

<b>Mandatory training Refuse/Recycling staff</b>	<b>Whom</b>	<b>Frequency</b>
<b>Health and Safety Training</b>		
Douglas Borough Council Induction HR	All	Start of Employment
DBC Service Centre - site induction	All	Start of Employment
Banksman Training	All	Twelve months
Energy From Waste Induction	All	Eighteen Months
Manual handling	All	Twelve months
Dynamic Risk Assessment Training ( Pegasus)	All	Eighteen Months
<b>Vehicle Training</b>		
Terberg Bin Lift and side Lift Training OMNIDEL (low)	All	Start of Employment
Terberg Bin Lift and side Lift Training OMNIDE	All	Start of Employment
Terberg Bin Lift and side Lift Training OMNIDEKA (High)	All	Start of Employment
Romaquip vehicle	Drivers	Start of Employment
<b>Drivers</b>		
Driver Assessment LTS	Drivers	Start of Employment
Vehicle Daily Checks	Drivers	Start of Employment
AMCS Training	Drivers	Start of Employment
Rear WheelSteer Vehicle (LTS)	Drivers	Start of Employment
<b>Kerbside recycling Vehicles/Transfer Station</b>		
Romaquip vehicle Stillage's	All	Start of employment
Kerbsider familiarisation training MNN 754V	Recycling Operatives and Drivers	Start of Employment
Kerbsider familiarisation training PMN 563E & PMN 562E	Recycling Operatives and Drivers	Start of Employment
Operator Machinery pre use checks	Drivers	Pre assignment of duty
Familiarisation of equipment paper shed	Recycling Operatives and Drivers	Pre assignment of duty
Familiarisation of equipment canning yard	Recycling Operatives and Drivers	Pre assignment of duty

**General Risk Assessment Record Reference Number: RA YARD**

Risk assessment / Task assessed		Can processing operations including loading, baling and routine maintenance		Date of assessment		06/02/24			
Assessor				Next review date		February 2025			
Risk assessment purpose		Measure the risk posed by the canning operation							
Identified Hazard / s		Risks Identified	Controls in place	Risk Rating L(1-5) X S(1-5)=RR			Further control measures required		
Hazard	Those exposed			L	S	RR	What further action required	By who?	When?
Pedestrian Movement	Vehicle Drivers, Site operatives, Visitors	Pedestrian hit by mobile plant	Mobile plant and vehicles to give way to pedestrians. All pedestrians & Visitors to wear approved PPE/ Hi Visibility vest. All visitors briefed on site rules and escorted by a member of the DCC team. There is a posted site speed limit. Adequate lighting. All site staff briefed on Pedestrian demarcation areas. Drivers are briefed that in all locations pedestrians have the right of way. The level of pedestrian movement in the canning area has been reduced to a minimum level, Access to this area is to authorised personnel only. Gates to be closed of the canning arear when the Forklift and machinery are in operation.	1	4	3	All relevant DCC staff members to be briefed on changes to the site rules and procedures Pedestrian, mobile plant and vehicle segregation distance needs to be established and adopted. Site Rules need to be briefed to all staff. All waste vehicles entering the site to unload should switch on beacons and/or indicators or if not equipped with a beacon just indicators. Site map and traffic plan to be created showing demarcation areas and also vehicle and plant movements. This is to be briefed out to all site staff. Restriction barriers to be reinstated to prevent unauthorised personnel entering	<div></div> <div></div> <div></div>	April 24

			<p>Pedestrian demarcation zone is marked out.</p> <p>Operatives to stand in safe areas while mobile plant is operating.</p> <p>Vehicles and mobile plant have been fitted with reversing cameras to increase visibility.</p> <p>All spillage to be cleaned up immediately and pedestrian areas to be kept clear off litter</p>				the site, and to further slow down vehicles		
Vehicle or plant movement	Vehicle Drivers, Site operatives, Visitors	Pedestrian hit by vehicle or mobile plant	<p>Vehicles give way to mobile plant. Mobile to give way to pedestrians.</p> <p>All pedestrians wear approved PPE/Hi Visibility vest.</p> <p>All visitors briefed on site rules and escorted by a member of the DCC waste team.</p> <p>There is a posted site speed limit. Adequate lighting.</p> <p>All site staff briefed on Pedestrian demarcation areas.</p> <p>Drivers are briefed that in all locations pedestrians have the right of way.</p> <p>The level of pedestrian movement in the canning area has been reduced to a minimum level,</p> <p>Access to this area is to authorised personnel only, signs are in place.</p> <p>Gates to be closed of the canning arear when the Forklift and machinery are in operation.</p> <p>Mobile plant to be fitted with reversing cameras to increase visibility.</p> <p>All plant and vehicles to undergo LOLER inspections at appropriate intervals. Vehicles may only reverse with the use of a banksman.</p> <p>All spillage to be cleaned up immediately and pedestrian areas to be kept clear off litter.</p> <p>Vehicles which are moving into tipping areas should allow mobile plant and</p>	1	3	3	<p>All appropriate DCC staff members to be briefed on changes to the site rules and procedures</p> <p>Further signs need to be installed (no airpods or use of Mobile phones)</p> <p>All relevant DCC staff members to be briefed on changes to the site rules and procedures</p> <p>Pedestrian, mobile plant and vehicle segregation distance needs to be established and adopted.</p> <p>Site Rules need to be established and briefed to all staff.</p> <p>Appropriate banksman training to be established.</p> <p>All waste vehicles entering the site to unload should switch on beacons and/or indicators or if not equipped with a beacon just indicators</p> <p>Site map and traffic plan to be created showing demarcation areas and also vehicle and plant movements. This is too briefed out to all site staff.</p>	<div></div> <div></div> <div></div>	<p>April 24</p> <p>Feb 24</p> <p>April 24</p>

