



LOCATION OF PREMISES: Glebe Farm, Sibson, Nuneaton CV13 6LD

Green Waste Sorting
works process

NAME OF RISK ASSESSMENT: _____ DATE OF RISK ASSESSMENT: 30 August 2017 RISK ASSESSMENT NUMBER: RA17/04

ASSESSOR: Mark Needham POSITION: Health & Safety Advisor SIGNATURE: _____

Activity/Hazard and Hazard effect	Persons at Risk	Current preventive and protective (control) measures	Current risk factor (Likelihood x Severity)	Further control measures required (for eliminating or reducing risk as much as possible)	Residual risk factor after further control measures have been implemented (Likelihood x Severity)	Person(s) responsible for action and Date action to be completed by
<p>1. Training and supervision</p> <p>Inadequate training or supervision increases the chances that an injury will occur.</p> <p>Taking into consideration any potential for: Widespread routine violations of procedures and conformity. Information not passed on, not understood or not implemented. The director unaware of employees' concerns or workplace issues. Standards not being met. Lack of engagement with health and safety by employees. Adequacy and effectiveness of safety training.</p>	<p>Waste sorters.</p> <p>Telehandler operators.</p> <p>Non-English speaking workers.</p>	<p>The recruitment process ensures employees are medically fit and suitable for this work. Health factors such as heart, lung or lifting capacity are taken into consideration when involving older members of the workforce.</p> <p>Employees shall only operate equipment and carry out tasks for which they are competent and authorised. Employees new to the work will be supervised until considered competent to work without supervision.</p> <p>Employees are informed at induction or on change of task the scope of work, site safety requirements and any significant findings as a result of relevant risk assessments being completed. They shall therefore be informed of the risks from the hazards they could be exposed to, and the measures in place to protect them from those hazards.</p> <p>Only trained drivers are permitted to operate telehandler vehicles for the green waste sorting process (certificates are currently valid and in date).</p>	<p>Likelihood x Severity score: 4 – LOW <i>(Possible/Slight 2x2)</i></p> <p>Likelihood x Severity score: 3 – LOW <i>(Unlikely/Moderate 1x3)</i></p> <p>Likelihood x Severity score: 4 – LOW <i>(Possible/Slight 2x2)</i></p> <p>Likelihood x Severity score: 2 – LOW <i>(Unlikely/Slight 1x2)</i></p>			

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<p>2. Work environment Injury or occupational ill-health.</p> <p>Taking into consideration: Loss of grip through cold or wet hands whilst handling waste-grabs or waste. Glare from the sun. Poor visibility (e.g. darkness hours, fog, torrential rain). Hot, cold, or humid conditions. Strong air movements. The physical climate (temperature, humidity and ventilation), which may affect the risk of back injury. Work confinement. Adverse weather conditions.</p>	<p>Waste sorters. Telehandler operators.</p>	<p>The work area is well-lit and ventilated by fresh air. Temperature was acceptable at the time of risk assessment.</p> <p>Work space is sufficient to enable free movement.</p> <p>Sorters will take into consideration weather conditions, such as strong gusts of wind, torrential rain or direct hot sunshine, and take appropriate precautions to minimise the possibility of injury or accident (for example, temporarily stop working to take shelter, wear appropriate PPE, use safety sunglasses, apply sun block etc.).</p> <p>The Company shall implement any control measures required of it as identified by risk assessment to comply with health and safety requirements.</p> <p>Sorters are required to maintain awareness of any deteriorating ground conditions and to suspend work until suitable measures have been taken to prevent risk of injury (e.g. filling in ruts that may cause a twisted ankle).</p>	<p>Likelihood x Severity score: 4 – LOW <i>(Possible/Slight 2x2)</i></p> <p>Likelihood x Severity score: 3 – LOW <i>(Unlikely/Moderate 1x3)</i></p> <p>Likelihood x Severity score: 6 – LOW <i>(Q.Possible/Slight 3x2)</i></p> <p>Likelihood x Severity score: 1 – LOW <i>(Unlikely / Negligible 1x1)</i></p> <p>Likelihood x Severity score: 4 – LOW <i>(Possible/Slight 2x2)</i></p>			

