

# Name and scope of risk assessment: Waste Campaigns Roadshows

Service/School name: Waste Services

Location/Activity: B&NES Area

Name(s) of risk assessor(s) Hannah Oakley, Lorinda Trebaczyk,  
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Date of risk assessment: 16<sup>th</sup> 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
Setting up and taking down equipment	Slip, trip or fall Manual handling injury lifting equipment. Falling equipment due to weather conditions Moving Vehicles Other pedestrians.	<ul style="list-style-type: none"> <li>• Basic first aid training provided</li> <li>• Staff receives manual handling training.</li> <li>• Provision of sack truck to assist moving equipment</li> <li>• Only use equipment capable of moving and setting up.</li> <li>• Ensure equipment is fit for purpose.</li> <li>• Follow requirements of lone working risk assessment WS4</li> <li>• Risk assessment training provided to enable dynamic risk assessments to be undertaken at the event.</li> <li>• Ensure equipment is set up correctly and on level ground</li> <li>• Consider position of equipment to ensure it does not block any access routes.</li> <li>• Driver licence checks, driving assessments &amp; banksman training take place</li> <li>• If necessary event specific risk assessment are produced prior to the event and ensure you have relevant permission to be</li> </ul>	<p>Check instruction on setting up equipment are in the van and replace if not.</p> <p>Check that HO, TR, LT &amp; SG have attended the completing risk assessment or 4 day IOSH course. If not book on next available course.</p>	<p>HO</p> <p>LT</p>	<p>30/06/2012</p> <p>30/6/2012</p>	

		there.				
Can fishing game for children	Contamination from old cans Cuts from sharp edges Injury from being poked with fishing rod	<ul style="list-style-type: none"> <li>All cans are properly cleaned before use</li> <li>Parcel tape used to cover sharp edges</li> <li>Short length of rod and string</li> <li>Require parental/adult supervision</li> <li>Limit to 4 children at a time</li> </ul>				
Paper Making	Shallow drowning Skin allergies Slips/trips on wet floor Choking	<ul style="list-style-type: none"> <li>Basic first aid training provided</li> <li>Gloves available if needed</li> <li>Water kept to a minimum</li> <li>Spills are mopped up straight away</li> <li>Activity carried out with adult supervision</li> </ul>	Swap from using a towel for people to dry their hands to paper towels as more hygienic. Paper towels to be purchased.	HO	30/06/2012	
Making Newspaper plant pots & planting a seed	Skin allergies Eating seeds and compost	<ul style="list-style-type: none"> <li>Activity carried out with adult supervision</li> <li>Basic first aid training provided</li> <li>Use seed that are not toxic</li> <li>Verbally advise that they wash hands after activity.</li> </ul>	Use a sign to advise parents to wash hands after the activity  Provide gloves	HO  All	30/06/2012  Next time activity carried out	
Portion size game	Chocking on rice/pasta Allergies	<ul style="list-style-type: none"> <li>Activity carried out with adult supervision</li> <li>Basic first aid training provided</li> </ul>	Provide gloves	All	Next time activity carried out	
Speaking to members of the public	Confrontational situation with members of the public Risk of personal safety Vulnerable in areas of remoteness No mobile signal	<ul style="list-style-type: none"> <li>If situation becomes confrontational staff are to walk away.</li> <li>Provision of mobile phone.</li> <li>Use electronic diary to record, name address, date and time of meeting.</li> <li>Staff to attend handling difficult customers, carrying out risk</li> </ul>				

		assessments and lone working training. <ul style="list-style-type: none"> <li>• Carry personal alarms and first aid kits.</li> <li>• If necessary call the police</li> </ul>				
Attendance at the Roadshow	Accident Injury Illness	<ul style="list-style-type: none"> <li>• Provision of mobile phone</li> <li>• Carry first aid kits</li> <li>• Fire extinguisher to be kept on the van</li> <li>• Ensure you have an In Case of Emergency contact in your phone</li> <li>• Ensure Council emergency contact numbers are in the van</li> </ul>	Check fire extinguisher servicing is up to date, if not arrange for this to be carried out.	HO	30/06/2012	

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