			pedestrians to clear the area before manoeuvring. Drivers and operators must use seat belts where fitted.						
<b>Pressure Systems</b>	Site Operatives	Hydraulic line brakes covering operatives with hydraulic fluid.	Only trained contractors to carry out works on the balers. Spillages from the balers are to be cleaned up immediately. All pipes are regularly inspected and replaced as necessary. Pressure release systems are fitted where necessary to all pressurised pipe work and vessels.	1	3	3	Daily check sheets for baler is required. Maintenance providers and approved contractors list needs to be created. Servicing schedule needs to be formalised. Appropriate spill kits available for cleaning up any spills	■ ■	Feb 24 Feb 24
<b>Falling Objects or projectiles</b>	Site Operatives	Hydraulic line brakes covering operatives with hydraulic fluid.	Only trained and authorised operatives or contractors to carry out works on the balers. Spillages from the balers are to be cleaned up immediately. All pipes are regularly inspected and replaced as necessary. Pressure release systems are fitted where necessary to all pressurised pipe work and vessels.	2	3	6	Daily check sheets for baler is required. Maintenance providers and approved contractors list needs to be created. Servicing schedule needs to be formalised. Appropriate spill kits available for cleaning up any spills	■	Feb 24
<b>Lighting</b>	Vehicle Drivers, Site operatives, Visitors	Pedestrians and site operatives unable to see safe walkways. Vehicles and plant unable to see pedestrians and each other. Trip and slip hazards not visible to pedestrians and site operatives.	All lighting systems are cleaned regularly. Lighting systems are adjusted to give good visibility while not passing outside the site boundary. The lighting is maintained to ensure it is good working order. If lighting is insufficient in any areas the levels are increased. All vehicles and mobile plant have all their lights and beacons in good working order. No operatives to walk behind a vehicle which is reversing.	1	3	3			
<b>Electric Shock</b>	Site Operatives and contractors	Poor electrical cable integrity causing operator to get an electric shock. System not earthed. Electrical socket either not appropriate for conditions or poorly maintained causing electrical	All operatives are to lock off the systems to isolate it before performing any works. Permit to work system is also in use to control maintenance works. Only trained operatives are allowed into electrical boxes. Suitable qualified contractors are used where necessary.	1	5	5	Lock off and isolation procedure to be detailed to all employees. All non-standard operating procedures need to be risk assessed prior to works being carried out and an SOP needs to be created Permit to work scheme needs to be established. Additional signs to be installed.		

		shock to operator. Equipment not correctly Isolated							
Noise	Site Operatives	High level of noise so operatives cannot hear operations and get hit by mobile plant or vehicle.	All persons to wear appropriate ear defenders if working in the canning yard while the system is operational. Visitors or staff in the area for a short duration, supplied with ear defenders or plugs as required.	1	3	3			
Slips, Trips or Falls	Vehicle Drivers, Site operatives, visitors	Poor House Keeping, Uneven ground and poor lighting. Wet floor causing slippery conditions.	Lighting adequate and well maintained. Paths and yard surfaces inspected regularly and repairs carried out where necessary. Any damaged areas are be cordoned off until repair has been carried out. All site visitors are be accompanied by a member of the site team. Yard area to be cleaned throughout the day to ensure minimal Slip and Trip hazards. All personnel on site should use approved PPE.	1	3	3	Designated safe pathways need to be established inside the building		
Loading the canning system	Vehicle Drivers & Site operatives	Mobile plant operator hits operative while positioning the bucket. Mobile plant hits the can sorting system or roof while positioning the bucket	Canning area is a pedestrian demarcation zone while the teletruk is operating. Teletruk is fitted with a load moment indicator to aid operators in safe travel and operation. The canning area floor is safe and level. Operatives must use seat belts when operating the teletruk. Teletruk is fitted with a reversing camera to aid visibility. Any tight manoeuvres must be carried out at crawl speed. The operative unloading the bucket of the Teletruk should stand in a location to the side of the teletruk while it is moving and make themselves clearly visible to the driver. A location for the operatives to stand is shown on an overhead plan of the yard. All persons to wear approved PPE while in the canning yard. Reference lines to be marked for the teletruk to aid the driver in positioning the machine correctly. Machine to be turned off, parking break applied and the driver is to get out of the Teletruk when the operative is emptying the bucket.	1	4	4	Loading operations briefing to be carried out to all appropriate personnel		
Maintenance, cleaning of	Site Operatives	Site operative fails to isolate the	No operative is to enter the can processing and baling system while it is	1	5	5	Can processing system cleaning regime to be established		

the can processing system.	& Contractors	electrical supply before cleaning and is crushed or maintenance operative is electrocuted.	operational at any time. The can processing and baling system must be isolated before any works or cleaning are carried out. Operatives to wear approved PPE. Only trained and competent persons are to carry out maintenance on the can processing system.				Can processing system maintenance regime to be established. Permit to work scheme needs to be established. Can processing system isolation procedure to be briefed out.		
Magnetic Field	Site Operatives, Contractors and Visitors	A person who has a pacemaker fitted gets too close to the magnetic fields from the sorting system causing heart failure.	Any operative who is known to have a pacemaker fitted must stay clear of the compound while the system is in use. A medical assessment should be made of any person who has a pacemaker fitted by a qualified technician before the person can work in the area.	1	5	5			
Manual Handling	Site Operatives,	Operatives use in appropriate gloves and cut their hands. Operative tries to lift too many briquettes at once causing back injuries.	Operatives to use approved PPE including gloves with an appropriate cut resistance. Operatives to obey Pristine condition manual handling training when carrying out tasks.	1	3	3	Manual handling refresher to be carried out.		
Weather Conditions	Site Operatives	Operatives have no wet weather gear. Sorting system electrics become saturated causing a fault	All operatives to use approved PPE. When a damp atmosphere is present the system is to remain covered to avoid any moisture entering the electrical system. All electrical systems are sealed to minimise the effects of moisture.	1	5	5			
Supervision and Lone Working	Site Operatives	Operative working alone gets caught in machinery and unable to call for help.	Where an operative is operating the system alone, manager and/or supervisor should check on them every 30 minutes. CCTV should also be used to monitor the operation. Supervisors should ensure that operatives are carrying out the operations in a safe manner and in line with SSOW's. Supervisors should act to correct bad practices. Operatives must carry a mobile phone while working in the transfer station area.	1	4	4	Where possible the sorting system should be operated by two personnel Transfer station personnel to be issued with a mobile phone/two way radio while carrying out operations.		

#### RISK RATING GUIDANCE

LIKELIHOOD		SEVERITY		RISK LEVEL MATRIX							KEY	
1	Improbable	1	No or trivial injury	5	5	10	15	20	25		1-2	Insignificant



## **Vehicle Reversing Operations DBC SSOW 003**

### **Activity**

Reversing is a risky operation. This safe system of work has been implemented to minimise the risk to yourself and others that may be affected by your activities. Make sure you adhere to the instructions below.

### **Persons at risk**

Employees  
Members of the public

### **Main Hazards**

- Struck by a reversing vehicle.
- ☐ Struck by mobile plant while acting as banks man

### **Control measures and Procedures**

1. Use hazard light, hazard signal (horn, reversing bleeper), mirrors, cameras and other aids where fitted.
2. Report any faults to reversing aids at once according to defect reporting procedure.
3. Be aware of other traffic and pedestrians.
4. Be aware of your vehicle/plant blind spots.
5. Never reverse into unknown or limited spaces without pre-assessment of the task.
6. Always use a banks man while carrying out reversing manoeuvres at the Transfer Station. Ensure you can always see them. If you can't see them stop until you confirmed their whereabouts.
7. Keep working areas clean and tidy.
- ☐ Wear PPE as advised by the supervisor at all times.
9. If you have any concerns regarding your own or anyone else's safety, raise the matter with your supervisor at once.


### **Personal Protective Equipment**

- Gloves
- Footwear with Steel Toecaps
- Correct PPE for the task that is being undertaken
- Hi Visibility clothing
- Safety hat



## General Risk Assessment Record Reference Number: RA YARD

Risk assessment / Task assessed		Loading the 650HDE Baler		Date of assessment		06/02/24			
Assessor				Next review date		February 2025			
Risk assessment purpose		Measure the risk posed by loading operation							
Identified Hazard / s		Risks Identified	Controls in place	Risk Rating L(1-5) X S(1-5)=RR			Further control measures required		
Hazard	Those exposed			L	S	RR	What further action required	By who?	When?
Pedestrian Movement	Vehicle Drivers, Site operatives, Visitors	Pedestrian hit by mobile plant	Mobile plant & vehicle to give way to pedestrians. All pedestrians wear approved PPE. All visitors briefed on site rules and escorted by a member of the DBC team. There is a posted site speed limit. Adequate lighting. All site staff briefed on Pedestrian demarcation areas. Drivers are briefed that in all location's pedestrians have the right of way. The level of pedestrian movement in the baling area has been reduced to a minimum level. Access to this area is to authorised personnel only. Forklift area to be cordoned off during operations with a suitable barrier. No personnel to be in the forklifts operational area while it is operating, unless for maintenance purposes and only with authorisation from a line	1	4	4	Pedestrian demarcation zone to be marked out. Site staff to be briefed on this change. Further signs need to be installed All appropriate DBC staff members to be briefed on changes to the site rules and procedures Pedestrian, mobile plant and vehicle segregation distance needs to be established and adopted. Site Rules need to be established and briefed to all staff. All waste vehicles entering the site to unload should switch on beacons and/or indicators or if not equipped with a beacon just indicators Site map and traffic plan to be created showing demarcation		April 24

