

The primary aim of the form is to evaluate the hazards present at a specific commercial, public service premises, educational facility or Bring Bank Sites, which have the potential to cause a risk during the collection of refuse or recycling.

The form should be used at the planning stage of a new collection contract, or may be used to retro assess an existing site. In the first instance the persons who are engaged in the planning of collections from a new site will complete the form and submit to a representative of the school for verification. When assessing an exiting site the form will be completed by a member of the management team and submitted to the responsible member of the client’s management team for verification. In the event the overall risk is deemed to be high, then further controls should be introduced to reduce the risk to as low as is reasonably practicable.

Use the matrix below to determine the overall risk rating for the school collection. The risk score will be indicated at the junction where the Severity meets the Likelihood.

					HIGH - MEDIUM - LOW					
					1 2 3 4 5					
					Improbable (Unlikely) Remote (Doubtful) Rare (Occasional) Probable (Likely) Frequent (Regular)					
					Likelihood					
Consequence	People - Occupational Injury	Environment	Reputation	Asset Damage	F	F1	F2	F3	F4	F5
	Single fatality or multiple fatalities	Immediate long term catastrophic harm	Localised long term regional, national or international impact	Extensive damage > £250,000	F	F1	F2	F3	F4	F5
	Multiple injuries / RIDDORs, permanent injury or disability	Immediate long term harm	Localised long term impact but un-managable	Major Damage - £100,000 - £250,000	E	E1	E2	E3	E4	E5
	Single RIDDOR or lost time incident	Limited short term harm	Localised long term impact but managable	Significant damage £50,000 - £10,000	D	D1	D2	D3	D4	D5
	Medical Treatment Case with / or Restricted Work Case	Minor harm	Localised short term impact	Minor damage - Up to £10,000	C	C1	C2	C3	C4	C5
	First aid	Minimal harm	Localised tempoary impact	Minimal damage - Up to £10,000	B	B1	B2	B3	B4	B5
No injury or ill health	No harm	No impact	No asset damage	A	A1	A2	A3	A4	A5	

When completed, a hard copy of the form will be given to the collectors to inform them of the overall risk rating of the collection and of any hazards present on the site. On return to base, this electronic copy should be completed with the cover page removed, Images inserted into the “image due” are and a scanned copy of the signed original document stored with it.

Collectors should receive a briefing to explain how to use the information contained in this type of Risk Assessment Form. Collectors should be instructed to communicate any changes to the site to a member of the management team to initiate a site risk assessment review.



Authorised By: Name redacted	Page 1 of 4	SEMS-FOR-ENV-105
Author: Name redacted	Date: April 2017	Version: 1.1
As part of our system review, this document is valid until April 2019		



Name of Premises:	The Drift				
Full Address:					
Telephone No:					
Items to be collected:		Number		Size	
Reversing assistant required –Yes/No			Overall risk rating- L/M/H		
Checklist	Yes	No	Notes		Hazard Rating L/M/H
APPROACH TO PREMISES					
Near school/hospital/ community centre etc.		X			L
Traffic level i.e. busy; average; quiet	QUIET				L
Any overhead obstructions i.e. trees/cables	X		Low overhead trees with the potential to damage vehicle		H
Local speed limit (if so, state 30/20 etc.)	N/A				L
Are parked cars a problem		X			L
Are the premises in pedestrian areas		X			L
Is the entrance on a blind bend		X			L
Can the collection be made from the kerbside		X			M
Does the vehicle need to reverse		X	If oncoming traffic met vehicle would have to reverse (max 400m)		L
Is a turn required during the reverse		X			L
Is the entrance concealed		X			L
Do you have to drive over the pavement		x			L



Authorised By: Name redacted	Page 2 of 4	SEMS-FOR-ENV-105
Author: Name redacted	Date: April 2017	Version: 1.1
As part of our system review, this document is valid until April 2019		



AT THE PREMISES

	Yes	No		
Does the vehicle need to reverse		X	(How far) Unless meets oncoming vehicle and could require 200m reverse	L
Can the vehicle drive to the location	X		(If no, approx length of walk)	M
Is the collection on or across a highway		X		M
Any overhead obstructions i.e. trees/cables		x	Low hanging trees have the capacity to damage vehicle	H
Are there any entrance gates to open	X			L
Is the bin area secure/locked		X		L
Steep slope		X		L
Can you drive in and out easily	X		Pot holes and the narrow nature of the location make driving in this location challenging	H
Are there any guard dogs on site		X		L
Special PPE required for the premises		X		L
Are the premises always staffed		N/ A		
Is the lighting adequate		X		L
Any loose surfaces/pot holes	X		The route is extensive potholed and in poor condition	H
Are the premises prone to flooding	X		An adject drainage ditch saturates an adjacent bank. Pot holes fill with water therefore is difficult to ascertain depth requiring the driver to move off the normal driving line	M
Any other potential hazard				

Authorised By: Name redated	Page 3 of 4	SEMS-FOR-ENV-105
Author: Name redated	Date: April 2017	Version: 1.1
As part of our system review, this document is valid until April 2019		

OTHER NOTES/OBSERVATIONS
<p>The Drift is a narrow unadopted highway with a very poor level of maintainaince, resulting in a potholed and uneven surface in a very poor state of repair</p> <p>The edge of the highway is undefined, running on to a slim grass verge on the eastern flank immediately abutted by a drainage ditch. Consequently the grass verge is often saturated and unstable. The risk of vehicle becoming trapped in the ditch is very high</p> <p>Overhanding trees and greenery along the route reduce light levels, increasing difficulty of collection particuarly when dark.</p> <p>Along the Drift, there are no parking places or turning areas for vehicles to pass, should vehicle meet a vehicle would have to reverse the full length of the highway, this is particularly risky given the condition of the road and lack of definition of the highway. Banking a vehicle in these cirmcumstaces is a high risk activity given narrowness of the road and absence of usable verges/walkways for the Reversing Assistant to use. Additionally, walking directly behind the vehicle the risk of slips trips and falls are high due to potholing and poor road condition.</p>

Site Visit carried out by:
 Collection on Route
 Number:

Time of assessment :-

Assessor
 Signature: ...Name redated..... Date:

Operations
 Manager
 Signature: ...Name redated Date:

In the event an additional hazard has developed on the site, contact a supervisor, before proceeding with the collection.



Authorised By: Name redated	Page 4 of 4	SEMS-FOR-ENV-105
Author: Name redated	Date: April 2017	Version: 1.1
As part of our system review, this document is valid until April 2019		

