

Risk assessment for : Leeds Wood Recycling Cic















Risk assessment name	Collections Risk Assessment - Building Sites / Businesses	Assessment type	General
Assessor name	Jen Kruger	Affected site(s)	Leeds Wood Recycling CIC (LS11 9RT)
Assessment date	30/03/22	Review period	Annually
Approved by	Jen Kruger	Review date	25/11/23
Approved date	25/11/22	Reference	LEE1439585
















Workspace(s)	Description
Access / Egress Outside Area Processing	Risk assessment for Collections Team collecting wood from building sites or business / commercial sites.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p>Access & Egress Hazards Risk of injury whilst entering or exiting the site or work area due to uneven or sloping ground or obstacles blocking entry/exit.</p>	<p>All staff</p> <p>Volunteers</p> <p>How Many? 3</p> <p>How? Risk of injury due to slips, trips and falls whilst entering or exiting the site or work area or risk of injury due to poor housekeeping on site or in the work area.</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> <p> Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company. This includes health and safety awareness on site.</p> <p> Site Warning & Information Signs Followed Site safety rules and control measures are followed at all times.</p>	<p>2 x 2</p> <p></p> <p>Medium</p>














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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Adverse Ground/Terrain Conditions (Vehicle) Risk of injury due to van being unstable on adverse ground/terrain conditions.</p>	<p>All staff, Contractors, Members of the public</p> <p>Volunteers</p> <p>How? Sloping, uneven or loose ground increases risk of people being struck by vehicle which may result in injury or death.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> </div> <div style="width: 50%;">  <p>First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> </div> <div style="width: 50%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Only Competent/Licensed Drivers Drive The Vehicles Only licensed personnel with sufficient information, instruction & training can drive the vehicles.</p> </div> <div style="width: 50%;">  <p>Vehicle Activity Is Carried Out With A Banksman Vehicle activity is carried out with a trained Banksman in attendance to ensure safety in the area</p> </div> <div style="width: 50%;">  <p>Vehicle Speed Limits Adhered To Drivers to drive within the indicated speed limit for the type of road/access route. All site speed limits adhered to.</p> </div> </div>	<p>1 x 4</p>  <p>Medium</p>
 <p>Asbestos Risk of ill health due to exposure to asbestos dust</p>	<p>All staff</p> <p>Volunteers</p> <p>How Many? 3</p> <p>How? Ill health may result from exposure to asbestos dust from asbestos-containing materials stored with or near to the waste wood.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> </div> <div style="width: 50%;">  <p>Asbestos Awareness Training Given Operatives are provided with asbestos awareness training to recognise Asbestos Containing Materials. All operatives trained to avoid and report any suspected asbestos.</p> </div> </div>	<p>1 x 4</p>  <p>Medium</p>
















Risk assessment for : Leeds Wood Recycling Cc









Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>COVID-19 (Coronavirus Infection) Risk of ill health due to exposure to the COVID-19 (Coronavirus)</p>	<p>All staff</p> <p>Volunteers</p> <p>How Many? 3</p> <p>How? Staff may be exposed to COVID-19 through contact with other contractors or staff working on site.</p>	 <p>Covid 19 Vaccination Encouraged & Facilitated Covid 19 vaccination for employees encouraged & facilitated due to the risk of exposure to Covid 19</p>  <p>Follow Latest Covid-19 Advice From GOV.UK Website Due to devolved Covid rules, isolation requirements for each UK country is checked & complied with</p>	<p>3 x 2</p>  <p>6</p> <p>Medium</p>
 <p>Chemical / Biological Contaminants Risks to health due to exposure to hazardous substances.</p>	<p>All staff</p> <p>Volunteers</p> <p>How Many? 3</p> <p>How? Injury or ill health may result from exposure to toxic or harmful substances encountered on site.</p>	 <p>All Employees Receive Induction Training All employees receive induction training upon commencement with the Company</p>  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p>  <p>Health & Safety training All employees and volunteers receive health & safety training upon commencement with the Company. Employees and volunteers are trained to look for, identify and avoid exposure to contaminants. Loads contaminated with chemical, food or sanitary waste are refused.</p>	<p>2 x 2</p>  <p>4</p> <p>Medium</p>
 <p>Contractors or customer staff working close by Risk of injury, ill health etc. due to works by other contractors or customer staff working close by.</p>	<p>All staff</p> <p>Volunteers</p> <p>How Many? 3</p> <p>How? Other contractors or staff working on the site may pose a risk to the Leeds Wood Recycling team e.g. operating plant machinery nearby or working at height above where the wood is being loaded.</p>	 <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p>  <p>First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p>  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p>  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>










