

# BARTON CAMP

## RISK ASSESSMENT FOR: RUBBISH DISPOSAL

Assessment to be agreed and signed for by: ..... Position: ..... Date: .....

**Who is affected:** Pupils, Staff, Caretakers, Helpers and Waste Disposal Operatives

Activity or Environment being assessed.	What are the Hazards or Dangers?	Degree of potential Injury?	Existing controls to either eliminate or reduce the risk of an accident happening.	Probability of an Incident happening	Risk Rating
<b>1. Classroom Waste Bins</b>	Sharp objects	Minor injury due to cuts , scratches and abrasions	<ul style="list-style-type: none"> <li>• Staff to be informed that they should not use hands to compress rubbish in waste bins without checking its contents first.</li> <li>• Waste bins should ideally be made from metal and not plastic products.</li> <li>• If black sacks are used to store rubbish temporarily, they should not be filled to such an extent that cleaner's etc have difficulty handling them. It is safer to use extra sacks which are more manageable.</li> <li>• Black sacks should not be carried near the torso, where possible they should be carried away from the legs and body.</li> <li>• Food waste from the kitchen should be bagged up and sealed in a secure black sack and disposed of in an exterior waste bin.</li> <li>• Black sacks and Personal Protective Equipment (PPE) should be supplied free of charge by the establishment (Safety Shoes, Gloves, Goggles &amp; Overalls)</li> </ul>	<b>Remote</b>	<b>Low Risk</b>
<b>2. External Waste Bins</b>	Arson, vandalism and property damage	Serious due to arson and fire damage.	<ul style="list-style-type: none"> <li>• Exterior waste bins are locked up in a secure compound away from the building.</li> <li>• A No Smoking Policy operates throughout the camp.</li> <li>• No waste is allowed to accumulate or be stacked next to the building.</li> <li>• Rubbish and waste is collected by contractor on a regular basis.</li> </ul>	<b>Remote</b>	<b>Low Risk</b>
<b>3. Sex and Drug litter</b>	As above	Serious injury	<ul style="list-style-type: none"> <li>• Extreme caution should be advised when carrying out this duty.</li> <li>• Disposable gloves and tongs should be available to pick-up and dispose of this type of waste. Yellow waste bags to be used for this purpose. Large amounts of waste to be disposed of by specialist contractor or through local chemist if possible.</li> </ul>	<b>Remote</b>	<b>Low Risk</b>
<b>Continued on next sheet</b>					

<b>Continuation sheet 1</b>					
<b>4. Clinical Waste (sharps)</b>	Needlestick injury and/or Infection (Hepatitis)	Serious injury	<ul style="list-style-type: none"> <li>• <b>Do not remove!</b> Inform camp manager. To remove, pick-up up at the non-needle end and place in a designated tin or appropriate “sharps box” wearing disposable gloves before taking to local chemist for disposal.</li> <li>• <b>Gloves must be worn to carry out this operation and replaced after use.</b></li> </ul>	<b>Remote</b>	<b>Low Risk</b>
<b>5. Housekeeping</b>	Fire hazard due to accumulations of rubbish	Serious injury due to fire	<ul style="list-style-type: none"> <li>• Dormitory and office rubbish bins are emptied daily; any unusual large amounts of rubbish are removed by the caretaker for safe disposal and/or storage until picked up by a contractor.</li> <li>• No rubbish is allowed to accumulate in passageways, corridors or emergency exits.</li> </ul>	<b>Remote</b>	<b>Low Risk</b>
<b>6. Contractors</b>	Poor housekeeping	Serious injury due to Slip & trip hazards. Fire hazard	<ul style="list-style-type: none"> <li>• On arrival at the camp Contractors are given a copy of the “<b>Site Rules for Contractors</b>” to read, understand and sign. This details information about housekeeping and safe disposal of waste materials.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
<b>7. Controlled Waste</b>	Prosecution by the courts. Contamination of local land.	No injury	<ul style="list-style-type: none"> <li>• <b>Fluorescent Tubes, Paint, Chemicals, Inks, Gas Bottles etc are all controlled waste products.</b></li> <li>• These products <b>MUST</b> not be put into the everyday waste bins for disposal but specialist contractors must be used for disposal purposes.</li> </ul> <p style="text-align: center;"><b>IT IS A CRIMINAL OFFENCE TO PUT THIS TYPE OF WASTE IN WITH OTHER WASTE IN SCHOOL BINS</b></p>	<b>Possible</b>	<b>Medium Risk</b>
<b>8. Manual Handling</b>	Back injury, crush injuries and slips & trips	Serious injury	<ul style="list-style-type: none"> <li>• Operator must only physically carry what is within their scope to do so safely without endangering themselves or others.</li> <li>• If mechanical aids are available, these should be used.</li> <li>• If the task requires that two people carry out the lift or movement of rubbish help should be sought, heavy loads should never be attempted alone.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
<b>9. Using a Contractor</b>	Not aware of camp requirements	No injury	<ul style="list-style-type: none"> <li>• A pre-contract meeting takes place before contracts are signed to detail what is and what is not to be carried out, times of operation, emergency arrangements and costs.</li> <li>•</li> </ul>	<b>Remote</b>	<b>No Significant Risk</b>
<b>Continued on next sheet</b>					
<b>Continuation sheet 2</b>					

<b>9. Mechanical Aids</b>	Electric shock, unfamiliar equipment	Serious injury	<ul style="list-style-type: none"> <li>• All staff that use mechanical equipment are competent to do so.</li> <li>• A maintenance programme is carried out as per manufactures recommendations.</li> <li>• Any electrical testing is carried out as per recommendations.</li> <li>• PPE is supplied to ensure safe working of operators, i.e. ear defenders, safety boots, gloves, goggles, overalls/aprons etc.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
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<b>Section 2 – Action Plan for further controls</b>				
Hazard needing further control?	<b>Additional precautions</b> needed to eliminate or reduce the hazard to at least a <b>Medium Risk</b> or ideally a <b>Low Risk</b>	Who is responsible for implementing these controls?	When controls to be implemented	When were these controls implemented
<b>No's 3 &amp; 4</b>	<b>Designated staff attend appropriate training dealing with clinical waste and sharps</b>	<b>Camp Manager</b>		
<b>No 8</b>	<b>Staff attend the training for Manual Handling Staff read the “Manual Handling” risk assessment on the Health &amp; Safety CD</b>	<b>Camp Manager</b>		
<b>No 9</b>	<b>Designated staff attend appropriate training course to use mechanical aids and equipment All maintenance is carried out as per manufacturer’s recommendations.</b>	<b>Camp Manager</b>		
<b>Tools &amp; Equipment</b>	<b>Staff are issued with tools and equipment to ensure safety of operations when disposing of rubbish. These could be Tongs, Leaf Blower, Vacuum and Hand Tools (Brush, Spade/Shovel, and Rake).</b>	<b>Camp Manager</b>		
<b>Personal protective Equipment</b>	<b>Staff are issued with necessary PPE to ensure safe working practices. This should be Safety Boots, Goggles, Gloves, Gauntlets, Ear Defenders, High Visibility Coat, Overalls, Aprons and Waterproof Coat.</b>	<b>Camp Manager</b>		
Written by Geoff Dowle.		Date of assessment: <b>February 6<sup>th</sup> 2007.</b> Date for review: <b>February 2009.</b>		