			<p>manager. operatives may enter the area to close the rear door on a vehicle providing the forklift is not operating.</p> <p>Vehicles and mobile plant to be fitted with reversing cameras to increase visibility.</p> <p>All spillage to be cleaned up immediately and pedestrian areas to be kept clear off litter.</p>				<p>areas and also vehicle and plant movements. This is to be briefed out to all site staff.</p>		
<p><b>Vehicle or plant movement</b></p>	<p>Vehicle Drivers, Site operatives, Visitors</p>	<p>Pedestrian hit by vehicle or mobile plant</p>	<p>Vehicles give way to mobile plant.</p> <p>Mobile to give way to pedestrians.</p> <p>All pedestrians wear approved PPE. All visitors briefed on site rules and escorted by a member of the DBC team.</p> <p>There is a posted site speed limit. Adequate lighting.</p> <p>All site staff briefed on Pedestrian demarcation areas.</p> <p>Drivers are briefed that in all locations pedestrians have the right of way.</p> <p>The level of pedestrian movement in the baling area has been reduced to a minimum level; Access to this area is to authorised personnel only.</p> <p>Forklift area to be cordoned off during operations with a suitable barrier.</p> <p>No personnel to be in the forklifts operational area while it is operating, unless for maintenance purposes and only with authorisation from a line manager. Vehicles and mobile plant to be fitted with reversing cameras to increase visibility.</p> <p>All plant and vehicles to undergo LOLER inspections at appropriate intervals. Vehicles may only reverse with the use of a banksman.</p> <p>All spillage to be cleaned up immediately and pedestrian areas to be kept clear off litter.</p> <p>Vehicles which are moving into tipping areas should allow mobile plant and</p>	<p><b>1</b></p>	<p><b>4</b></p>	<p><b>4</b></p>	<p><b>Pedestrian demarcation zone to be marked out. Site staff to be briefed on this change.</b></p> <p><b>Further signs need to be installed</b></p> <p><b>All appropriate DBC staff members to be briefed on changes to the site rules and procedures</b></p> <p><b>Pedestrian, mobile plant and vehicle segregation distance needs to be established and adopted.</b></p> <p><b>Site Rules need to be established and briefed to all staff.</b></p> <p><b>Appropriate banksman training to be established.</b></p> <p><b>All waste vehicles entering the site to unload should switch on beacons and/or indicators or if not equipped with a beacon just indicators</b></p> <p><b>Site map and traffic plan to be created showing demarcation areas and also vehicle and plant movements. This is to be briefed out to all site staff.</b></p>		<p>April 24</p>

			<p>pedestrians to clear the area before manoeuvring.</p> <p>Drivers and operators must use seat belts where fitted.</p>						
<b>Pressure Systems</b>	Site Operatives	<p>Hydraulic line brakes covering operatives with hydraulic fluid. Due to hydraulic line breaking or ram seal failing</p>	<p>Only trained and authorised operatives or contractors to carry out works on the baler. Spillages from the baler are to be cleaned up immediately.</p> <p>All pipes are regularly inspected and replaced as necessary.</p> <p>Pressure release systems are fitted where necessary to all pressurised pipe work and vessels.</p>	<b>1</b>	<b>3</b>	<b>3</b>	<p><b>Daily check sheets for baler are required.</b></p> <p><b>Maintenance providers and approved contractors list needs to be created.</b></p> <p><b>Servicing schedule needs to be formalised.</b></p> <p><b>Appropriate spill kits available for cleaning up any spills</b></p>		Feb 24
<b>Falling Objects or projectiles</b>	Vehicle Drivers, Site operatives, Visitors	<p>Pedestrian hit by waste falling of the bucket.</p> <p>Objects thrown by vehicle tyres while in motion.</p> <p>Compression of objects on the floor causing a projectile.</p> <p>Machine driver leaves the bucket up in the air.</p>	<p>All pedestrians &amp; site operatives should wear appropriate PPE.</p> <p>Suitable head protection should be utilised by all personnel entering the baling area while operations are on-going.</p> <p>Suitable eye protection should also be worn to protect against projectiles.</p> <p>All visitors briefed on site rules and escorted by a member of the DBC team.</p> <p>There is a posted site speed limit.</p> <p>Adequate signage and lighting.</p> <p>The level of pedestrian movement in the baling area has been reduced to a minimum level; Access to this area is to authorised personnel only.</p> <p>Forklift area to be cordoned off during operations with a suitable barrier.</p> <p>No personnel to be in the forklifts operational area while it is operating, unless for maintenance purposes and only with authorisation from a line manager</p>	<b>3</b>	<b>2</b>	<b>6</b>	<p><b>Suitable head protection should be made compulsory, for any personnel in baling area during operations.</b></p> <p><b>Suitable eye protection should be made compulsory</b></p> <p><b>Further Signs to be installed.</b></p>		Feb 24
<b>Lighting</b>	Vehicle Drivers, Site operatives, Visitors	<p>Pedestrians and site operatives unable to see safe walkways.</p> <p>Vehicles and plant unable to</p>	<p>All lighting systems are cleaned regularly.</p> <p>Lighting systems are adjusted to give good visibility while not passing outside the site boundary.</p>	<b>1</b>	<b>4</b>	<b>4</b>			