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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Dust Risk of ill-health due to the inhalation of harmful respirable dust.</p>	<p>All staff Volunteers</p> <p>How Many? 3</p> <p>How? Staff may inhale brick / concrete / wood dust from materials they are moving on site. This may lead to short-term or long-term ill health.</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> <p> Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> <p> Respirator Mask FFP3 Protects against fine dust, mists & fumes. Face fit tests carried out with all employees and volunteers.</p>	<p>2 x 3</p>  <p>6</p> <p>Medium</p>
 <p>Flying Debris Risk of injury to the eyes due to being struck by wood particles or other debris.</p>	<p>All staff Volunteers</p> <p>How Many? 3</p> <p>How? Small pieces of wood or other debris attached to waste wood may come loose when loading onto the van and cause eye injury or cuts/abrasions.</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> <p> Eye Protection Worn BS EN 166:2001 eye protection supplied to all employees and volunteers</p> <p> Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p>	<p>2 x 2</p>  <p>4</p> <p>Medium</p>










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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Fork Lift Truck Risk of injuries associated with Fork Lift Trucks lifting, carrying & moving about the site or work area.</p>	<p>All staff Volunteers How Many? 3 How? Injury or death may result from forklifts moving around the site operated by other contractors or staff working on site.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> </div> <div style="width: 50%;">  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Hi Visibility Clothing Must be Worn Hi Visibility Clothing Must be Worn</p> </div> <div style="width: 50%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Site Warning & Information Sign Obeyed Site safety rules and control measures are followed at all times. Employees and volunteers stay within designated pedestrian walkways if applicable.</p> </div> </div>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>
 <p>Hand Tools Risk of injury whilst using hand tools to process timber on site</p>	<p>All staff Volunteers How Many? 3 How? Staff and volunteers may injure themselves whilst using hand tools on site (crowbar/panel saw/hammer/screwdriver/pallet breaker/stanley knife). Possible injuries include strains, bruises, cuts and grazes.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> </div> <div style="width: 50%;">  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company. Hand tools only to be used by those trained.</p> </div> <div style="width: 50%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Sharps Handled With Care (Tools) Stanley knives & other sharp tools are to be carried and used so as not to cause injury.</p> </div> <div style="width: 50%;">  <p>Tools cleaned, checked & stored after use Hand tools are cleaned down after use, checked and stored correctly.</p> </div> <div style="width: 50%;">  <p>Tools Kept In Good Condition Regular checks on tools to ensure that they are in good order and in good repair</p> </div> </div>	<p>2 x 2</p>  <p>4</p> <p>Medium</p>














Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Interface With Customers/Members of the Public Risk of injury and distress due to physical or verbal aggression from customers or other contractors working on site.</p>	<p>All staff Volunteers How Many? 3 How? Verbally or physically aggressive behaviour from customers, other contractors working on the site or members of the public could lead to injury and/or distress.</p>	 <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company. Any abuse experienced is to be reported immediately to Site Manager or Busines Owner of the customer site and to Collections Manager or Managing Director of Leeds Wood Recycling.</p>	<p>1 x 2  2 Low</p>
 <p>Low head height Risk of striking head or back on van cage crossbar whilst loading the van.</p>	<p>All staff Volunteers How Many? 3 How? Risk of bruising or other minor impact injury</p>	 <p>Head Protection Worn - EN 397 Helmet/Hard Hat Head Protection Worn - EN 397 Helmet/Hard Hat to protect against the risk of falling objects.</p>  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p>  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p>	<p>2 x 1  2 Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Manual Handling - Stacking Activities Risk of injury during stacking wood on the van</p>	<p>All staff, Contractors, Members of the public</p> <p>Volunteers</p> <p>How? Whilst stacking items on the vehicle they may become dislodged and fall resulting in injury to staff, volunteers, other contractors working on site or members of the public.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> </div> <div style="width: 50%;">  <p>Good Manual Handling Techniques/Postures Used All staff are provided training on safe lifting techniques and recommended postures</p> </div> <div style="width: 50%;">  <p>Manual Handling - Team Lifting Team lifting will be applied as required</p> </div> <div style="width: 50%;">  <p>Manual Handling Procedures In Place All employees and volunteers have been given training in safe lifting practices commensurate with the tasks.</p> </div> <div style="width: 50%;">  <p>Manual Handling Training Given All employees and volunteers have received training on correct manual handling techniques</p> </div> <div style="width: 50%;">  <p>Task, load, environment and individual are assessed The area in which the load is to be moved is assessed along with the actual load and the capability of the individual to undertake the task</p> </div> <div style="width: 50%;">  <p>Vehicle Loads Are Secure Safe and secure storage of loads to be maintained on vehicles by competent persons.</p> </div> </div>	<p>1 x 2</p>  <p style="font-size: 2em; color: green;">2</p> <p>Low</p>












Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
 <p>Manual Handling of Heavy/Bulky or Unwieldy Items Risk of injury whilst undertaking the manual handing of heavy, bulky or unwieldy items.</p>	<p>All staff Volunteers How Many? 3 How? Strains or other injury from lifting heavy and/or large or awkward pieces of wood waste.</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> Good Manual Handling Techniques/Postures Used All staff and volunteers are provided training on safe lifting techniques and recommended postures</p> <p> Manual Handling - Team Lifting Team lifting will be applied as required</p> <p> Manual Handling Training Given All employees and volunteers have received training on correct manual handling techniques</p>	<p> BS EN ISO 20345 S3 Protective Boots Worn Whilst Manual Handling Suitable protective footwear is worn whilst carrying out manual handling activity.</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> <p> Manual Handling Procedures In Place All employees and volunteers have been given training in safe lifting practices commensurate with the tasks.</p> <p> Team Work System Operated There will always be at least 2 people working on any collection.</p>	<p>1 x 2  2 Low</p>

Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
 <p>Manual Handling of Wood/Wood Products Risk of injury whilst undertaking the manual handing of wood & wood products</p>	<p>All staff Volunteers How Many? 3 How? People may suffer back injury, strains and sprains, hernia, hand and foot injury or long-term musculoskeletal ill health due to moving and loading wood waste.</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> Good Manual Handling Techniques/Postures Used All employees and volunteers are provided training on safe lifting techniques and recommended postures</p> <p> Manual Handling - Team Lifting Team lifting will be applied as required</p> <p> Manual Handling Training Given All employees and volunteers have received training on correct manual handling techniques</p>	<p> BS EN ISO 20345 S3 Protective Boots Worn Whilst Manual Handling Suitable protective footwear is worn whilst carrying out manual handling activity.</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> <p> Manual Handling Procedures In Place All employees and volunteers have been given training in safe lifting practices commensurate with the tasks.</p>	<p>1 x 2  2 Low</p>

















Risk assessment for : Leeds Wood Recycling Cc

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Mobile Plant Risk of injury to staff whilst working near mobile plant</p>	<p>All staff Volunteers How Many? 3 How? Risk of injuring or death resulting from mobile plant equipment moving around the site operated by other staff or contractors working on site.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> </div> <div style="width: 45%;">  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  <p>Hi Visibility Clothing Must be Worn Hi Visibility Clothing Must be Worn</p> </div> <div style="width: 45%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> </div> <div style="margin-top: 10px;">  <p>Site Warning & Information Signs Obeyed Site safety rules and control measures are followed at all times. Employees and volunteers stay within designated pedestrian walkways where applicable.</p> </div>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>
 <p>Noise levels at/above 85 dB(A) Risk of hearing damage due to exposure to excessive levels of noise.</p>	<p>All staff Volunteers How Many? 3 How? Excessive noise levels due to operations on site may cause short-term or long-term hearing damage.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> </div> <div style="width: 45%;">  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  <p>Hearing protection provided & worn Hearing protection available and to be worn whilst carrying out noisy work activities</p> </div> <div style="width: 45%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> </div>	<p>2 x 2</p>  <p>4</p> <p>Medium</p>
















