**Prompt sheet -** This sheet should only be used for guidance, in order for you to complete your own risk assessment on waste management.

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|  | **Hazard**  Something with a potential to cause harm | ✓  **If hazard exists**  **and who it could harm** | **Suggested action/control measure**  This list is not exhaustive. Below are some control measures which you may find useful when completing your risk assessment |
| 01. | Waste storage |  | Staff must be suitably trained.  COSHH assessments must be undertaken for all chemicals with correct storage and disposal procedures being adhered to.  Regular housekeeping to ensure waste does not become a slip, trip or fall hazard.  Waste to be stored in suitable containers to prevent access by pests.  Suitable personal protective equipment must be available. |
| 02. | Accumulation of waste on site |  | Combustible materials on site kept to a minimum and not allowed to accumulate.  Combustibles stored in secure compounds or bins and emptied regularly.  No combustible waste to be stored near mobile classrooms, storage tanks or boiler rooms.  Sufficient storage to accommodate waste between collections.  Waste bins to be secured in a purpose-built lockable compound.  If not stored in a locked compound, waste bins to be secured away from the buildings. Recommended distance is 8 metres where possible.  Waste bins to be fitted with lockable lids. |
| 03. | Disposal of waste electrical and electronic equipment (WEEE) |  | Small amounts of WEEE can be disposed of via Household Waste Recycling Centres.  Large amounts of WEEE should be disposed of via the supplier of new electrical equipment or a waste management company. |
| 04. | Disposal of clinical waste |  | Clinical waste must be disposed of via a licensed contractor.  Suitable personal protective equipment must be available. See PPE Checklist for Caretakers. |
| 05. | Disposal of hazardous waste |  | Hazardous waste must not be disposed of via the normal waste stream.  Special containers for hazardous waste must be available if needed.  A special collection for hazardous waste can be arranged with the waste disposal service provider for sites in the KCC Waste Collection and Recycling contract. |
| 06. | General littering |  | Regular litter collections.  Awareness raising. |
| 07. | Manual handling of waste bags |  | Staff to be suitably trained in manual handling.  Handling aids to be provided where necessary  Suitable gloves supplied. |
| 08. | Lack of personal protective equipment (PPE) |  | Where PPE is required, the Personal Protective Equipment checklist should be completed.  Use of litter picking tool. |

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**Generic risk assessment**

**Topic/activity/operation: waste management**

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| Name of establishment/school: | |  |
| Risk assessment completed by: (name)  Sign here only after giving consideration to additional control measures. | Signed:  Date: | Name of caretaker: |
| Head of establishment: (name)  Sign here only after agreeing control measures and action points. | Signed:  Date: | Caretaker’s signature: |
| Review date: | |  |

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| **Risk rating: (Liklihood)** | **Outcome:** | | |
|  | **Insignificant injury** | **Significant injury** | **Major injury** |
| **Unlikely** | Trival risk | Low risk | Medium risk |
| **Possible** | Low risk | Medium risk | High risk |
| **Probable** | Medium risk | High risk | **Stop** |

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| **Risk level:** | | **Action and timescales:** | | | | | |
| **Trivial** | | No action required and no documentary records are required. | | | | | |
| **Low** | | Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained. | | | | | |
| **Medium** | | Risk reduction measures should be implemented within a defined period. | | | | | |
| **High** | | Give priority to removing or reducing the risk urgent action should be taken. | | | | | |
| **Stop** | | ‘Work’ activity should NOT be started or continued until the risk has been removed or at least reduced. | | | | | |
|  | **Step 1**  What are the hazards? | **Step 2**  Who might be harmed and how? | **Step 3**  What are you doing already? | Current risk level | **Step 4**  Is anything further needed? | **Step 5**  Date further action(s) was/were completed | New risk level |
| By whom and by when? | Date of next review |
| 01. | Waste storage |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 02. | Accumulation of waste on site |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 03. | Disposal of electrical and electronic equipment (WEEE) |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 04. | Disposal of clinical waste |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |

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|  | **Step 1**  What are the hazards? | **Step 2**  Who might be harmed and how? | **Step 3**  What are you doing already? | Current Risk Level | **Step 4**  Is anything further needed? | **Step 5**  Date further action(s) was/were completed | New risk level |
| By whom and by when? | Date of next review |
| 05. | Disposal of hazardous waste |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 06. | General littering |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 07. | Manual handling of waste bags |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 08. | Lack of personal protective equipment (PPE) |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |