

SEVENOAKS DISTRICT COUNCIL

RISK ASSESSMENT FORM

Workplace: Sevenoaks District Council	TASK/ OPERATION: Trade Refuse Collections	Risk Assessment Number RATrd
Operating Procedure Developed by: Sevenoaks Direct Services	Approved By [Redacted]	Sign & Date: 28.10.14
Completed by: [Redacted]	Approved By: [Redacted]	Sign & Date: 28.10.14

MANAGEMENT AUTHORISATION

- I authorise the above process to commence/continue on the basis that the hazards have been thoroughly considered and the associated risks assessed and controlled to an acceptable level.
- The appropriate supervisor is to ensure that this and related risk assessments are brought to the attention of all persons involved in this activity (who are to complete the signature sheet at the end of this form) and that a copy is held on files for at least 5 years after the activity is completed.
- Where necessary, additional controls will be implemented within the timescales identified.

Name(Block Capitals): [Redacted] **Signature:** [Redacted] **Position:** Head of Service **Date:** 28.10.14

- I am not satisfied that the risks associated with this process/activity have been controlled to an acceptable level and the process/activity must cease immediately / not commence.

Name(Block Capitals): _____ **Signature:** _____ **Position:** _____ **Date:** _____

ASSESSMENT REVIEW (maximum 12 months)

- I confirm that the assessment remains valid, controls remain effective and there has been no increase in risk.

1st Review Date: 28/10/15	Name(Block Capitals): [Redacted]	Signature: [Redacted]	Position: [Redacted]
2nd Review Date: _____	Name(Block Capitals): _____	Signature: _____	Position: _____
3rd Review Date: _____	Name(Block Capitals): _____	Signature: _____	Position: _____

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Hazard and how it might cause harm	Persons at risk	Existing Control measures and their limitations	Risk Rating (Severity x Likelihood)	Additional Control Measures	Risk Rating
ALL DRIVERS MUST HOLD THE APPROPRIATE DRIVING LICENCE FOR THE VEHICLE AND HAVE RECEIVED SUFFICIENT TRAINING TO ENSURE SUITABLE COMPETENCE FOR THE EQUIPMENT USED AND THE WORKING ENVIRONMENT BEFORE OPERATING ANY ONBOARD EQUIPMENT.					
General: -Personal contamination	Operative	-All staff should take care of their personal hygiene by washing their hands before eating, drinking or smoking using the on board hand wash system on the vehicle or using hand wipes. . All Personal Protective Equipment and clothing must conform to at least the relevant British Standard Approval and must not be out of date or defective in any way.	2 x 1 = 2 Negligible risk		
Daily Maintenance: -Biological(Fuels, oils)	Operative	-Ensure work area is level and clear of all unnecessary equipment and objects. -Wear PPE (Gloves) when handling fuels, oils, grease etc. -Fuel vehicle in accordance with SDC Code of Practice for drawing fuel (SDS16). Also be aware that COSHH Assessment D.B.33 covers the handling of volatile fuels.	2 x 1 = 2 Negligible risk		
Mechanical defects: -Unsafe vehicle -Legal requirement to complete daily vehicle checks	Operative. Members of the public(MOP).	-Carry out vehicle check in accordance with the Health and Safety Handbook. Driving standards are also defined in the Handbook, a copy of which should be available in each working vehicle.	1 x 1 = 1 Negligible risk		
Collecting and loading refuse in sacks into vehicles: Traffic Hazard Manual Handling injuries	-Other Road Users	- Adhere to safe working procedures. Ensure that the appropriate PPE is used i.e safety boots, overalls and industrial gloves. Adopt correct lifting techniques, as defined in Manual handling Training. Only lift what you are comfortable with	3 x 3 = 9 Low risk		

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<p>Sharp Objects Cuts to legs or hands Uneven surface Slip trip. Faeces</p>	<p>-Members of the Public -Members of staff</p>	<p>and under no circumstances should any item over 25KG be lifted by one individual. Wherever possible try to balance the weight of bags in each hand.</p> <ul style="list-style-type: none"> - Operatives must be aware of the potential for bags to contain items that may cause harm, i.e., knives, glass etc. These bags must be left and a sticker placed to notify customers of the issue. - Under no circumstances should sacks be swung or thrown into hopper. They should be lifted up to hopper and placed into it. Care should be taken not to place hands in any moving machinery whilst carrying out this procedure. At no time should any person climb into the rear hopper to retrieve any item or rip open sacks. -Ensure all hazard signs/lights/beacons are operating whilst operators are working around the vicinity or while the vehicle presents a hazard to other road users. -Be aware of broken slabs, kerbs, potholes and other uneven surfaces on the footway. 	<p>3 x 3 = 9 Low Risk</p>	<p>Annual Manual Handling Training</p>	<p>3 x 2 = 6</p>
<p>Collecting and loading refuse in bins into vehicles: Traffic Hazard. Manual Handling injuries Sharp Objects. Cuts to legs or hands. Uneven surface. Slips and trips. All of these hazards could inflict serious injury to the handling operatives.</p>	<p>All operatives involved in the handling of refuse sacks and bins.</p>	<ul style="list-style-type: none"> - Adopt correct manual handling techniques. - Wheeled bins that are too heavy to move safely must not be moved, but be 'stickered'. The customer is to be advised and the bin reported to the supervisor. - Operatives must not lean into bins to lift out sacks. - Bins must not be moved if too heavy or a risk of injury is present. - Heavy bins should be moved by a minimum of 2 persons. - Once the bins have been located on the bin lift, the bin lift must do ALL the lifting, no assistance is permissible. If the bin is too heavy for the equipment then the bin must be returned and the customer and supervisor notified. - Ensure footwear is to an approved safety standard. - Always wash your hands if you have handled a sack or bin that may contain any chemical or biological material. 	<p>3 x 3 = 9 Low risk</p>	<p>Annual Manual Handling Training</p>	<p>3 x 2 = 6</p>

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<p>Reversing vehicle while operatives are working at the loading section..</p>	<p>Members of staff and site operatives.</p>	<p>When it is necessary to operate the vehicle in reverse gear, ensure that this operation is carried out in strict compliance of the instructions detailed in the Health and Safety Handbook. Ensure that the vehicle driver is aware of the presence of other operatives at the rear of the vehicle when loading is taking place.</p>	<p>3 x 3 = 9 Low Risk</p>		
<p>Risk of injury to anyone who places themselves under an un-propped vehicle body when tipping the load.</p>	<p>Operatives, and other site personnel.</p>	<p>Ensure that the area is free from any unauthorised people who could venture into the area while tipping is in progress.</p>	<p>4 x 2 = 8 Low Risk</p>		
<p>Oil spillages in depot or on public road - Road Traffic Accident - Vehicle/equipment damage - Property damage - Personal injury - Slips / Trips - Environmental damage</p>	<p>Members of staff MOP Pedestrians</p>	<p>- If you find your vehicle is leaking oil inform supervisor immediately - Lay oil absorbent mats on affected areas - The driver must notify engineering stadd with workshop ticket. - If your vehicle starts to leak fluid cover with absorbent matting and call for assistance. - Make sure all drains are covered so as not to pollute water course.</p>	<p>2 x 2 = 4 Negligible Risk</p>		
<p>Paint spillages - Road Traffic Accident - Vehicle/equipment damage - Property damage - Personal injury - Slips / Trips - Environmental damage</p>	<p>Members of staff MOP Pedestrians</p>	<p>- Do not pick up used paint cans - If paint is accidentally picked up and leaks, cover as above with absorbent matting and ensure all drains are covered so as not to pollute water course.</p>	<p>2 x 2 = 4 Negligible Risk</p>		

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I have read, understand and will comply with the controls specified in this assessment and any additional controls as required.

NAME	Signature	Date
[Redacted]	[Redacted]	30-10-14
[Redacted]	[Redacted]	30-10-14
[Redacted]	[Redacted]	30-10-14
[Redacted]	[Redacted]	31-10-14