

# Risk Assessment Form

SEVERITY	LIKELIHOOD				
	VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
	LOW	LOW	LOW	LOW	LOW
	LOW	LOW	LOW	MEDIUM	MEDIUM
	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation) **SOCIAL DISTANCING (SD) - COVID 19 Public Use of HWRC's**

Service	Community Services	Team / Section	Waste Management	Reference Number	HWRC (SD) No.5
Assessment Date	6/5/20	Review Date	WEEKLY		

Reference has been made to: HSE Coronavirus (COVID19) : Latest Information and Advice.  
Public Health England Coronavirus (COVID19) : Guidance.

Coronavirus Restarting HWRC Service

What are the hazards (i.e. what can cause harm)	Who might be harmed and how? (e.g. employees, pupils, members of the public, etc. and the significant risk(s))?	What existing control measures are in place to reduce / prevent the risk? (i.e. what are you already doing?)	Considering existing controls, what is the current risk level (i.e. high, medium or low – use the matrix above)	Further Action to be taken to control the risk? (i.e. only record action/additional controls measures you are going to implement)	Assigned to	Completed by whom & when
Spread / Infection of Covid-19 Coronavirus	Site Users	<u>Social Distancing</u> Social Distancing - Reducing the number of persons in any public use area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency	M	Adequate space has been provided on each HWRC to enable site users to follow the Social Distancing Rule Site signage to remind public of social distancing Pre-opening Communications will list this.		

		<p>No public access to Weighbridges / offices</p> <p>Limit of up to 10 vehicles on site at any one time.</p>		<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Princes Drive = 10 cars Hunters Lane = 4 cars Burton Farm = 6 cars Lower House Farm = 10 cars Cherry Orchard = 6 cars</p>		
		<p>Pre-booked appointment only</p> <p>Only single manned vehicles</p> <p>Parking Bays provide a 2 metre gap between each vehicle</p> <p>One in – One out policy</p>		<p>Pre-opening Communications will list this.</p> <p>To be controlled at site gates by 3<sup>rd</sup> party contractor</p> <p>Pre-opening Communications will list this.</p>		
	<p>Site Users exhibiting symptoms whilst on site and possible transmission of disease to other members of public and their families</p>	<p>Staff unable to assist in lifting of heavy awkward items due to social distancing rules</p> <p>Disinfection of any potentially contaminated surfaces</p> <p>Impermeable / waterproof gloves or supported by the use of impermeable gloves worn under standard gloves are worn,</p>				

		Support from Police if necessary,  Body cameras worn by one member of staff to support the public		Staff to call Police if deemed necessary		
		<u>Cleaning</u>  Frequently cleaning and disinfecting of surfaces that are touched regularly particularly in areas of high use such as hand rails, door handles, light switches, reception area using appropriate cleaning products and methods.				
		<u>Wearing of Gloves</u>  Site users to follow Government guidelines				
		<u>PPE – Face Masks</u>  Site users to follow Government guidelines				
		<u>Drivers + Passengers</u>  Any passengers that need to be with a driver must stay in the vehicle		Site signage to remind public of site rules		
	Site Users inhaling dust particles and bio-aerosols during waste compaction	Site users to stay clear of skip when compaction takes place		Staff to "box themselves in" to show the exclusion zone around the skip being compacted  Public to follow Government guidelines on wearing of masks and may decide to wear them anyway		



Accident requiring First Aid treatment occurs	Site Users	Staff to call 999 and not to administer First Aid	L			
Violence / aggression between public	Site Users	Staff to notify site supervisor and call the Police	L	Site staff not to get involved and maintain social distancing CCTV in operation and monitored. Footage is accessed if necessary		
Impact / Collision with vehicles.	Site Users	Limit of up to 10 vehicles on site at any one time.	L	Princes Drive = 10 cars Hunters Lane = 4 cars Burton Farm = 6 cars Lower House Farm = 10 cars Cherry Orchard = 6 cars		
		No Vans and Trailers		Pre-opening Communications will list this.		
		All sites have a 5 mph speed limit				
		Traffic calming measures such as speed humps at sites, where required				
		One way systems and traffic turning islands at sites, where required				
		Site road signs and road markings, applicable to the site				
		Staff to marshal vehicles to aid appropriate parking		Site staff will be identifiable to the site users by wearing high visible PPE conforming to the current British Standard		
		Large area provided for social distance will aid the 360 vision of drivers				

		<p>Only the driver will exit the vehicle</p> <p>Walk-in waste and pedestrian access is prohibited</p> <p>Site user vehicle movement and congestion will be monitored</p> <p>No site user is to have access to the lower tier</p> <p>No other vehicles will be allowed in the public area whilst open</p>		<p>Pre-opening Communications will list this.</p> <p>Collection and/or deliveries from either collection Authorities or contractors will have movement controlled by site supervisory staff</p>		
Floors and kerbs	Site Users Slips / Trips & Falls	<p>Floor is made of hardstanding/ tarmac with good drainage</p> <p>Floors and kerbs regularly checked and kept free of debris/spills</p> <p>Good housekeeping and items picked up/ swept up regularly</p> <p>Handrails with steps</p> <p>Public advised to wear sensible footwear.</p> <p>Floors and kerbs are gritted when applicable</p> <p>Where access to an enclosed skip is required, i.e – TV skip. The floor is to be kept free of debris</p>	L	<p>Provided at Wellesbourne, Shipston and Stockton</p> <p>Information already on WCC Web Page</p> <p>Seasonal</p>		

		In enclosed skips that house TV's/Fridges then the cables are to be removed or placed in a way that will not pose a hazard  Floors are checked daily for potholes and wear  Spill kits available/ spillages dealt with immediately using spill procedure		Site staff will determine if cables need removing		
Exposure to extremes of WEATHER	Site users exposing to extremes of WEATHER such as, Heat, Sun, Rain, Cold whilst waiting in queues inside vehicles or using site	Appropriate clothing to be worn for the temperature and weather conditions.	L	Pre-opening Communications to highlighting potential long queues		

<b>Name of Assessor</b>	<b>Hopwood</b>	<b>Signature</b>	<b>&lt;electronically signed&gt;</b>
<b>Name of Manager responsible for activity / process</b>	<b>Chauhan Manoj</b>	<b>Signature</b>	