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<p>3. The task/works process</p> <p>Injuries resulting from the manual handling or accidental contact with objects and materials having sharp edges.</p> <p>Protrusions which could cause harm (e.g. from puncture) or will impair grip and discourage good posture.</p> <p>People may suffer injuries such as fractures or bruising if they slip on spillages or trip over objects.</p> <p>Serious injury or fatality caused through inadequate or an absence of designated responsibility for safety in the work area.</p> <p>In consideration also of:</p> <ul style="list-style-type: none"> • Accident/first aid • Workplace vehicles being fit for purpose • Workplace vehicle performance deteriorating to the extent that people are put at risk • Impact with vehicles • Noise 	<p>Waste sorters.</p> <p>Telehandler operators.</p> <p>Non-English speaking workers.</p> <p>Other employees working nearby.</p> <p>Site visitors.</p> <p>Persons passing through the works area.</p>	<p>Work will not commence if there are health and safety concerns which cannot be immediately rectified.</p> <p>Sorters are effectively organised and movements co-ordinated by one person to see the job through safely.</p> <p>Before works start and during operations, the supervisor shall ensure all non-essential persons are kept away from the work area. During this risk assessment, there was good communication between team members.</p> <p>It is STRICTLY FORBIDDEN for ANY person to walk under the telehandler's boom or 'fork & grab' attachment at ANY time during the works process, particularly during waste agitation.</p> <p>In accordance with their training, sorters shall never attempt to retrieve waste material hanging out of the raised 'fork & grab' attachment – this must be done ONLY once waste is on the ground and the telehandler has retreated to a safe distance.</p>	<p>Likelihood x Severity score: 4 – LOW <i>(Unlikely / Severe 1x4)</i></p> <p>Likelihood x Severity score: 1 – LOW <i>(Unlikely / Negligible 1x1)</i></p> <p>Likelihood x Severity score: 2 – LOW <i>(Unlikely / Slight 1x2)</i></p> <p>Likelihood x Severity score: 4 – LOW <i>(Unlikely / Severe 1x4)</i></p> <p>Likelihood x Severity score: 4 – LOW <i>(Unlikely / Severe 1x4)</i></p>			

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<p>4. Hazardous substances (bioaerosols)</p> <p>Concentrations of bacteria, actinomycetes and fungi, and to a lesser extent endotoxin and dust, may be aerosolised leading to potential allergic respiratory ill health from exposure to bioaerosols</p>	<p>Waste sorters.</p> <p>Telehandler operators.</p> <p>Non-English speaking workers.</p> <p>Property occupants.</p> <p>Other employees working nearby.</p> <p>Site visitors.</p> <p>Persons passing through the works area.</p>	<p>A separate risk assessment for bioaerosols was carried out on 24 May 2017 (ref: RA17/03). Findings are available for inspection.</p> <p>The number of persons in exposure areas will be restricted to essential workers only.</p> <p>Composting or shredding operations will be suspended if wind speed is greater than 18mph.</p> <p>Suitable respiratory protective equipment (face mask fitted with FFP3 filter) is made available to sorters and is to be used in accordance with Company policy, COSHH risk assessment, manufacturer's safety data sheet and current legislation.</p> <p>Propensity to produce bioaerosols reduces once compost has matured.</p>	<p>Likelihood x Severity score: 8 – LOW (Possible / Severe 2x4)</p> <p>Likelihood x Severity score: 4 – LOW (Unlikely / Severe 1x4)</p> <p>Likelihood x Severity score: 4 – LOW (Unlikely / Severe 1x4)</p> <p>Likelihood x Severity score: 8 – LOW (Possible / Severe 2x4)</p> <p>Likelihood x Severity score: 8 – LOW (Possible / Severe 2x4)</p>	<p>4.1 A reminder on COSHH control and occupational health hazards to be reinforced via toolbox talk to focus on aspects of COSHH control measures.</p>	<p>Likelihood x Severity score: 1 – LOW (Unlikely / Negligible 1x1)</p>	<p>Mark Needham 1/3/18</p>

