

GENERAL RISK ASSESSMENT FORM

S (3) 1.003

LOCATION/DEPARTMENT:	EXTERNAL CUSTOMER PREMISES	Ref. No:	
----------------------	----------------------------	----------	--

DATE	<b>28/10/2024</b>
------	-------------------

TASK/ACTIVITY/PROCESS/WORKPLACE/EQUIPMENT: (Being Assessed)

*Chemist Visit/Hazardous Waste Assessment/Sampling from external sites*

B

People/Persons at Risk –							
General				Specific - Vulnerability			
1. WEEE-Stop/Haz Stop Employees	X	4. External Site Contractors/Visitors	X				
2. General Public	X						
3. External Site Employees	X						
Others:							

C

HAZARDS													
Workplace						Work Equipment		Occupational Health				Specific Activities/Situations	
Structure	X	Access / Egress	X	Storage	X	Mechanical	X	Manual handling	X	Vibration		Working Alone	X
Housekeeping	X	Welfare	X	Security				Noise		Violence & Aggression		Working at Height	
Temperature	X	Electrical	X	Signage	X	Transport	X	Chemicals Agents	X	Stress		Confined Spaces	
Lighting	X	Lifting	X					Biological Agents	X	Dusts & Particles	X	Working near or over Water	
External Conditions	X	Space	X	Ventilation	X			Radiation		Temp Extremes		Fieldwork	
		Fire & Explosion	X					Dangerous Substances	X	Animals		Hot Work	

OTHERS – SPECIFY:

TASK/ACTIVITY	HAZARD		EXISTING CONTROL MEASURES	INITIAL RISK H / M / L	ADEQUATELY CONTROLLED
List significant steps in Job/Task	Describe all hazards identified and their effects for each task	People at Risk	Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both.	Classify risk rating from matrix for each hazard	Yes/No
Driving vehicle onto Customers' site	Other vehicles present, pedestrian activity. Possible collision hazard causing vehicle/property damage and/or human injury	WEEE-Stop/Haz-Stop Operative. Customers' staff and their visitors.	Follow any instructions given by site/security staff on arrival at the gate/entrance to the site, paying attention to directions/access to the collection area, speed and right of way restrictions. Collection drivers are trained to be pedestrian aware at all times.	M	Yes

<p>Exiting vehicle and preparing to enter hazardous waste storage area</p>	<p>Risk of exposure to hazardous waste materials and subsequent effects on operative health and safety. Risk to personal injury through unsafe storage practices/conditions.</p>	<p>WEEE- Stop/Haz-Stop Operative.</p>	<p>Ensure that PPE appropriate to the industry/waste description given by the customer is worn. Where 'unknowns' are to be sampled, ensure the minimum of Safety Glasses (EN 166), Footwear (EN ISO20345 S3), Chemical Suit (EN 14605) and Face Mask and Filters: (RPE EN140 ABEK2P3) are worn.</p> <p>Note and adhere to any further Health &amp; Safety advice given by responsible site Health and Safety personnel, such as safe use of mobile phones on site.</p> <p>Visually inspect the Hazardous Waste containment area from a safe distance to ascertain the safety of access. Note any:</p> <ul style="list-style-type: none"> <li>• Opened or leaking containers</li> <li>• Trip hazards</li> <li>• Unsafe stacking of containers or overloading of pallets</li> <li>• Hazardous waste present that is not itemised for collection.</li> <li>• The conditions of the site are safe to work in and free from any structural conditions that may cause accidents.</li> </ul> <p>Should any of the above points be noted then report findings immediately to the responsible site personnel and the Haz-Stop Chief Chemist and only proceed when visible hazards have been controlled by site personnel.</p>	<p>M</p>	<p>Yes</p>
--	--	---	--	----------	------------


