

Name and scope of risk assessment: Waste Campaigns Team Lone Working

Service/School name: Waste Services

Location/Activity: B&NES Area

Name(s) of risk assessor(s) Hannah Oakley, Lorinda Trebaczyk, Sarah Alder	Date of risk assessment: 16 th April 2012
	Assessment review date: April 2013

Tasks Undertaken	What are the hazards?	What are we doing already?	What further action is necessary?	Action by who?	Action by when?	Date Completed / Outcome
Visiting operational sites and depots	Slip, trip or fall Moving Vehicles Machinery & Equipment Confrontation/aggressive behaviour from members of the public	<ul style="list-style-type: none"> Staff required to sign in and follow site rules. PPE clothing to be worn on site. Basic first aid training provided. Staff not to use machinery & equipment on site without appropriate training. 	None			
Visiting the MOD building to access display and campaign equipment	Slip, trip or fall Manual handling injury lifting equipment. Strangers in the building Lighting	<ul style="list-style-type: none"> Basic first aid training provided Staff receives manual handling training. Provision of sack truck to assist moving equipment. Use of office in/out board to notify staff that accessing the MOD and anticipated return time. If accessing out of Recycling Centre opening hours do not enter the building alone, park the vehicle outside in the car park and unload the following day. 	<ul style="list-style-type: none"> Instruct staff to ensure they sign in at Pixash Lane recycling centre. Instruct staff to lock Gate behind you when entering the site Arrange for gate to be serviced so easy to lock/unlock from inside Instead of using office white board, use a buddy system to notify when going in and leaving MOD and if one not available use the Bristol Lone Working System. Ensure you have a mobile phone with you 	LT LT LT LT, SG, HO, TR LT, SG, HO, TR	31/05/2012 31/05/2012 31/05/2012 30/4/2012 30/4/2012	

<p>Canvassing & visits to individual properties – Where you are knocking on the door and engaging with residents</p>	<p>Confrontational situation with members of the public Risk of personal safety Vulnerable in areas of remoteness No mobile signal Dogs Slips, trips and Falls</p>	<ul style="list-style-type: none"> • Wherever possible carryout activities in pairs. • Remain on the doorstep and under no circumstances enter the property. • If situation becomes confrontational staff are to walk away. • Wear Hi-viz jackets • Carry personal alarms and first aid kits. • Provision of mobile phone. • Use electronic diary to record, name address, date and time of meeting. • In office hours use in/out board to notify that visits are taking place. • Outside of office hours use Bristol Lone working system. • Staff to attend handling difficult customers and lone working training. • Basic first aid training provided. 	<ul style="list-style-type: none"> • Ensure that all relevant staff have attended training • If staff have not attended training book onto the next available course • Staff to carry out dynamic risk assessment at events to identify any hazards relating specifically to that event • Check Lorinda and Sarah G have alarms and first aid kit • Change procedure so always use the Bristol One working system to notify where you are working. • Be-aware of dogs and if a beware of the dog sign do not enter. • Check tetanus shots are up to date 	<p>LT LT All LT All All All</p>	<p>31/05/2012 ASAP Ongoing 31/05/2012 On-going On-going 30/06/2012</p>	
<p>Property visits where not engaging with the resident e.g leaflet delivery, property monitoring.</p>	<p>Confrontational situation with members of the public Risk of personal safety Vulnerable in areas of remoteness No mobile signal Dogs Slips, trips and Falls</p>	<ul style="list-style-type: none"> • Wear Hi-viz jackets • Carry personal alarms and first aid kits. • Provision of mobile phone. • Basic first aid training provided • Remain on the doorstep and under no circumstances enter the property. 	<ul style="list-style-type: none"> • Use a buddy system with another member of the team or Bristol lone working system if no buddy available or out of hours work. • Be-aware of dogs and if a beware of the dog sign do not enter. 	<p>All All</p>	<p>On-going On-going</p>	
<p>Talks and events</p>	<p>Slip, trip or fall Manual handling injury lifting equipment Confrontational situation with members of the public</p>	<ul style="list-style-type: none"> • Basic first aid training provided • Staff receive manual handling training. • Provision of sack truck to assist moving equipment. 	<ul style="list-style-type: none"> • Ensure that all relevant staff have attended training • If staff have not attended training book onto the next available course 	<p>LT LT</p>	<p>31/05/2012 ASAP</p>	

	<p>Risk of personal safety Vulnerable in areas of remoteness/darkness No mobile signal Weather</p>	<ul style="list-style-type: none"> • Use of office in/out board to notify staff • Outside of office hours use Bristol Lone working system. • If situation becomes confrontational staff are to walk away. • Provision of mobile phone. • Use electronic diary to record, name address, date and time of meeting. • Staff to attend handling difficult customers , carrying out risk assessments and lone working training. • Carry personal alarms and first aid kits. 	<ul style="list-style-type: none"> • Staff to carry out dynamic risk assessment at events to identify any hazards relating specifically to that event • Change procedure so always use the Bristol One working system to notify where you are working. 	<p>All</p> <p>All</p>	<p>On-going</p> <p>On-going</p>	
<p>Attending meetings away from Council Buildings</p>	<p>Slip, trip, fall Risk of personal safety Vulnerable in areas of remoteness/darkness No mobile signal</p>	<ul style="list-style-type: none"> • Record in diary • Sign in and follow location site rules • Provision of mobile phone 	<ul style="list-style-type: none"> • Use a buddy system with another member of the team or Bristol lone working system if no buddy available or out of hours work. • Review the above in 3 month's time to ensure this is practical 	<p>All</p> <p>All</p>	<p>On-going</p> <p>30/06/2012</p>	

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