		see pedestrians and each other. Trip and slip hazards not visible to pedestrians and site operatives.	The lighting is maintained to ensure it is good working order. If lighting is in sufficient in any areas the levels are increased. All vehicles and mobile plant have all there lights and beacons in good working order. No operatives to walk behind a vehicle which is reversing. Only when the driver has stopped and acknowledged there presence may they continue.						
<b>Electric Shock</b>	Site Operatives	Poor electrical cable integrity causing operator to get an electric shock. System not earthed. Electrical socket either not appropriate for conditions or poorly maintained causing electrical shock to operator. Equipment not correctly Isolated	All operatives are to lock off the systems to isolate it before performing any works. Permit to work system is also in use to control maintenance works. Only trained operatives are allowed into electrical boxes. Suitable qualified contractors are used where necessary.	<b>1</b>	<b>5</b>	<b>5</b>	<b>Lock off and isolation procedure to be detailed to all employees.</b> <b>All non- standard operating procedures need to be risked assessed prior to works being carried out and an SOP needs to be created</b> <b>Permit to work scheme needs to be established.</b>	<div></div> <div></div> <div></div>	Aug 24  Aug 24  Sep 24
<b>Falls from Height</b>	Site Operatives	Fall from baler platform due to slippery conditions. Falling of a ladder while inspecting areas of the baler. Vehicle or mobile plant strikes the ladder or Scaffolding tower	All platform surfaces and access ladders are cleaned prior to operatives accessing them. Ladders are used only as a last resort in areas mobile scaffolding towers cannot access. Only trained and certified operators use the MEWP equipment. All operatives carrying out work in a Scaffolding tower will use a harness.	<b>1</b>	<b>4</b>	<b>4</b>	<b>Training of site operatives in the use of mobile scaffolding towers needs to be assessed and then a training plan put in place for site staff.</b> <b>Any ladders on site should be authorised use only.</b> <b>Acquire some barriers to cordon of areas where working at height on non-permanent platforms is being carried out.</b>	<div></div>	Aug 24
<b>Slips, Trips or Falls</b>	Vehicle Drivers, Site operatives, visitors	Vehicle Drivers, Site operatives, visitors	Lighting adequate and well maintained. Paths and reception hall surfaces inspected regularly and repairs carried out where necessary. Any damaged areas are be cordoned off until repair has been carried out.	<b>1</b>	<b>2</b>	<b>2</b>	<b>Designated safe pathways need to be established inside the building</b>	<div></div>	Mar 24

			<p>All site visitors are be accompanied by a member of the site team.</p> <p>Floor area to be cleaned throughout the day to ensure minimal Slip and Trip hazards.</p> <p>All personnel on site should use approved boots.</p>						
<b>Loading the large Baler</b>	Vehicle Drivers, Site operatives, visitors	<p>Mobile plant operator carrying a load too heavy for mobile plant.</p> <p>Mobile plant operator performs a tight manoeuvre at speed and rolls the mobile plant.</p>	<p>Baling area is a pedestrian demarcation zone while the teletruk is operating. Teletruk is fitted with a load moment indicator to aid operators in safe travel and operation.</p> <p>The baling area floor is safe and level. Operatives must use seat belts when operating the teletruk.</p> <p>Teletruk is fitted with a reversing camera to aid visibility.</p> <p>Any tight manoeuvres must be carried out at crawl speed.</p> <p>Any manoeuvres carried out with the boom up must be carried out at crawl speed and only be carried out for the minimum distance necessary.</p>	<b>1</b>	<b>4</b>	<b>4</b>	<b>Loading operations briefing to be carried out to all appropriate personnel</b>		Aug 24

RISK RATING GUIDANCE													
LIKELIHOOD			SEVERITY		RISK LEVEL MATRIX							KEY	
1	Improbable		1	No or trivial injury	LIKELIHOOD	5	5	10	15	20	25	1-2	Insignificant
2	Unlikely		2	Minor injury / illness		4	4	8	12	16	20	3-5	Low
3	Even chance		3	3+ days lost		3	3	6	9	12	15	6-10	Moderate
4	Likely		4	Major Injury		2	2	4	6	8	10	12-16	High
5	Almost certain		5	Death		1	1	2	3	4	5	20-25	Intolerable
							1	2	3	4	5		
					SEVERITY								

*tick the box identifying the required items*

**Personal Protective Equipment (PPE) required**



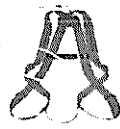
CO Monitor

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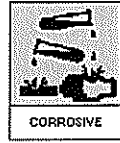
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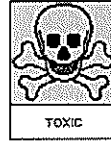
**Operating Procedures and C.O.S.H.H**

☐☐

HARMFUL

☐

CORROSIVE

☐

TOXIC

☐

IRRITANT

☐

HIGHLY FLAMMABLE

☐

DANGEROUS FOR THE ENVIRONMENT

☐

EXPLOSIVE

☐

# Waste Service Section Risk Assessment

Date : 22/05/24

Task: Domestic Kerbside Collection Operations

Douglas

Risk Factor
1 > 6 Low Risk
7 > 15 Medium Risk (Control measures must be monitored)
16 > 25 High (unacceptable risk - task must not be carried out without additional controls)

Hazard	Severity	Likelihood	Risk Factor		Severity	Likelihood	Risk Factor
<b>Collection of boxes from the front of property</b>							
Manual handling manoeuvring of heavy boxes	3	5	15	Training supervision, procedures in place, adequate rest periods & assessment of ground conditions following inclement weather	3	2	6
Slips, trips and falls due to weather conditions or ground condition	3	4	12	Training, supervision, procedures in place, adequate rest periods	3	2	6
3rd party traffic and vehicle movement	5	3	15	Training, appropriate PPE	5	2	10
Working on highway during TT fortnight	5	5	25	Suitable qualified and experienced operators - Barrier vehicle to offer additional protection when stopped. No collection operation on the TT circuit. Operatives always work on the kerbside of the vehicle	5	2	10
Pedestrian Movement, Pedestrians at risk from process, loaders at risk from pedestrian collisions when carrying boxes	4	4	16	Training, procedures in place	5	2	10
Hazards from neighbouring activities work taking place within pedestrian area	5	3	15	Training, procedures in place	3	2	6
<b>Collection of Boxes from access lanes</b>							
Manual handling manoeuvring of heavy boxes	4	5	20	Training, supervision, procedures in place, adequate rest periods & assessment of ground conditions following inclement weather	3	2	6
Slips, trips and falls due to weather conditions or ground condition	4	2	8	Training, supervision, procedures in place, adequate rest periods & assessment of ground conditions following inclement weather	4	2	8
3rd Party Traffic and Vehicle movement	5	3	15	Training, appropriate PPE	5	2	10
Working on highway during TT Fortnight	5	5	25	Suitable qualified and experienced operators - Barrier vehicle to offer additional protection when stopped. No collection operation on the TT circuit. Operatives always work on the kerbside of the vehicle	5	2	10
Pedestrian Movement, Pedestrians at risk from process, Loaders at risk from pedestrian collisions when carrying boxes.	4	4	16	Training, procedures in place	4	2	8

Working environment							
ergonomic factors, climbing in and out of vehicles, multiple repeated activity can cause injury	4	3	3	Training and design out where reasonably practicable, manual handling training.	3	2	6
Accessing high vehicles	3	3	9	Training, vehicle design safety features	3	2	6
Working on highway during TT fortnight	5	5	25	Suitable qualified and experienced operators - Barrier vehicle to offer additional protection when stopped. No collection operation on the TT circuit. Operatives always work on the kerbside of the vehicle	5	2	10
Risk of infection due to nature of work	4	3	12	Training, vehicle washing facilities, appropriate ppe, appropriate hygiene products available.	4	2	8
Debris falling from bins, bins falling off lifters	4	3	12	Maintenance, training, Safety glasses supplied to loaders	3	2	6
Dust and debris from boxes	3	2	6	Training, appropriate PPE	4	2	8
Crush hazards whilst operating near lifters	4	3	12	Maintenance, training, interlocks	4	2	8
Lift failure causing injury, maloperation of equipment	4	3	12	Maintenance, training, interlocks	4	2	8
Leptospirosis	4	3	12	Operatives made aware of risks, briefed of the appropriate levels of personal hygiene	4	1	4
Needle stick injuries	3	1	3	Appropriate PPE, procedures, training	3	1	3
Noise generated by tipping	3	4	12	Training, assessments, supervision, procedures, appropriate ppe, ear plugs available for use.	3	2	6
Cuts / Bruising	2	4	8	Training, appropriate PPE	2	2	4
Unloading at the transfer station							
Trip hazards associated with the tipping hall	3	3	9	Training, supervision, procedures, ppe, liaison with the contractor to ensure they maintain a high standard of house keeping	3	2	6
Other vehicles accessing site and individuals working within the hall	5	3	15	Training, supervision, procedures, appropriate ppe	5	1	5
Noise generated by tipping	3	4	12	Training, assessments, supervision, procedures, appropriate ppe, ear plugs available for use.	3	2	6
Additional risks in extreme conditions							
Hazard of slips due to pavements being icy	3	5	15	Inspection of route prior to deployment, operative to assess if considered too dangerous to attempt to empty bins within the location. Gritting of the pavements should take place where reasonably practicable along the routes of the collections.	3	3	9
Handling boxes in extreme weather conditions	2	5	10	Training, supervision, procedures in place, adequate rest periods & assessment of ground conditions following inclement weather	2	3	6
Vehicles skidding into person / property / roads after extreme weather.	5	3	15	Inspection of route prior to deployment. Do not deploy on icy roads. Driver training. Driver inspection. Liaise with gritting teams to establish which roads have been gritted.	5	2	10



Additional risks in the event of pandemic conditions							
Manual separation of Materials	5	3	15	Only collecting two materials in separate boxes. Operatives made aware of risks and briefed on the appropriate PPE including Face Visor, social distancing where possible and the continuous levels of personal hygiene	3	3	9
Risk of infection due to nature of work	5	4	20	Operatives made aware of risks and briefed on the appropriate PPE including Face Visor, social distancing, only two crew members in well ventilated cab and their continuous levels of personal hygiene	5	2	10
Risk of infection due to cleanliness of vehicle	5	4	20	Vehicles cleaned and sanitised twice daily including all operational buttons and switches. One operative/material/hopper to alternate after cleaning.	5	2	10
Interaction with general public not obeying social distancing protocols	2	4	8	Display signage were appropriate, politely remind the public of the need for social distancing, if assessed the area is too populated report back to management	2	4	8
Risk Assessment Completed by:							
Date:							

Date : 22/05/24

Domestic and Commercial Refuse Collection operations

Task: Douglas

Risk Factor
1 > 6 Low Risk
7 > 15 Medium risk Task may need to be
16 > 25 High (unacceptable risk - task must not be carried out without additional controls)

Hazard	Severity	Likelihood	Risk Factor	Control Measures	Severity	Likelihood	Risk Factor
<b>Collection of bins from the front of Property</b>							
Manual Handling:Manoeuvring of Heavy Bins	3	5	15	Training, supervision, procedures in place, adequate rest periods & assessment of ground conditions following inclement weather.	3	2	6
Slips, trips and falls:Due to weather / ground conditions	3	4	12	Training, supervision, procedures in place, adequate rest periods.	3	2	6
3rd party traffic and refuse vehicle movement	5	3	15	Training, appropriate PPE	5	2	10
Working on highway during TT fortnite	5	5	25	Suitable qualified and experienced operators. No collection operations on race days in the North of the island. Two vehicles are to be used to remove as much material as possible each trip. They also provide mutual protection for the operators by utilising the additional vehicle as a block. Operations start at the earliest opportunity.	5	2	10
Pedestrian Movement:Pedestrians at risk from the process. Loaders at risk from pedestrian collisions when manoeuvring bins.	4	4	16	Training, procedures in place	5	2	10
Hazards from neighbouring activities taking place within pedestrian area	5	3	15	Training, procedures in place	3	2	6
<b>Collection of bins from access lanes</b>							
Manual Handling:Manoeuvring of Heavy Bins	4	5	20	Training, supervision, procedures in place, adequate rest periods & assessment of ground conditions following inclement weather.	4	2	8