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<p>5. Occupational health hazards Taking into consideration hazards, which may include:</p> <p>Negative occupational factors exposed to at work causing negative outcomes, such as work-related stress, fatigue, health-related behaviours, a number of acute and chronic physical health problems, psychological distress and ill-health, accidents and injuries at work.</p> <p>Musculoskeletal disorders (including back, neck, leg or arm pain or discomfort).</p> <p>Combined effects of occupational hazards on mood, performance and physical health.</p> <p><i>Note: all employees are informed at induction they must NOT undertake work duties while under the influence of drugs or alcohol, or while taking a course of medicine that might impair their judgement.</i></p>	<p>Waste sorters.</p> <p>Telehandler operators.</p> <p>Non-English speaking workers.</p> <p>Property occupants.</p> <p>Other employees working nearby.</p> <p>Site visitors.</p> <p>Persons passing through the works area.</p>	<p>All employees are informed at induction they must not carry out or continue with any task if it is beyond their physical or mental capabilities.</p> <p>Any employee who is exposed or liable to be exposed to agents that may cause occupational asthma shall be under health surveillance. This includes:</p> <ul style="list-style-type: none"> • pre-employment screening that details past asthma or chest illness • Information provided regarding the possible symptoms that could arise from exposure to compost bioaerosols and how any symptoms should be reported • In-employment questionnaire completed at least annually to enquire about any developing symptoms <p>The demands of each normal task are not excessive. Sorters are provided sufficient rest time to recover from the work process.</p> <p>In accordance with health and safety best practice, sorters are encouraged to carry out regular self-checks and will be referred to their GP should anyone develop any work related medical condition, such as contact dermatitis, occupational asthma etc.</p>	<p>Likelihood x Severity score: 3 – LOW <i>(Unlikely/Moderate 1x3)</i></p> <p>Likelihood x Severity score: 8 – LOW <i>(Possible / Severe 2x4)</i></p> <p>Likelihood x Severity score: 2 – LOW <i>(Unlikely/Slight 1x2)</i></p> <p>Likelihood x Severity score: 8 – LOW <i>(Possible / Severe 2x4)</i></p>			

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<p>5. Occupational health hazards Taking into consideration hazards, which may include:</p> <p>Negative occupational factors exposed to at work causing negative outcomes, such as work-related stress, fatigue, health-related behaviours, a number of acute and chronic physical health problems, psychological distress and ill-health, accidents and injuries at work.</p> <p>Musculoskeletal disorders (including back, neck, leg or arm pain or discomfort).</p> <p>Combined effects of occupational hazards on mood, performance and physical health.</p> <p><i>Note: all employees are informed at induction they must NOT undertake work duties while under the influence of drugs or alcohol, or while taking a course of medicine that might impair their judgement.</i></p>	<p>Waste sorters.</p> <p>Telehandler operators.</p> <p>Non-English speaking workers.</p> <p>Property occupants.</p> <p>Other employees working nearby.</p> <p>Site visitors.</p> <p>Persons passing through the works area.</p>	<p>Any lifting and carrying must be carried out in accordance with safe manual handling procedure and technique, including team assistance when required. Mechanical waste grabbing equipment is used for the task.</p> <p>Sorters are encouraged to follow a suitable standard of personal hygiene practices (e.g. regular washing of hands using an antibacterial soap prior to eating and drinking or after using the toilet).</p> <p>Repetitive handling and awkward movements will be avoided whenever possible.</p> <p>Employees are informed that any person who is susceptible to allergic reactions should not continue with this task or be allowed in the works area.</p>	<p>Likelihood x Severity score: 4 – LOW <i>(Possible/Slight 2x2)</i></p> <p>Likelihood x Severity score: 1 – LOW <i>(Unlikely / Negligible 1x1)</i></p> <p>Likelihood x Severity score: 6 – LOW <i>(Q.Possible/Slight 3x2)</i></p> <p>Likelihood x Severity score: 8 – LOW <i>(Possible / Severe 2x4)</i></p>	<p>5.1 A separate manual handling risk assessment should be completed specific to the green waste sorting works process.</p>	<p>Likelihood x Severity score: 1 – LOW <i>(Unlikely / Negligible 1x1)</i></p>	<p>Mark Needham 1/3/18</p>