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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Outdoor Work In The Sun (Exposure to UV Radiation) Risk of injury (sunburn) & ill health (skin cancer) due to overexposure to UV radiation.</p>	<p>All staff Volunteers How Many? 3 How? The site is outside so staff are exposed to UV radiation that may cause injury or ill health.</p>	 <p>Training For Outdoor Work In The Sun Given Employees are informed of the dangers associated with working in the sun & what precautions to take</p>	<p>2 x 1  Low</p>
 <p>People Movement (Risk of Slips) Risk of injury due to a variety of hazards that can cause slips.</p>	<p>All staff Volunteers How Many? 3 How? Injury may result from slipping on uneven or wet ground on site.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> </div> <div style="width: 50%;">  <p>BS EN ISO 20345 S3 Protective Boots Worn Whilst Manual Handling Suitable protective footwear is worn whilst carrying out manual handling activity.</p> </div> <div style="width: 50%;">  <p>Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p> </div> <div style="width: 50%;">  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Manual Handling Procedures In Place All employees and volunteers have been given training in safe lifting practices commensurate with the tasks.</p> </div> </div>	<p>3 x 2  Medium</p>













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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>People Movement (Risk of Trips & Falls) Risk of injury due to a variety of hazards that can cause trips & falls on site</p>	<p>All staff Volunteers</p> <p>How Many? 3</p> <p>How? Injury may result from trips or falls due to uneven, loose or sloping ground on site or due to obstacles in the work area or poor housekeeping on site.</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> <p> Manual Handling Procedures In Place All employees and volunteers have been given training in safe lifting practices commensurate with the tasks.</p> <p> BS EN ISO 20345 S3 Protective Boots Worn Whilst Manual Handling Suitable protective footwear is worn whilst carrying out manual handling activity.</p> <p> Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p> <p> Manual Handling - Team Lifting Team lifting will be applied as required</p> <p> Manual Handling Training Given All employees and volunteers have received training on correct manual handling techniques</p>	<p>3 x 2</p>  <p>6</p> <p>Medium</p>
 <p>Poor / Inadequate Load Securing Risk of injury/road traffic accident due to loads that are not correctly restrained</p>	<p>All staff, Contractors, Members of the public</p> <p>Volunteers</p> <p>How? If the load is not properly secured on the van some or all of the load may fall from the vehicle striking people and causing injury or causing an accident or collision on the road.</p>	<p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> <p> Team Work System Operated There will always be at least 2 people working on any collection.</p> <p> Only Competent/Licensed Drivers Drive The Vehicles Only licensed personnel with sufficient information, instruction & training can drive the vehicles.</p> <p> Vehicle Loads Are Secure Safe and secure storage of loads to be maintained on vehicles by competent persons. Ratchet straps and nets provided.</p>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>












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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Risk of Falling objects Risk of injury due to objects falling from above the work area.</p>	<p>All staff Volunteers How Many? 3</p> <p>How? Staff may sustain injury from falling objects or tools from other staff or contractors working at height / conducting lifting operations on site.</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> <p> Head Protection Worn - EN 397 Helmet/Hard Hat Head Protection Worn - EN 397 Helmet/Hard Hat to protect against the risk of falling objects.</p> <p> Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> <p> Site Safety Briefings/Inductions Site safety briefings/induction attended by all employees and volunteers if required by site.</p>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>
 <p>Sharp objects Nails and other sharp objects on site could cause injuries such as cuts or punctures.</p>	<p>All staff Volunteers How Many? 3</p> <p>How? Nails in wood being collected may cause puncture wounds, cuts. Sharp wood may cause cuts, grazes or splinters. Other sharp objects on site such as broken glass may cause puncture wounds or cuts.</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> <p> Gloves Worn - EN 388 Mechanical Risks (Abrasion) Gloves Worn - EN 388 Mechanical Risks (Abrasion Resistant) worn at all times when handling wood or other materials on site.</p> <p> Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p>	<p>1 x 2</p>  <p>2</p> <p>Low</p>















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 <p>Strenuous activity Risk of injury/ill health due to over-exertion carried out when completing daily tasks.</p>	<p>All staff Volunteers How Many? 3 How? Risk of injury / exhaustion or other ill health due to over-exertion whilst physically labouring.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> <div style="width: 48%;">  <p>Manual Handling - Team Lifting Team lifting will be applied as required</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;">  <p>Park Close to Wood Pile Vehicle is parked as close as possible to wood pile to reduce exertion required.</p> </div> <div style="width: 48%;">  <p>Team Work System Operated There will always be at least 2 people working on any collection.</p> </div> </div>	<p>1 x 2  2 Low</p>
 <p>Un-roadworthy Vehicle Risk of injury, collisions etc. due to using a vehicle that is un-roadworthy.</p>	<p>All staff, Members of the public Volunteers How? Injury or death may result from accidents caused by using a vehicle that is un-roadworthy.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p>Driver Reporting System In Place For Incidents Driver to report any incidents or near misses to Management and/or authorities</p> </div> <div style="width: 48%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;">  <p>Only Competent/Licensed Drivers Drive The Vehicles Only licensed personnel with sufficient information, instruction & training can drive the vehicles.</p> </div> <div style="width: 48%;">  <p>Vehicle Safety Checks Correct vehicle type, kept roadworthy c/w regular checks as to condition</p> </div> </div>	<p>1 x 4  4 Medium</p>