Slips, trips and falls:Due to weather / ground conditions	4	2	8	Training, supervision, procedures in place, adequate rest periods & assessment of ground conditions following inclement weather.	4	2	8
3rd party traffic and refuse vehicle movement	5	3	15	Training, appropriate PPE	5	2	10
Working on highway during TT fortnite	5	5	25	Suitable qualified and experienced operators. No collection operations on race days in the North of the island. Two vehicles are to be used to remove as much material as possible each trip. They also provide mutual protection for the operators by utilising the additional vehicle as a block. Operations start at the earliest opportunity.	5	2	10
Pedestrian Movement:Pedestrians at risk from the process. Loaders at risk from pedestrian collisions when manoeuvring bins.	4	4	16	Training, procedures in place	4	2	8
<b>Working Environment</b>							
Ergonomic factors:Climbing in/out of vehicle. Repeated activity can cause injury	4	3	3	Training, design out where possible	3	2	6
Accessing high vehicle	3	3	9	Training, vehicle design safety features	3	2	6
Working on highway during TT fortnite	5	5	25	Suitable qualified and experienced operators. No collection operations on race days in the North of the island. Two vehicles are to be used to remove as much material as possible each trip. They also provide mutual protection for the operators by utilising the additional vehicle as a block. Operations start at the earliest opportunity.	5	2	10
Risk of infection due to the nature of work	4	3	12	Training, vehicle washing facilities, appropriate PPE, supply of disinfectant gel	4	2	8
Debris falling from bins, bins falling off lifters	4	3	12	Maintenance, Training, appropriate PPE	3	2	6
Dust and debris from bins	3	2	6	Training, appropriate PPE	4	2	8
Crush hazard while operating near lifters	4	3	12	Maintenance, Training, Interlocks	4	2	8
Lift failure causing injury, maloperation of equipment.	4	3	12	Maintenance, training, interlocks	4	2	8
Leptospirosis	4	3	12	Operative made aware of risks, briefed on appropriate levels of personal hygiene	4	1	4
Needle stick injuries	3	1	3	Appropriate PPE, procedures and training	3	1	3
Cuts / bruises	2	4	8	Training, appropriate PPE	2	2	4
<b>Uploading at the EFW facility</b>							

Trip hazards associated with the tipping hall	3	3	9	Training, supervision, procedures, PPE, liaison with the contractor to ensure they maintain a high standard of housekeeping		2	6
Other vehicles accessing site and individuals working within the hall	5	3	15	Training, Supervision, Procedures, Appropriate PPE	5	1	5
Noise generated by tipping into the pit	3	4	12	Training, assessments, supervision, procedures, appropriate ppe	3	2	6
<b>Additional risks in extreme winter conditions</b>							
Slips due to pavements being icy	3	5	15	Inspection of route prior to deployment, operatives to assess and if considered dangerous not to attempt to empty bins at the location. Gritting of pavements should take place where reasonably practicable along with routes of collection.	3	3	9
Handling bins in extreme weather conditions	2	5	10	Training, supervision, procedures in place, adequate rest periods and assessment of ground conditions following inclement weather.	2	3	6
Vehicles skidding into persons / property / roads after extreme weather	5	3	15	Inspection of route prior to deployment on icy roads. Driver training. Driver inspection. Liaise with gritting teams to establish which roads have been gritted	5	2	10
<b>Additional risks in the event of pandemic conditions</b>							
Risk of infection due to nature of work	5	4	20	Operatives made aware of risks and briefed on the appropriate PPE, social distancing, only two crew members, where possible, in well ventilated cab and their continuous levels of personal hygiene	5	2	10
Risk of infection due to cleanliness of vehicle	5	4	20	Vehicles cleaned and sanitised daily including all operational buttons and switches.	5	2	10
Interaction with general public not obeying social distancing protocols	2	4	8	Display signage where appropriate, politely remind the public of the need for social distancing, if assessed the area is too populated report back to management	2	4	8

Risk Assessment Completed by:	
Date:	

## F02/01 Operator Recycling Canning Yard

**Machinery:** Conveyors & Bailing Equipment Canning Yard **Date:** \_\_\_\_\_

**Operators Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_  
**(Block Capitals)**

	Inspected item	Yes	No	Comments
1	Have you been shown, read and understood the risk assessment for the canning process.			
2	Have you received Manual Handling Training			
3	Have you been issued with the appropriate PPE e.g. Safety glasses, safety boots, long sleeved top/jacket, Hi Vis clothing, cut protection Gloves			
4	Have you been given an overview of the working practice for the equipment in the canning yard			
5	Have you been instructed what action to be taken in the event of any emergency			
6	Have you been shown the nearest emergency stop button/switch for your work station			
7	Have you been made aware who to report to in the event of any issues			
<b>Any other comment or observations?</b>  				
<b>Authorisation to continue work</b>  				
<b>Name:</b> _____ <b>(Block Capitals)</b>		<b>Signature:</b> _____		

