

Save a Cup

Health and Safety Risk Assessment Documentation for Collection Service

Date of Assessment	01/07/04	General Assessments	All Sites
Review Date	30/06/06	Assessor	Simon Hill John Hampson

Introduction

The Management of Health and Safety at Work Regulations 1992 require formal written assessment of health and safety standards at each of our sites. It is nothing more than a careful examination of what, in your work, could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Preventative controls, if necessary, can then be introduced to avoid any accident or injury from occurring.

Carrying Out Your Risk Assessment

Step One:

There are many functions carried out within all of our sites which are common to all locations. The Regulations allow for 'generic' risk assessment to take place for the common tasks. Part One of this package includes such assessments for the most common range of activities. All you have to do is to examine the assessments and delete any which do not apply to your unit.

Step Two:

Having 'tailored' the generic assessments to suit the site, you must then undertake a further examination of the working environment and practices to identify any additional hazards which have not been covered. Particular attention should be paid to 'manual handling' tasks involving lifting or carrying. Whenever possible, action should be taken to completely remove the hazard but if this is not possible a safe working procedure should be established. Details of additional assessments should be inserted on the Specific Risk

How to Assess Risks in the Workplace

1. Look for the hazards

Walk around the workplace and consider all the situations, workplace tasks or environmental conditions which could lead to harm. Consider not only AVA employees, but also people who may not be in the workplace all the time, e.g. cleaners, visitors, contractors, members of the public and customers, or people who work in the areas.

Write this in the "TASK" box.

Then consider the harm which could result from the task or environmental condition identified, e.g. back strain, cuts, slips.

Write this in the "POTENTIAL INJURY" box.

2. Exposure to Hazard

How often are people likely to encounter this hazard. Is it a situation, task or environmental condition which occurs often, occasionally, or rarely?

3. Risk Assessment

It is now necessary to use the information you have gathered to assess the risk and the extent of the risk.

- a) The risk is the likelihood that harm from a particular hazard will be realised.
LOOK AT EXPOSURE TO HAZARD.
- b) What is the worst injury likely to arise from the hazard?
LOOK AT POTENTIAL HARM.
- c) How many people are likely to be injured? The great number of people to be injured, the higher the risk.

Weigh up the three parameters together and decide if the risk is high, medium or low.

The risk rating can now help you to decide on levels of control required. (High risk situations should be dealt with first).

4. Preventative Measures

Is the risk adequately controlled already? List any control procedures already in place in the "preventative measures" box.

You may have already provided adequate systems and procedures and staff training, for example.

If the risk is not adequately controlled, you need to think about what action you will take where it is reasonably practicable to do more. (You are entitled to take cost into account unless the risk is high).

You should try and aim to achieve the following controls in descending order:

- remove the risk completely
- try a less risky option
- prevent access to the hazard, e.g. guarding, keeping doors locked
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- signage

Write your additional controls in the "preventative measures" box.

5. And Finally

Implement and TRAIN, TRAIN, TRAIN staff in safe procedures.

Continually monitor the hazards through monthly safety audits.

Your risk assessment document should be reviewed if there are any significant changes in your workplace or working practices, or at least annually as Company policy.

PART ONE

GENERIC RISK ASSESSMENTS

Part One : Generic Risk Assessment

Activity : Delivery Driver

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TASK	HAZARD	POTENTIAL INJURY	FREQUENCY	RISK RATING	CONTROL OF RISK	ACTIONS REQUIRED	CLOSED OFF
Movement of vehicle on premises whilst delivering	Possibility of collision between traffic and/or pedestrians	Crushing Fractures Fatality	Frequent	High	<ul style="list-style-type: none"> • Extreme caution to be taken by delivery driver • Use hazard warning lights when reversing. • Abide by speed limits. • Use of horn. • If required guidance by security personnel. • Hi Vis Clothing 	None	Yes
Movement of bins	Items falling personal injury, also damage to premises equipment.	Crushing Fractures	Frequent	Medium	<ul style="list-style-type: none"> • Bins being moved properly and securely. 	None	Yes
	Incorrect handling of cages	Back Strain	Frequent	Medium	<ul style="list-style-type: none"> • Ensure manual handling training is given 		
Handling of non clear bags	Sharps or glass in bags	Cuts Infection	Infrequent	Medium	<ul style="list-style-type: none"> • Do not collect black bags 	None	Yes
Unload Van at Depot	Throw into high skip Wet on van floor Rear step of the van	Slip Back injury	Low	1	Take great care when throwing sacks into skip. Use stout boots in the back of the van	Ask for fold up rear step if possible on next van hire.	
		Trip slip fall	Low		Take great care when entering and exiting the rear of the van. Take care when reversing due to extra inches of rear step		

Part One : Generic Risk Assessment

Activity : Delivery Driver

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TASK	HAZARD	POTENTIAL INJURY	FREQUENCY	RISK RATING	CONTROL OF RISK	ACTIONS REQUIRED	CLOSED OFF
Handling of chemicals	Personal injury from spillage	Burning Poisoning Inhalation	Daily	Medium	<ul style="list-style-type: none"> Follow drivers/stores personnel guidelines and COSHH data sheet regulations. 	None	Yes
Storage of cleaning chemicals	Cross-contamination of consumable product	Tainting Poisoning	Daily	Medium	<ul style="list-style-type: none"> Chemical stores separately Follow handbook guidelines and COSHH data sheet requirements 	None	Yes
Lifting Bags out of bins	Having to reach into deep bins	Back Strain	Daily	Medium	<ul style="list-style-type: none"> Provide a tool to do the job Specify front loading bins 	Look at specs for bins	Ongoing
Opening doors of vehicles	Contact with moving doors	Impact Crushing Bruising	Frequent	Medium/Low	<ul style="list-style-type: none"> Chocks for doors Change spec of vehicles 	Provide Chocks for doors	Ongoing
Handling of Heavy Bags with liquid in	Manual handling injury	Back Strain	Frequent	Medium	<ul style="list-style-type: none"> Have bags with punched holes 	Look at bag design	Ongoing
Loading of bags in vehicle	Slippage on liquid in vehicle	Fractures Bruising	Frequent	Medium	<ul style="list-style-type: none"> Have non slip mats at rear of vehicle 	Provide mats	Ongoing

Part Three :

Activity : Risk Assessment of Save a Cup collection Vans & Driver. Page 3 of 3

TASK	HAZARD	POTENTIAL INJURY	FREQUENCY	RISK RATING	CONTROL OF RISK	ACTIONS REQUIRED	CLOSED OFF
Pre start, check van Tyres Mirrors	Defect Dirty.. Out of line	Crash.. Fracture Fatality	Low Low	1 1	Visual check tyres Visual check Clean.De Ice Use Heated mirrors	None Next contract ask for Heated Mirrors	Yes Yes
Wind Screen	Dirty.. Cracked	Impact	Low	1	Visual Check.. Clean.. De Ice wind screen	None	Yes
Driving Position of seat	Lack of driving control Tiredness Back strain	Crash Crush Fracture Fatality	Low Low	1 1	Take care and time to adjust driving position	None	Yes
Call at Security	Parking	Crash Obstruction	Low	1	Use parking spaces provided. Report in	None	Yes
Drive to cup location	Other delivery traffic, reversing vehicles & plant pedestrians Pallet stock stored ready for loading.	Impact on pedestrians Fracture Fatality	Low	1	Obey all site traffic regulations When reversing use hazard lights & have member of staff help in difficult situations.. Fog, Night, etc. Take care when near new construction areas	None	Yes
Pull/Reverse into collection position	Crash Unseen Vehicle staff.	Crush Cut Fracture	Low	1	Use Hazard lights Ask member of staff to help reverse Use Howler if fitted	Ask for howler to be fitted to next contract motor	Yes

PART TWO

SITE SPECIFIC RISK ASSESSMENT

Part Two : Site Specific Risk Assessment

Activity : Transporting Product/Equipment For Daily Use7

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TASK	HAZARD	POTENTIAL INJURY	FREQUENCY	RISK RATING	CONTROL OF RISK	ACTIONS REQUIRED	CLOSED OFF
Movement of product and equipment between buildings	Possibility of collision with road traffic or pedestrians	Crushing Fractures Fatality	Frequent	High	Extreme caution to be taken, when crossing public roads. Always make use of correct crossing points. Abide by Traffic regulations.	Annual Staff refresher training.	Yes
Use of Bins to transport cups between buildings	Bins tipping over, causing injury to staff or public.	Crushing Fractures Back strain	Frequent	Medium	Ensure that Manual Handling training has been given.	Annual Staff refresher training.	Yes
Collection From 1100 Bins	Pushing into place Opening lid Reaching in for sacks Reaching for sacks at lower part of the bin Liquid in the bottom of the bin	Back injury Injury to hands and fingers Back injury Back and neck injury Infection	Low	1	Push the bin in the correct manner. Try to get help. Get the van as close as possible. When opening the lid take care to use the handles. Take extra care in the wind. When getting towards the bottom of the 1100 bin use a hook to retrieve the sacks. A simple hook is ok. If a build up of liquid is evident report to reception and SAC	Manual handling course should be attended A simple hook of about 2 feet long will give enough reach Ask the site facilities or engineers to drill couple of hole in the Bin	