

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **10 September 2015**

Report of: **Director of Environmental Services**

Subject: **REFUSE AND RECYCLING ROUTE RISK ASSESSMENTS**

SUMMARY

The purpose of this report is to provide information to Members on the route risk assessments relating to the refuse and recycling operation.

RECOMMENDATION

That the Panel notes the content of this report.

INTRODUCTION

1. Within the Borough there are over 48,000 properties accessed by a network of more than 1700 roads. As part of a project started in 2014, all roads across the Borough are being route risk assessed in relation to refuse and recycling collections to help minimise risks and prevent accidents.
2. A route risk assessment is the process where hazards are identified and the risk associated with that hazard is evaluated. Once this has been completed, appropriate ways to eliminate or control the hazard are then put into place to reduce the risk and minimise the chance of an incident occurring.
3. The waste and recycling industry is known to be a high risk industry in which a large number of accidents/incidents occur each year. It accounts for 0.5% of employees in Britain but 2.6% of reported injuries to employees. In the UK for 2013/14 there were 486 reported major injuries and 4 fatalities relating to waste and recycling collection employees which is higher than in either agriculture or construction sectors.
4. The council has taken a proactive approach towards route risk assessments and has started this project ahead of a requirement by the Health and Safety Executive for all collections rounds to be assessed.

PURPOSE

5. The purpose of a route risk assessment is to highlight any areas where the crew may encounter an additional hazard and to ensure any risks have been minimised to prevent incidents from occurring. The format of the assessment ensures that crews and supervisors work together to identify the hazards as part of their day to day collections, and record all information in a simple and easy to access crew sheet and form.
6. Cycle paths, pedestrian walkways into areas where there are collection points for bins, schools and areas where reversing takes place are all examples of items that are noted on a route risk assessment, including information on how to reduce the risk. This can be as simple as avoiding collections during peak traffic periods near to schools when there are likely to be more pedestrians and vehicles in the area.
7. This is a major project to undertake, with approximately half of all routes completed and the task is expected to be complete by the end of 2015.

LEGISLATION

8. The Management of Health and Safety at Work Regulations 1999 requires employers to suitably and sufficiently assess and control the risks their activities present to their employees and others. The assessment should identify:
 - The hazards that can cause harm, what kind of harm and how likely it is to happen
 - Who is at risk (such as employees and members of the public)
 - The appropriate control measures needed to eliminate or reduce the risks so far as is reasonably practicable.

REVERSING

9. One of the most hazardous manoeuvres that all crews have to carry out multiple times each day is reversing. Reversing causes a disproportionately large number of moving vehicle accidents in the waste and recycling industry, which is why it has become a focal point of the route risk assessment process. In the UK nearly a quarter of all deaths involving vehicles at work occur during reversing.
10. Wherever possible, reversing has been eliminated from the rounds, and if this is not possible the distances vehicles must reverse has been reduced. When a vehicle is reversing, complete control over the situation cannot always be achieved because of factors such as other vehicles, pedestrians and the weather conditions. By reducing the number of reversing manoeuvres along with annual reversing training for all staff, this has helped to reduce the associated risks and prevent accidents.
11. Each year all employees within the waste management team complete reversing training. This training includes classroom and practical activities out in the Borough to help promote safe working practices and ensures that all crews work together to safely carry out any reversing manoeuvre.
12. An example where the process of route risk assessments has helped to reduce the risks is Wessex Gardens in Portchester. Originally the crew reversed the vehicle over 100 metres into the cul-de-sac as there was no safe place to turn the vehicle. By writing to the residents about the problems of parking in the turning area on bin collection day, the vehicle is now able to drive in and turn around without difficulty, minimising the reversing distance to less than the length of the vehicle within the turning area. This manoeuvre can be closely monitored by the crew acting as reversing assistants to the driver to ensure the safety of both employees and members of the public.

SPECIFIC HAZARDS

13. Across the borough there are a wide range of roads that allow access to a variety of styles of houses and flats. Each of these areas have location specific hazards such as reversing, schools, high risk pedestrian areas, low overhead cables, staircases/steps, poor lighting and aggressive animals. Each road must also be assessed for single side or double side collections, where the bins are only collected from one side of a road or double side collections from both sides of the road with crew members crossing the road to bring bins to the vehicle. Single side collections tend to be for fast main roads, as it requires the vehicle to travel up each road twice, while double side collections are used for quieter roads and cul-de-sacs.
14. As part of the route assessment these risks must be eliminated or reduced to ensure the safe working of the crew. This information is then recorded on the crew sheets and also the road's specific route risk assessment sheet. This system allows for the crew sheet to be used as a quick reference guide for the driver with more detailed explanation provided on the route risk assessment, with both sheets being kept in the crew folder for easy reference.
15. An example of a crew sheet outlining specific hazards can be found at Appendix (A) with the related route risk assessment for Titchfield Road Stubbington in Appendix (B).

ACCIDENTS

16. Within the refuse and recycling team there have been 22 accidents in 2013/14. These have included slips, trips and falls, and injuries from handling, lifting or carrying. For 2014/15 the number of accidents has reduced to 18. The route risk assessment process has helped to highlight the importance of reducing hazards that crews come across in their everyday work and reduce the number of preventable accidents.