REFERENCE	PERSONS CONSULTED
<p>Key Legislation</p> <p>The Health and Safety at Work (etc.) Act 1974 The Management of Health and Safety at Work Regulations 1999 (as amended)</p> <p>The Control of Substances Hazardous to Health 2002 (as amended) The Information and Consultation Regulations 2005 (as amended) The Personal Protective Equipment at Work Regulations 1992 (as amended) The Provision and Use of Work Equipment (PUWER) 1998 (as amended) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as amended) The Supply of Machinery (Safety) Regulations 2008 (as amended) The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)</p> <p>Bibliography</p> <p>Bioaerosol emissions from waste composting RR786 HSE 2010 <i>Farmwise - Essential guide to agriculture health and safety</i> HSG270 HSE 2013 <i>Health and safety at composting sites: a guide for managers (3rd edition)</i> Association for Organics Recycling 2012 <i>Managing for health and safety</i> HSG65 HSE 2013 <i>Respiratory protective equipment at work</i> HSG53 HSE 2013 <i>Risk assessment – a brief guide to controlling risks in the workplace</i> INDG163(rev 4) HSE 2014 <i>Working safely with agricultural machinery</i> INDG241(rev1) HSE 2012 <i>Working with substances hazardous to health</i> INDG136 HSE 2012</p> <p>Other:</p> <p>COSHH risk assessment: <i>Bioaerosols</i> 24 May 2017 ref: RA17/03</p>	<p>A***** C***** (Director)</p> <p>K***** K***** T***** P*****</p> <p>By law, ALL employees must be made aware of the contents, findings, and recommendations made in this risk assessment.</p>
	<p>REVIEW DATE</p>
	<p>This risk assessment is to be reviewed August 2018 or when the assessment is considered no longer valid, such as when a significant change in the works process occurs, or for any other reason to suspect that the risk assessment might no longer be valid.</p>

EVALUATION OF RISKS CALCULUS

		PROBABILITY OF OCCURRENCE					
		1	2	3	4	5	
SEVERITY OF HARM	X	1 Unlikely (1 in 1m)	2 Possible (1 in 100,000)	3 Quite Possible (1 in 10,000)	4 Likely (1 in 1,000)	5 Very Likely (1 in 100)	
	1 Negligible No injury	1	2	3	4	5	L
	2 Slight Require first aid	2	4	6	8	10	M
	3 Moderate Up to 3days abs.	3	6	9	12	15	
	4 Severe Over 3 days abs.	4	8	12	16	20	H
	5 Fatal	5	10	15	20	25	

<i>Probability (P)</i>	<i>5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely</i>
<i>Severity (S)</i>	<i>5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible</i>
<i>Risk (R)</i>	<p><i>0-8=low risk, action not always required.</i></p> <p><i>Where a score of '5-Fatal' (i.e. 1x5) has been determined, this must be considered 'medium risk'.</i></p> <p><i>9-15=medium risk, ensure adequate controls are in use.</i></p> <p><i>16-25=high risk, stop operation & implement control measures</i></p>

Further control measures

High Risk – requires immediate action, if reasonably practicable, or as soon as possible

Medium Risk – requires action taken within 3 months

Low Risk – requires action taken within 6 months

For guidance only – other factors may be considered when deciding on a date for when action is to be completed by.