

Method Statement

Task/Activity	Emptying waste / litter bins both internal and external	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by: Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	31.07.2025	

Scope of Works

This details the method to be used when emptying waste / litter bins both internal and external

Background / Training Required

Competence of working in cleaning
Training on safe waste management techniques

Safety Equipment and PPE required

Protective clothing Workwear - No Standard		Safety footwear BS EN ISO 20345:2014 Safety footwear Classification I, S3	
Gloves Heavy duty gloves (BS EN 420:2003 +A1:2009)		Hi visibility BS EN 471:2003 +A1:2007 High visibility clothing	

Tools and Equipment Required

Bin liners		Waste sacks	
Safety signs			

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
- Put on suitable protective gloves, steel toe boots and hi visibility jacket or waistcoat if working externally. - When bin reached on site, remove rubbish bag from the bin, tie it up and place it in the wheelie bin. - Empty ash tray present ensuring the content has cooled down prior to emptying. - Wash or clean bin and ash tray before replacing liner. - If glass is found, dispose of separately, exercising caution following instructions provided in the relevant method statement. - If a needle / syringe is found, inform Site Manager / Supervisor so that the appropriate disposal can be arranged. Under no circumstances must it be picked up with bare hands, a heavy-duty glove or mechanical litter picker must be used. - Tie up refuse sacks with a tie or utilising the corners of the bag. - Take full bags to designated disposal point, ensuring that they are not dragged across floor surfaces. - If rubbish bags are heavy, do not lift beyond individual capabilities, enlist assistance if required or use a mechanical aid. - On completion of task, ensure that hands are washed thoroughly with soap and water. - Back of House (BOH) euro bins should be used to collect waste and segregate as per site procedures. - Always lift lid and check contents of bin before emptying, external bins may be a source of shelter for some people; we should always bang/knock sides and make sure bin has nobody inside. - Should any person ever be found to be inside a bin, for whatever reason, a near miss must be recorded, please notify your Team Leader or Line Manager.	- Bang/knock on the sides of external bins to ensure nobody has climbed inside bin. - Inspect contents of bin, in the event of a person being found in bin DO NOT confront if conscious, Site Manager / Team Leader to be informed immediately. - If during the emptying process a needle / syringe is found the Site Manager / Supervisor must be informed as soon as possible so that the appropriate disposal can be arranged. - If an operative's skin is accidentally pierced with a needle he/she must inform the Site Manager / Supervisor immediately so that the correct medical attention can be sought. Details of this must be forwarded to the Company Health and Safety Manager as soon as possible. - When emptying waste bins within a premises interior, rubbish bags must not be dragged across floor surfaces as this could cause damage and/or result in spillages. - Full rubbish bags must only be disposed of in the designated location / receptacle in line with client procedures. - External bins should always be checked before loading into compactor, lift lid and bang/knock on side, look inside and ensure no possibility of somebody entering bin for shelter. - Operatives must ensure that prior to removing waste from bins the lids have been fully opened. If this is not possible due to reduced or confined space the bin must be move to a location where the lid can be fully opened

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	Note: Wheelie Bin to be used for internal bin emptying for safe and clean removal of waste bags.
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Environmental Impacts	All waste disposal must be carried out in accordance legislation and the site procedures.
Emergency Arrangements	If Lone Working, follow the ABM procedure for Lone Working. First aid available from the security team. 2-way radio provided to staff while at work.