Risk Assessment

Activity: Litter bin emptying		Assessment date: 01/05/25			Review date: 01/05/26
HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	FUTURE WORK	RISK LEVEL	TARGET DATE/BY WHOM
Manual handling – strains, pulled/torn muscles/ligaments	Amenities Caretaker/cover staff or councillors (Operatives)	* Amenities Caretakers (AC) and other operatives undertake manual handling training annually (Knights of Safety) * If the bin appears too heavy to lift, AC/operatives to contact Clerk to arrange assistance	* AC to feedback to Clerk periodically to check procedures are effective * **Parish vehicle to be used to transport rubbish when registered**	LOW	Ongoing * **Clerk liaising with DVLA**
Adverse weather	Amenities Caretakers/cover staff or councillors	* Slips/trips in icy or wet conditions. Delay emptying bin until safe to do so. Wear footwear with good grip if emptying in adverse weather (PC purchased for AC – replacements to be requested as and when needed)	* AC to feedback to Clerk periodically to check procedures are effective	LOW	Ongoing
Cuts/lacerations and infections from broken glass, metal objects, hypodermic needles	Amenities Caretakers/cover staff or councillors	* All bins to be lined (or double lined) with bin bags * The AC/operative to tie the top of the bag and then place the bag in the Skipper, large wheeled barrow or Parish Vehicle to enable wheeled carrying. This should be moved to the wheelie bin at the Pavilion and placed in the bin. The AC should not make contact with any of the contents of the bag and the bag should not make contact with any part of the operative other than their	* AC to feedback to Clerk periodically to check procedures are effective	LOW	Ongoing

		gloved hands * All dog waste should be picked up and placed in the bin liners			
Broken equipment	Amenities Caretakers/cover staff or councillors	* AC to update Clerk if additional gloves, work wear, waterproof clothing, footwear or cleaning equipment (litter pickers, etc) are required * AC to update Clerk if the Skipper, wheeled barrow or Parish Vehicle needs additions or repairs	* AC to feedback to Clerk periodically to check procedures are effective	LOW	Ongoing
Moving Pavilion wheelie bin for collection (weekly)	Amenities Caretakers/cover staff or councillors	* Ensure the bin travels along paved areas and not over bumpy land (such as grass) when moving to the barrier for collection * Make sure no pedestrians are near to the bin as it moves, maintaining an effective stopping distance at all time * Push the bin using both hands into position for emptying. Apply the brake when in position * Do not move the bin if too heavy (alert Clerk to provide extra assistance) * Ensure bins are locked so that new rubbish is not added * Secure the bin against something solid to prevent toppling * Return bin as soon as practicable after emptying to the bin store	* AC to feedback to Clerk periodically to check procedures are effective	LOW	Ongoing