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 <p>Uneven Floor Conditions Injury as a result of damage, poor maintenance or insufficient design of floor surface and/or coverings.</p>	<p>All staff Volunteers How Many? 3 How? Staff and volunteers at risk of injury from slips, trips and falls due to uneven floor conditions.</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> <p> Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> <p> Protective Footwear To Be Worn (EN 345) Protects against falling objects, punctures, cutting blades, electrics, slips, fatigue, burns & cold</p>	<p>3 x 2  6 Medium</p>
 <p>Vehicle Loading/Unloading Risk of injuries whilst undertaking</p>	<p>All staff, Contractors, Members of the public Volunteers How Many? 3</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> BS EN ISO 20345 S3 Protective Boots Worn Whilst Manual Handling Suitable protective footwear is worn whilst carrying out manual handling activity.</p>	<p>2 x 2  4</p>














Risk assessment for : Leeds Wood Recycling Cic

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
loading/unloading activities.	<p>How?</p> <p>Risk of injury whilst loading/unloading the van e.g. being struck by a piece of wood, slips/trips/falls, falling from the vehicle, manual handling strain injuries, over-exertion. Risk of injury due to being struck by cage doors if not properly secured. Risk of injury due to being struck by wood being thrown.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p> Eye Protection Worn Eye protection supplied to BS EN 166 & relevant to the work activity hazard</p> <p> Good Manual Handling Techniques/Postures Used All staff and volunteers are provided training on safe lifting techniques and recommended postures</p> <p> Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> <p> Manual Handling Procedures In Place All employees and volunteers have been given training in safe lifting practices commensurate with the tasks.</p> <p> Respirator Mask FFP 3 Worn Protects against fine dust, mists & fumes . Worn in any dusty conditions and when working with MDF.</p> <p> Vehicle Loads Are Secure Safe and secure storage of loads to be maintained on vehicles by competent persons.</p> </div> <div style="width: 50%;"> <p> First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> <p> Head Protection Worn - EN 397 Helmet/Hard Hat Head Protection Worn - EN 397 Helmet/Hard Hat to protect against the risk of falling objects.</p> <p> Hi Visibility Clothing Must be Worn Hi Visibility Clothing Must be Worn</p> <p> Manual Handling - Team Lifting Team lifting will be applied as required</p> <p> Manual Handling Training Given All employees and volunteers have received training on correct manual handling techniques</p> <p> Team Work System Operated Team Work System Operated</p> <p> Vehicles Not Overloaded All employees and volunteers trained not to overload the vehicles.</p> </div> </div>	Medium












Risk assessment for : Leeds Wood Recycling Cc

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Vehicle Movement Risk of injury to other staff or contractors working on site due to striking with van.</p>	<p>Contractors, Members of the public</p> <p>How? Risk of injury to other staff or contractors working on site or visitors to site due to striking with van whilst entering site or accessing wood pile. Risk of injury to other staff or contractors or visitors to site by striking with van door while getting out of van.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Hi Vis (High Visibility) Jackets Worn Hi-viz jackets worn to enhance the presence of operatives due to low visibility of area</p>  <p>Trained Banksman Used For Reversing Vehicles Trained Banksman are used c/w the appropriate signals when vehicles are reversing to aid drivers</p> </div> <div style="width: 45%;">  <p>Only Competent/Licensed Drivers Drive The Vehicles Only licensed personnel with sufficient information, instruction & training can drive the vehicles.</p>  <p>Vehicle Activity Is Carried Out With A Banksman Vehicle activity is carried out with a trained Banksman in attendance to ensure safety in the area</p> </div> </div>	<p>1 x 4</p>  <p>Medium</p>
 <p>Vehicle Movement (Other Vehicles) Risk of injury/collisions etc. associated with vehicle movement on construction sites, in warehouses, or storage yards.</p>	<p>All staff</p> <p>Volunteers</p> <p>How Many? 3</p> <p>How? Injury or death may result from crushing or collision accidents by vehicles operated by other staff or contractors working on site.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p>  <p>Hi Visibility Clothing Must be Worn Hi Visibility Clothing Must be Worn</p>  <p>Site Safety Briefing/Induction Site safety briefing or inductions attended by all employees and volunteers if required by site.</p> </div> <div style="width: 45%;">  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p>  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p>  <p>Site Warning & Information Signs Obeyed Site safety rules and control measures are followed at all times. Employees and volunteers stay within designated pedestrian walkways when applicable.</p> </div> </div>	<p>1 x 4</p>  <p>Medium</p>

