<p>Moving Pallets or items either by hand or by use of varying trolleys / Safe lifting</p>	<p>Trip Hazard, Injury through miss-use of trolleys, injury through mishandling equipment. Effect on personnel Health &amp; Safety through exposure to Hazardous Waste materials from containers falling off pallets being moved or being dropped when lifted and the contents spilling out.</p>	<p>WEEE-Stop/Haz-Stop Operative/Site Personnel and their visitors/ any nearby General Public</p>	<p>Ensure that PPE appropriate to the industry/waste description given by the customer is worn. Where 'unknowns' are to be sampled, ensure the minimum of Safety Glasses (EN 166), Footwear (EN ISO20345 S3), Chemical Suit (EN 14605) and Face Mask and Filters: (RPE EN140 ABEK2P3) are worn.</p> <p>Once inside the hazardous storage area a further assessment must be made to note any of the following if this was not obvious prior to entry:</p> <ul style="list-style-type: none"> <li>• Opened or leaking containers</li> <li>• Trip hazards</li> <li>• Unsafe stacking of containers or overloading of pallets</li> <li>• Hazardous waste present that is not itemised for collection.</li> <li>• The conditions of the site are safe to work in and free from any structural conditions that may cause accidents.</li> </ul> <p>Should any of the above points be noted then immediately exit the hazardous area and report findings to the responsible site Health &amp; Safety personnel and the Haz-Stop Chief Chemist and only proceed when visible hazards have been controlled by site personnel.</p> <p>Pallet Truck Training provided, Regular supervision &amp; training</p> <p>Full manual handling and safe stacking in vehicles training provided, Regular supervision &amp; training</p> <p>Manual handling training includes understanding of what can be lifted and the correct manner in which it can be lifted. Ensure any customer pallets in use are fit for purpose, if not then load items onto a WEEE-Stop/Haz-Stop pallet. Smaller loose samples can be secured using Haz-Stop Haz Boxes. All contents of pallets to be secured by shrink wrapping to avoid movement when being lifted or moved.</p> <p>Non WEEE-Stop/Haz-Stop personnel on-site advised to distance themselves from any work being carried out</p> <p>Ensure lighting on site is suitable for carrying out work.</p>	<p>M</p>	<p>YES</p>
--	--	--	--	----------	------------

<p>Sampling</p>	<p>Effect on personnel Health &amp; Safety through exposure to Hazardous Waste materials</p>	<p>WEEE-Stop/Haz-Stop Operative/Site Personnel and their visitors/ any nearby General Public</p>	<p>Ensure that PPE appropriate to the industry/waste description given by the customer is worn. Where 'unknowns' are to be sampled, ensure the minimum of Safety Glasses (EN 166), Footwear (EN ISO20345 S3), Chemical Suit (EN 14605) and Face Mask and Filters: (RPE EN140 ABEK2P3) are worn.</p> <p>Ensure sampling is done in a well-lit and ventilated area. All non WEEE-Stop/Haz-Stop personnel on-site advised to distance themselves from any work being carried out.</p> <p>All samples to be secured in air-tight sample transfer containers* for transport back to WEEE-Stop/Haz-Stop site.</p> <p>*Container such as PELI 1200 case used. The Peli 1200 case is NATO codified and tested to MIL C-4150J (Military Standard), IP-67 (Ingress Protection) and ATA (Air Transportation Association).</p>	<p>M</p>	<p>YES</p>
<p>Stair Climbing / Safe use of lifts</p>	<p>Risk of injury through tripping or falling / Risk of squashing by overloading the lift, risk of serious injury by overloading lift with heavy equipment</p>	<p>WEEE-Stop/Haz-Stop Operative/Site Personnel and their visitors/ any nearby General Public</p>	<p>Regular Manual Handling Training, availability of manpower, varying dependent upon job available at all times to lift heavier items, regular supervision. Training in the safe use of lifts, reading and understanding lift notices in respect of weight limits, judging equipment before entering lifts. Stair-climber trolleys available for use, and full training in the use of these provided</p> <p>Non WEEE-Stop/Haz-Stop personnel on-site advised to distance themselves from any work being carried out</p> <p>Site checked to ensure that the conditions of the site are safe to work in and free from structural conditions that may cause accidents</p> <p>Ensure lighting on site is suitable for carrying out work</p>	<p>M</p>	<p>YES</p>

Segregating equipment, correct handling of equipment that may have sharp edges, pointed corners, etc	Cut / scratch / graze hazard through miss-handling of equipment	WEEE-Stop/Haz-Stop Operative/Site Personnel and their visitors/ any nearby General Public	Regular Training Provided, Regular Supervision, Safety gloves (PPE) provided, Tape provided to enable to safe-covering of sharp corners or edges if and when required  Non WEEE-Stop/Haz-Stop personnel on-site advised to distance themselves from any work being carried out  Site checked to ensure the conditions of the site are safe to work in an free from structural conditions that may cause accidents  Ensure lighting on site is suitable for carrying out work	M	YES
Safe loading in to vehicles	Trip hazard, injury hazard through items falling due to unsafe stacking	WEEE-Stop/Haz-Stop Operative.	Regular training provided, regular supervision, all PPE provided as necessary  Non WEEE-STOP personnel not allowed on the vehicles  Ensure lighting on site is suitable for carrying out work	M	YES
Stacking Pallets	Injury hazard from items stacked incorrectly / unsafely on the pallets and risk of falls	WEEE-Stop/Haz-Stop Operative.	Regular Training Provided, Regular supervision and checking procedure in place to spot any poor stacking, Correct PPE provided and worn.	L	YES
Other General Processes	Trip Hazard, Dust hazard affecting breathing and possible cause of illness	WEEE-Stop/Haz-Stop Operative.	Area swept if required, Training Regularly, correct PPE provided including dust masks	M	YES
Fire	Risk of serious ill-health or injury from fire or smoke inhalation	WEEE-Stop/Haz-Stop Operative/Site Personnel and their visitors/ any nearby General Public	WEEE-STOP operatives to understand and follow customers fire procedures when on-site and follow at all times when necessary	L	YES
Vehicular injury	Risk of injury through vehicle accidents including fork lift trucks, plant and cars/vans/trucks	WEEE-Stop/Haz-Stop Operative/Site Personnel and their visitors/ any nearby General Public	Operatives not to exceed speed limits at any time and to follow all site procedures in relation to 1-way / 2-way systems, traffic operations, etc	L	YES
Temperature	Risk of dehydration and illness when working on a hot day	WEEE-Stop/Haz-Stop Operative.	Ensure operative carries fluids at all times or has access to fluids at all times as and when required	L	YES



