to be open for
- Report damage to doors or any factor which may result in them not closing correctly
- Keep good standards of hygiene at all times – empty bins and keep flies down

Prepared by: ..... Name: (REDACTED) Title: Site Manager

Approved by: ..... Name: (REDACTED) Title: General Manager

**Please identify on the table below those members of your staff that need to be aware of the requirements of this document. This table is deemed to be an official training record and must be kept indefinitely. Please ensure that all relevant employees are made aware of the contents of this document within 6 weeks from receipt and sign the table.**

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