Risk assessment for : Leeds Wood Recycling Cic







Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
 <p>Vehicle Movement (Reversing) Risk of injury/collisions etc. associated with reversing vehicles in the working area.</p>	<p>All staff, Contractors, Members of the public</p> <p>Volunteers</p> <p>How? Injury or death may result from crushing or collision accidents when reversing the van.</p>	<p> Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> <p> Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> <p> Trained Banksman Used For Reversing Vehicles Trained Banksman are used c/w the appropriate signals when vehicles are reversing to aid drivers</p>	<p> Hi Visibility Clothing Must be Worn Hi Visibility Clothing Must be Worn</p> <p> Only Competent/Licensed Drivers Drive The Vehicles Only licensed personnel with sufficient information, instruction & training can drive the vehicles.</p>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>
 <p>Vehicle Movement (Visibility Issues) Risk of injury/collisions etc. due to a poor view of the route/activity/working area etc.</p>	<p>All staff, Contractors, Members of the public</p> <p>Volunteers</p> <p>How? Injury or death may result from vehicle accident caused by a poor view of the route/activity/working area etc.</p>	<p> Hi Vis (High Visibility) Jackets Worn Hi-viz jackets worn to enhance the presence of operatives due to low visibility of area</p> <p> Trained Banksman Used For Reversing Vehicles Trained Banksman are used c/w the appropriate signals when vehicles are reversing to aid drivers</p>	<p> Only Competent/Licensed Drivers Drive The Vehicles Only licensed personnel with sufficient information, instruction & training can drive the vehicles.</p> <p> Vehicle Activity Is Carried Out With A Banksman Vehicle activity is carried out with a trained Banksman in attendance to ensure safety in the area</p>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>

Risk assessment for : Leeds Wood Recycling Cc

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Vehicle Movement [Parking] Risk of injury due to van rolling whilst not occupied.</p>	<p>All staff, Contractors, Members of the public</p> <p>Volunteers</p> <p>How? Risk of injury or death due to becoming trapped, crushed or struck by van if it rolls or moves whilst parked. Risk of injury due to being struck by van if it is started up whilst in gear.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> <div style="width: 45%;">  <p>Only Competent/Licensed Drivers Drive The Vehicles Only licensed personnel with sufficient information, instruction & training can drive the vehicles.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">  <p>Vehicles parked safely Vehicle always parked in a safe place as designated or instructed by site operatives. Handbrake always applied when parked.</p> </div> </div>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>
 <p>Vehicle Weight Limits Exceeded Risk of road traffic accidents through the use of overweight vehicles.</p>	<p>All staff, Members of the public</p> <p>Volunteers</p> <p>How? Injury or death may result from accidents caused by the van being overweight.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> </div> <div style="width: 45%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">  <p>Only Competent/Licensed Drivers Drive The Vehicles Only licensed personnel with sufficient information, instruction & training can drive the vehicles.</p> </div> <div style="width: 45%;">  <p>Vehicles not overloaded All drivers trained to refuse loads that may make the vehicle overweight.</p> </div> </div>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>

Risk assessment for : Leeds Wood Recycling Cic

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Work Equipment (Power Tools - Electrical) Risk of injury by using electrically powered impact driver to remove screws</p>	<p>All staff Volunteers How Many? 3 How? Injury may result from using battery powered impact driver to remove screws from timber on site.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> </div> <div style="width: 50%;">  <p>Electrical Faults Reported Immediately Electrical Faults Reported Immediately via Trello / Whatsapp group.</p> </div> <div style="width: 50%;">  <p>First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> </div> <div style="width: 50%;">  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Only Competent Persons Can Carry Out The Task Only personnel with sufficient information, instruction and training can carry out the task.</p> </div> <div style="width: 50%;">  <p>Power Tools Checked Before Use Regular checks on power tools to ensure that they are in good order and in good repair</p> </div> </div>	<p>1 x 2  2 Low</p>
 <p>Work at Height (On Top Of Vehicles) Risk of injury due to falling from the vehicle being worked upon</p>	<p>All staff Volunteers How Many? 3 How? When staff members or volunteers are up on the back of the van for loading they are at risk of injury from falling off the van.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> </div> <div style="width: 50%;">  <p>First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> </div> <div style="width: 50%;">  <p>Health and Safety Training All employees and volunteers receive health and safety training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Team Work System Operated Team Work System Operated</p> </div> </div>	<p>1 x 3  3 Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Working On Client Sites Risk of injury/ill health etc. due to the lack of safety awareness on unfamiliar sites/surroundings.</p>	<p>All staff Volunteers</p> <p>How Many? 3</p> <p>How? Risk of injury/ill health is increased when working on unfamiliar sites.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Appropriate CSCS Cards Carried Appropriate CSCS Cards Carried</p> </div> <div style="width: 45%;">  <p>Induction Training All employees and volunteers receive induction training upon commencement with the Company</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  <p>Site Safety Briefings/Inductions Site Safety Briefings/Inductions are attended by all employees and volunteers if required by the site.</p> </div> <div style="width: 45%;">  <p>Site Warning & Information Signs Obeyed Site safety rules and control measures are followed at all times. Relevant PPE is worn.</p> </div> </div>	<p>3 x 2</p>  <p>6</p> <p>Medium</p>

Further control measures

None required

Operating procedures

Where required by the client, all collection staff will attend a Site Induction before any collections are carried out from site.

In the event of an emergency, the site's Emergency Procedures will be followed and collection staff will be aware of fire point and meeting points, fire escape routes and site office locations.

In the event of an incident requiring first aid, collection staff will report to the first aid point, however all vehicles are equipped with a first aid kit. Collection staff carry mobile telephones at all times and where appropriate will immediately report incidences to the appropriate emergency service or to their supervisor.

The driver will obey instructions of gate security staff and enter the site slowly with caution and park as near to the wood pile as possible to avoid possible contact with others, or where directed or in a "safe place".

Site speed limits will be adhered to at all times and hazard lights switched on at all times whilst on site. If necessary, the collector will phone the site office before starting to load the vehicle.

Collection staff will be wearing correct PPE, including BS EN ISO 20345:2004 S3 protective boots, BS EN 388: 1994 gloves, BS EN 397:1995 hard hats, EN 166:2001 protective glasses and high visibility clothing (and any other equipment as directed by site).

The wood pile must be on the ground. Under no circumstances will collection staff enter skips. The timber will be loaded quickly and safely, strictly in accordance with CWR H&S Training Modules: Basics of Safe Working, and Safe Working on Building Sites.

Any tools used to cut timber to size or prepare it in any other way for loading will only be used by properly trained staff and in accordance with training modules Working with Hand Tools and Working with Power Tools Parts 1 and 2.

Collection staff will not stray on to any other part of the site and after loading they will sit in the vehicle to wait. If after loading, the vehicle is potentially blocking access or causing a hazard, it will be moved to a safe parking area before the paperwork is completed.

Collectors will spend the absolute minimum amount of time on site and leave promptly in accordance with site procedures.

Once loading is complete, the Waste Transfer Note will be completed by the collector and conveniently placed for the customer's checking and signature

The driver will obey any instructions from site staff. The site speed limit will be adhered to at all times. The collection vehicle will always give way to vehicles entering the site.

Supporting evidence

[Collections Induction__Training record - STAFF.docx](#)

30/03/22 -30965 kb

[Collections Induction__Training record - VOLUNTEERS.docx](#)

30/03/22 -29635 kb

[Near Miss Guidance and incident form.docx](#)

30/03/22 -115197 kb

[RAMS. Covid-19. 12.21.pdf](#)

30/03/22 -1033336 kb

[Securing a load training.docx](#)

30/03/22 -10285934 kb

[Training Module 1. The Basics of Safe Working. 06.21.pdf](#)

30/03/22 -1596122 kb

[Training Module 2. Safe Working on Building Sites. 06.21.pdf](#)

30/03/22 -2853687 kb

[Training Module 3. Working with Hand Tools. 06.21.pdf](#)

30/03/22 -1481162 kb

Assessor's signature: Jen Kruger

Approved by signature: Jen Kruger