RECOMMENDATIONS				
Is a Safe System of Work Required?	Yes		IS A DETAILED RISK ASSESSMENT REQUIRED? <b>SPECIFY</b>	
Is a Standard Operating Procedure required?		No	Workplace	NO
Is further information required		No	Work Equipment	NO
WILL this activity require a Permit to Work system?	Yes		Materials/Substances - COSHH	<b>YES – Chief Chemist reviews the information given regarding the materials to be sampled (including any MSDS's) and advises on correct PPE to be worn and suitable packaging/containment for samples taken.</b>
Additional Comments/Observations: COSHH assessment to be completed prior to any collection of Hazardous Waste			Manual Handling	NO
			Display Screen Equipment	NO
			Noise	NO
			Fire	<b>YES – ALREADY IN PLACE</b>
			Other:	

Risk Assessment Circulation list (tick box)					
Employees	YES	Management	YES	Contractors	NO
Other – Specify:	N/A				
Assessor:	I.Bruckshaw BSc(Hons).MSc.MRSC		Signature:		



Date Assessed:	28th October 2024	Review Timescale:	28th October 2024
----------------	-------------------	-------------------	-------------------

---

## GUIDANCE ON COMPLETING THE GENERAL RISK ASSESSMENT FORM

### Table A

**Activity Assessed:** Describe the activity that is being assessed e.g. floor cleaning, operation of a machine; maintenance activities etc.

**Location:** Describe the location of the activity.

### Table B

**Those affected:** Any person who may be affected by the work must be identified. Should there be categories of persons not listed, enter them in the boxes provided.

### Table C

**Hazards:** Identify the hazards inherent to the activity being assessed, by putting crosses in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not listed then enter them in the boxes provided.

**Note:** The definition of a **HAZARD** is:- something with the potential to cause harm.

### Table D

**Hazards:** List the hazards identified in Table C.

**Existing Control Measures:** Outline the existing measures which will reduce the risk arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design; preventing access to the hazard e.g. guarding; written procedures and instructions; training; provision of PPE etc.

### Risk

Assess the risks arising from the hazards identified, using the criteria set out below. Consideration must be given to what is reasonably foreseeable in relation to the identified hazards and recognition of any existing control measures that reduce the risk. Enter the appropriate letter, L for low, M for medium or H for high. If the overall risk category is low, then the assessment is complete and the form circulated to those affected. However if the overall risk category is medium or high then Additional Control Measures are required (see below).

**Note:** The definition of a **RISK** is:- the likelihood that harm from a particular hazard will occur and the consequences.

---

MATRIX	LIKELIHOOD		
SEVERITY	Certain or near certain to occur	Reasonably likely to occur	Unlikely to occur
Fatality; major injury or illness causing long term disability	HIGH	HIGH	MEDIUM
Injury or illness causing short term disability	HIGH	MEDIUM	LOW
Other injury or illness	MEDIUM	LOW	LOW
<b>RISK</b>			

**Table E**

**Additional Control Measures:**

Additional control measures that will reduce the risks further should be noted. For example, elimination of the hazard should be considered first. If this is not possible, then try to reduce the risk e.g. risks from electrical hazards might be reduced by using low voltage electrical appliances. Also consider: safer design; additional guards; additional procedures and instructions; increased supervision; personal protective equipment (PPE). The completion date for the introduction of each additional control measure should be noted.

**Residual Risk:**

Taking into account the existing and additional control measures enter the appropriate letter, L for low, M for medium or H for high. If the residual risk category is low, then the assessment is complete and the information should be disseminated to those affected. If the overall risk is **medium** then additional control measures should be introduced within the completion date period and the information contained within the assessment disseminated to those affected. If the Residual Risk remains **high**, work **must not** proceed and the risks arising out of the hazards re-assessed to identify further risk reduction measures.

**Table F**

Identify any further requirements that need to be actioned to further reduce risk!