CONCLUSION

17. By working together to complete the route risk assessment project, crew members and supervisors have a better understanding of the hazards related to refuse and recycling collections, along with what can be done to reduce the associated risks.

18. The project has already improved the safety of refuse and recycling collections by reducing reversing distances and the number of manoeuvres carried out. Alongside regular crew training this will help the service to continue to operate in a safe manner.

19. Once the initial project is completed all collection routes will be reviewed at least once every two years, to ensure new and existing hazards are identified and evaluated to minimise the risks.

Appendices:

Appendix A – Example of a Crew Sheet

Appendix B – Example of a Route Risk Assessment

Background Papers:

None

Reference Papers:

[Safe Waste and Recycling Collection Services](#) (produced by the Health and Safety Executive)

Enquiries:

For further information on this report please contact Kitty Rose (Ext. 4747)

Appendix A – Example a of Crew Sheet

R5	Street	Assisted	Large Hhld 2nd bin	Friday __/__/__	Sidewaste / Contamination / Notes
				Not out	
18	Garnett Close After MJ Hse, reverse	10			
19	Melvin Jones House Reverse in				
20	Green Road	93			
21	Hérons Close (5 -refuse behind back gate, recycling at side of hs) Reverse	2, 5, 9,	2		
22	Foster Close Closes off - reverse		14, 18, 31		
22	Foster Close (Marchesi Court)				
23	Scott Close Reverse behind garages				
24 / 32	Titchfield Road - Titchfield Watch for cars first thing in morning - hectic. SINGLE SIDED COLLECTION		114		Make sure 114 done
25	The Paddock Reverse				

Appendix B – Example of a Route Risk Assessment

<h1>FAREHAM</h1> <h2>BOROUGH COUNCIL</h2>	
REFUSE/RECYCLING COLLECTION ROUTE RISK ASSESSMENT	
	FBC-RA- GENERIC
Description of Activity	
Safe and effective collection of domestic waste	
Description of Main Hazard	
Manual handling injuries	
Crush injuries	
Hand injuries causing cuts and traps	
Slips, trips and falls	
Defective equipment	
Falling objects	
Other vehicles operating in area	
Weather conditions	
Description of Main Risk	
Injuries sustained by manual handling and repetitive movements	
Injuries sustained by slips, trips, falls cuts, traps	
Faulty or defective equipment	
Who is at Risk	
Driver, Loader and Members of the public.	
Existing Risk Control Measures	
Only trained competent people to use equipment	
Scheduled, suitable and sufficient manual handling training to include ergonomics	
Operator to keep hands and feet clear of all moving parts.	
Planned preventative maintenance program in place for vehicle and ancillary equipment.	
Specific hoist training for all loaders and drivers.	
Drivers and operatives are to communicate at all times when operating the vehicles hoist.	
All defective or damaged equipment to be reported to driver charge hand immediately and TRD.	
Provision of all Personal Protective Equipment (PPE) to include safety footwear and Hi Vis jackets and suitable hand protection as a minimum.	
Drivers and loaders to be extremely aware of other vehicles operating in the immediate area.	
Drivers and Loaders to be aware of members of public in the immediate area.	
Drivers and loaders to be aware of weather conditions and to take care on slippery or wet surface	
Severity	2
Likelihood	4
Risk category with existing Risk Control Measures (score)	8
Risk Category	TRIVIAL

FAREHAM

BOROUGH COUNCIL

REFUSE/RECYCLING COLLECTION ROUTE RISK ASSESSMENT

RA-R5D5-Titchfield Road

Additional Hazards specific to location:

Very busy commuter route.
 Roundabout by number 1.
 Pedestrian access from Shopping area by number 1.
 Number 1's bin is collected from the rear of the property in parking area.
 Railings along pavement between number 23 and Crofton Mews.
 Driveway access to rear of 25/27.
 Car park and access to Crofton Club at number 30.
 Rain gully on pavement from St Marys Road to number 74.
 Pelican crossing at number 105.
 Assisted lift at number 68.

Who is at Risk

Driver, Loader and members of the public

Additional Risk Control Measures

Identified as single sided collection only.
 Crew to be aware of traffic coming off of the roundabout by number 1, Driver to position so it does not cause any obstruction.
 Crew to be aware of pedestrians using access from shops by number 1.
 Crew to be aware of vehicles using parking to rear of number 1.
 Crew to move bins from behind railings to Crofton Mews entrance for emptying/ Driver to position vehicle at furthest point from roundabout.
 Crew to be aware of vehicles using access to rear of 25/27.
 Crew to be aware of vehicles turning in or out of Crofton Club car park.
 Crew to be aware of uneven pavement where rain gully is present.
 Crew to be aware of pedestrians using pelican crossing and driver to position vehicle so it does not obstruct crossing.
 Crew to be aware of vehicles using driveway at number 68.

Description of Main Risk

Injuries sustained by manual handling and repetitive movements.
 Injuries sustained by slips, trips, falls cuts, traps.
 Faulty or defective equipment.

Severity

8

Likelihood

4

Risk category with existing Risk Control Measures (score)

32

Risk Category

TOLERABLE

Action required to maintain risk control measures

Action Taken / Date

Date of assessment:

21/08/2015

Assessment completed by:

Martin Saunders

Date of review: