

**METHOD STATEMENT AND RISK ASSESSMENT FOR**

**BELT WINDING**

**SITE:**

**CONVEYOR:**

On arrival at site sign in visitors/contractors book.

See shift manager to locate conveyors to be worked on.

Wearing standard PPE of: Overalls, safety boots, hard hat, appropriate gloves and eye protection proceed to conveyors.

Check conveyor number before starting work.

Position the winder on flat ground using certified lifting equipment provided by the site.

Cut the belt and attach to the winder ensuring the direction of the belt travel is the same as the normal running direction.

Position the guides to maintain tracking of the belt.

Start the winder.

Wind the belt until complete.

Disconnect the drive coupling from the bar, remove bolts retaining shell bearings and remove the lids.

Remove the safety chain and pull the counter balance arm to allow the bar/belt to be dropped to the ground.

Remove the bar from the belt and remove the collars.

Replace the bar and collars on the winder, replace the bearings and fixings.

Move to the next conveyor/replace on the transport.

Report to shift manager and sign out.

**\*\*\*\*\* ENSURE THAT AT NO POINT ANY PART OF PERSON OR EQUIPMENT IS WITHIN 1 METER OF THE TRACKING BAR OR BELT ON THE WINDING MACHINE \*\*\*\*\***

**RISKS**

**MINIMISED BY**

Equipment start up

Follow isolation procedure

Back injury due to weight of machinery

Correct lifting posture & enough manpower/lifting equipment

Trap/Bruises injury to hands and feet

Wearing suitable gloves and safety boots

Trapped/Crushed by conveyor belt on dis-engagement

Control area admittance