## F02/01 Operator Recycling Paper Shed

**Machinery:** Bailing Equipment Paper shed

Date: \_\_\_\_\_

Operators Name: \_\_\_\_\_ Signature \_\_\_\_\_  
(Block Capitals)

	Inspected item	Yes	No	Comments
1	Have you been shown, read and understood the risk assessment for the Paper/Cardboard bailing process.			
2	Have you received Manual Handling Training			
3	Have you been issued with the appropriate PPE e.g. Safety glasses, safety boots, long sleeved top/jacket, Hi Vis clothing			
4	Have you been given an overview of the working practice for the equipment in the canning yard			
5	Have you been instructed what action to be taken in the event of any emergency			
6	Have you been shown the nearest emergency stop button/switch for your work station			
7	Have you been made aware who to report to in the event of any issues			
Any other comment or observations?				
<p>Authorisation to continue work</p> <p>Name: _____ Signature: _____</p> <p>(Block Capitals)</p>				

## F02/01 Operator Machinery Pre-use Checklist

Machinery: Equipment Canning Yard Date: \_\_\_\_\_

Operators Name: \_\_\_\_\_  
(Block Capitals)

	Inspected Item	Yes	No	Comments
1	Are all control buttons undamaged and clearly marked?			
2	Are all emergency stops and trip wires in place and clearly marked?			
3	Have all the guards, covers and stop devices tests been completed satisfactorily? (check to ensure they stop the machine)			
4	Are all fixed guards securely in place and in good condition?			
5	Are all safety signs legible?			
6	Are all personal lock-off padlocks available (where applicable)			
7	Are the audible and visual start up warning systems working?			
8	Are access areas around the machine clear and free from obstructions?			
9	Are all conveyor belts in working condition			
10	Are there any visible oil leaks?			
11	All power cables are secured			
12	All greasing points in working order and grease applied as appropriate			
Any other comments or observations:-				

Reporting Defects	Yes	No	Comments
Are there any defects report to your Manager/supervisor (Do not use the machinery until authorised to do so)!			
Are there any outstanding defects?			
Are there any new defects?			
Are there any outstanding permits to work?			
<b>Authorisation to continue work</b>			
Name: _____ Signature: _____ (Block Capitals)			

## F02/01 Operator Machinery Pre-use Checklist

Machinery: Equipment Paper shed Date: \_\_\_\_\_

Operators Name: \_\_\_\_\_  
(Block Capitals)

	Inspected Item	Yes	No	Comments
1	Are all control buttons undamaged and clearly marked?			
2	Are all emergency stops and trip wires in place and clearly marked?			
3	Have all the guards, covers and stop devices tests been completed satisfactorily? (check to ensure they stop the machine)			
4	Are all fixed guards securely in place and in good condition?			
5	Are all safety signs legible?			
6	Are all personal lock-off padlocks available (where applicable)			
7	Are the audible and visual start up warning systems working?			
8	Are access areas around the machine clear and free from obstructions?			
9	Are there any visible oil leaks?			
10	All power cables are secured			
11	All greasing points in working order and grease applied as appropriate			
Any other comments or observations:-				

Reporting Defects	Yes	No	Comments
Are there any defects report to your Manager/supervisor ( <b>Do not use the machinery until authorised to do so!</b> )			
Are there any outstanding defects?			
Are there any new defects?			
Are there any outstanding permits to work?			
<b>Authorisation to continue work</b>			
Name: _____ (Block Capitals)		Signature: _____	



# Permit to work form

Section 1 – Details of work (to be completed by Competent Person)		
Permit Number:		
Exact location of work: <b>Canning Yard, Douglas City Council, Service Centre, Ballacottier</b>		
Nature of work to be undertaken: <b>Removal of plastic from around the bottle piercer at the bottom of the plastic hopper</b>		
Work to commence:	Date:	Time:
To be completed by:	Date:	Time:
Specific hazards and precautions: <b>1. The piercer starts during the clearing process.</b> All machinery to be shut down before commencing, all electrical isolations to be implemented. <b>2. Damage to self- whilst using a Stanley knife to score the tangled material</b> Only a responsible/trained person to use a Stanley knife to score the material around the piercer.		
Physical controls (e.g. safety devices/lock off procedures/checks after work complete etc.): <b>All machinery to be switched off at the mains control board, all electrical isolations to be implemented before commencing works,</b> <b>Only a trained member of staff to carry out this work activity.</b>		
I declare that I understand the identified risks involved in the work, agree to undertake only the work detailed in the permit to work and will ensure continued implementation of the special precautions and control measures listed.		
Signature of Competent Person:		Date:
		Time:
Worker Declaration – “I have read and I understand the permit to work”	Names and signatures of all relevant workers:	
<b>Section 2 – Acceptance</b> The work location has been examined and the precautions listed have been complied with. I consider that the above mentioned location is safe for the Competent Person to commence work activities and agree that the work can be carried out for the specified duration.		
Signature of Competent Person:		Date:
		Time:

Section 3 – Following completion of the work		
I hereby declare that the work described in section 1 is complete. The area has been inspected and is deemed to be safe and all persons, tools and equipment have been withdrawn.		
Signature of Competent Person:		Date:
		Time:

Section 4 – Final sign off		
I hereby declare that the work has been completed and that the area is safe to return to normal service.		
Signature of Authorised Person:		Date:
		Time: