

<b>Standard Risk Assessment – Collection of loose and small packaged waste</b>
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**1. Purpose**

To establish the general hazards and any site-specific hazards associated with the collection of loose items of waste and waste in small packages that present a risk to health and safety.

**2. Scope**

This risk assessment is intended to cover:

- Risks during a collection operation at the collection site, and
- Risks to collection operatives, staff of and visitors to the collection site, and members of the public who may be affected by the collection operation.
- Loose items of waste (e.g. separate CRT screens, fridges, base units, etc) and small packaged items (e.g. bagged, boxed, drummed and palletised waste).

**3. Risk assessment**

**3.1 General Risks Check list:**

Hazard	Detail	Y / N	Risk 1=V Low / 5=V High	Actions
Manual handling	<ul style="list-style-type: none"> <li>• Lifting/carrying heavy items</li> <li>• Manoeuvring large items</li> </ul>			<ul style="list-style-type: none"> <li>• M/H training</li> <li>• Use of lifting gear</li> <li>• 2 man operation where applicable</li> <li>• Steel cap boots</li> </ul>
Hazardous items	<ul style="list-style-type: none"> <li>• Sharps</li> <li>• Glass</li> </ul>			<ul style="list-style-type: none"> <li>• Gloves</li> </ul>
Hazardous chemicals	<ul style="list-style-type: none"> <li>• Chemicals</li> <li>• Oils</li> <li>• Powders</li> </ul>			<ul style="list-style-type: none"> <li>• Gloves</li> <li>• Goggles</li> <li>• Mask</li> <li>• Overalls</li> </ul>
Slips/Trips	<ul style="list-style-type: none"> <li>• Wet surfaces</li> <li>• Slippery surfaces</li> <li>• Loose surfaces</li> </ul>			<ul style="list-style-type: none"> <li>• Proper work shoes/boots</li> </ul>
Electrical safety	<ul style="list-style-type: none"> <li>• Live equipment</li> <li>• Damaged equipment</li> <li>• Bare wires</li> </ul>			<ul style="list-style-type: none"> <li>• Check items before handling</li> <li>• Ask for electrics to be isolated if necessary</li> </ul>
Portable tools	<ul style="list-style-type: none"> <li>• Use of power drills/screwdrivers</li> <li>• Electric cutters</li> </ul>			<ul style="list-style-type: none"> <li>• Use rechargeable power tools</li> <li>• Use properly inspected and maintained tools</li> </ul>

### 3.2 Site specific risk check list:

To be completed upon arrival at collection site.

Hazard	Detail	Y / N	Risk 1=V Low / 5=V High	Actions
Restricted Access	<ul style="list-style-type: none"> <li>Stairs</li> <li>Ladders</li> <li>Narrow access</li> <li>Obstacles</li> <li>Uneven ground</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Identify the safest route</li> <li>Use lifts if available</li> <li>Min 2 man operation where applicable</li> <li>Request site staff to retrieve items to a safe location</li> </ul>
Overhead hazards	<ul style="list-style-type: none"> <li>Power cables</li> <li>Gantries</li> <li>Low ceilings</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Check clearance before driving beneath hazard</li> <li>Find an alternative safe route if possible</li> <li>Use hard hat</li> </ul>
Working at height	<ul style="list-style-type: none"> <li>High walkways</li> <li>Unprotected precipices</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Use specialist equipment to gain safe access</li> </ul>
Confined space	<ul style="list-style-type: none"> <li>Enclosed vessels</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Do not continue</li> <li>Ask site staff to retrieve items</li> </ul>
Moving vehicles	<ul style="list-style-type: none"> <li>Site traffic</li> <li>Fork lifts</li> <li>Roadway</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Stay within demarcated traffic free areas</li> <li>Check before entering traffic zone</li> <li>Cone off area if necessary or use traffic controller</li> </ul>
Parked vehicles	<ul style="list-style-type: none"> <li>Cars</li> <li>HGVs</li> <li>Plant</li> <li>Bikes</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Take steps to park/operate away from parked vehicles.</li> <li>Ask site staff to move any vulnerable vehicles.</li> </ul>
Pedestrians	<ul style="list-style-type: none"> <li>Office staff</li> <li>Thoroughfare</li> <li>Public</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Check for pedestrians before entering area</li> <li>Cordon off work area if necessary</li> <li>Ask site manager to warn staff and provide a cordoned off area</li> </ul>
Fixed plant/machinery	<ul style="list-style-type: none"> <li>Moving parts</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Keep to designated areas</li> <li>Stay clear of working machinery</li> <li>Ask for machinery to be made safe if necessary</li> </ul>
Noise	<ul style="list-style-type: none"> <li>Noise from machinery</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Use ear defenders</li> </ul>
Airborne hazards	<ul style="list-style-type: none"> <li>Projectiles</li> <li>Dust</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Wear eye protection</li> <li>Wear mask</li> </ul>
Fire/explosion	<ul style="list-style-type: none"> <li>Flammable vapours/substances</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Do not carry/use electrical equipment or mobiles unless allowed by the site staff</li> </ul>
Falling objects and projectiles	<ul style="list-style-type: none"> <li>Material on conveyors</li> <li>Cutting/shipping operations</li> <li>Loose material at or above head height</li> <li>Low ceilings and projections</li> </ul>	[ ]		<ul style="list-style-type: none"> <li>Wear a hard hat</li> </ul>
Other	<ul style="list-style-type: none"> <li></li> </ul>	[ ]		<ul style="list-style-type: none"> <li></li> </ul>
Other	<ul style="list-style-type: none"> <li></li> </ul>	[ ]		<ul style="list-style-type: none"> <li></li> </ul>
Other	<ul style="list-style-type: none"> <li></li> </ul>	[ ]		<ul style="list-style-type: none"> <li></li> </ul>

#### **4. Method of Safe Working**

1. Create a safe loading area
  - a. Park the collection vehicle in a safe manner
  - b. Ensure there is adequate space for loading
  - c. Ensure other vehicles or pedestrian cannot enter the loading area
2. Create a safe work area
  - a. Identify the exits (in the event of an emergency)
  - b. Take note of any site emergency procedures
  - c. Take steps to avoid collisions with moving vehicles, machinery and pedestrians
  - d. Erect signs and/or barriers if necessary
  - e. Ask the site manger to warn site staff of collection operation if necessary
3. Plan the route of access/egress
  - a. Identify the safest route between the items and collection vehicle
  - b. Avoid areas of routine movement of vehicles
  - c. Avoid areas of working machinery
  - d. Identify obstacles and any slip/trip hazards
4. Identify the safest means of lifting/moving the items
  - a. Involve two or more people when lifting heavy objects
  - b. Use lifting apparatus for very heavy objects
  - c. Use stair walkers, pallet trucks or sack barrows where possible
5. Load vehicle safely
  - a. Use tail lift, lifting gear or 2 man operation for loading vehicle
  - b. Ensure the immediate area is free of pedestrians and/or vehicles
  - c. Ensure items are adequately contained and secured
6. General safety
  - a. Notify site staff of any accidents
  - b. Do not leave items on the ground as potential trip hazards