

SAMPLE GENERIC STOCK COLLECTION RISK ASSESSMENT

HAZARD TOPIC: VEHICLE DRIVING

RISKS: <i>Death or serious injury arising from road traffic accidents and fire or smoke inhalation. Minor strains due to poor seating posture.</i>	PEOPLE AT RISK: <i>Driver and collectors</i>
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RISK CONTROL MEASURES Tick (✓) if existing.			ACTION REQUIRED Tick (I) if Immediate action required. Insert date when done.
DESCRIPTION	✓	I	WHAT? WHEN? BY WHOM? DONE
<ul style="list-style-type: none"> • <i>Pre-journey checks of safety and load security completed</i> • <i>Condition of vehicle checked and recorded weekly</i> • <i>Regular vehicle servicing according to manufacturer's schedule</i> • <i>Current MOT Test Certificate</i> • <i>Correct loading of vehicles to ensure overall load and axle loads are within legal limits</i> • <i>Adequate means of maintaining the stability of the loads (e.g. restraining straps)</i> • <i>Annual checks to ensure driver's licence is valid</i> • <i>Adequate vehicle insurance cover</i> • <i>Written guidance issued on the safe use of mobile phones by drivers (hands-free mobile phone kit provided where appropriate)</i> • <i>Driver cab assessed with regard to access, seating, comfort, back support, legroom, headroom, precautions against glare, and ease of use of controls</i> • <i>Written guidance provided on appropriate frequency of rest breaks, maximum working and driving hours</i> • <i>No Smoking policy in vehicles</i> • <i>Appropriate type of fire extinguisher on vehicle</i> • <i>Driver trained in use of fire extinguisher</i> • <i>Suitable refresher driver awareness training provided where necessary</i> • <i>Specific written procedures provided regarding fire, accidents and breakdown</i> <p>Other:</p>	✓	I	

SAMPLE GENERIC STOCK COLLECTION RISK ASSESSMENT

HAZARD TOPIC: COLLECTING AND TRANSPORTING STOCK

RISKS: <i>Major or minor injuries, including musculoskeletal disorders arising from Slips, Trips, Falls and Collisions. Cuts and puncture wounds.</i>	PEOPLE AT RISK: <i>Driver and collectors</i>
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RISK CONTROL MEASURES Tick (✓) if existing.			ACTION REQUIRED Tick (I) if Immediate action required. Insert date when done.
DESCRIPTION	✓	I	WHAT? WHEN? BY WHOM? DONE
<ul style="list-style-type: none"> Vehicle fitted with rear step or adequate stool provided for safe access Anti-slip surface on floor of vehicle and rear step/tail-lift Inadequate access to rear of shops due to poor housekeeping reported to relevant Shop Managers immediately Uneven pavements, walkways and surfaces reported to Building Services departments, landlord or local authority Availability of salt/sand at those sites where safe access is affected by adverse winter weather Protective footwear provided where there is a risk of heavy objects falling on toes (e.g. furniture) Manual Handling training for all Stock Collection staff, including typical loads (e.g. sacks) and tasks (e.g. loading and unloading vehicles) Equipment provided for the collection and movement of stock suitable for the task and adequately maintained (e.g. roll cages, trolleys, baskets) Adequate information, instruction, training and supervision provided for the use of collection handling equipment Appropriate and adequate protective gloves provided Adequate information, instruction and training in the safe disposal of sharp objects, including hypodermic syringes Adequate means of sharps disposal provided where appropriate (e.g. sharps bin) <p>Other:</p>			

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HAZARD TOPIC: STAFF SECURITY

RISKS: <i>Shock and/or injuries due to assault or verbal abuse. Increased severity of harm in the event of injury and/or ill health due to working alone.</i>	PEOPLE AT RISK: <i>Driver and collectors</i>
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RISK CONTROL MEASURES Tick (✓) if existing.			ACTION REQUIRED Tick (I) if Immediate action required. Insert date when done.
DESCRIPTION	✓	I	WHAT? WHEN? BY WHOM?
			DONE
<ul style="list-style-type: none"> • <i>Suitable information, instruction and training provided in how to deal with violent/abusive persons</i> • <i>Guidance provided on choosing an appropriate place for safe overnight parking</i> • <i>Vehicle locked when not occupied</i> • <i>Extra risk control measures considered by Manager for those working alone and the agreed measures recorded and implemented</i> • <i>Written guidance provided for drivers who visit shop premises alone</i> • <i>Adequate means of maintaining contact and calling for assistance provided to those working alone</i> • <i>Written guidance provided for those working alone on assessing and minimising risks when visiting unfamiliar residential or commercial premises</i> • <i>Provision of a secure place for storage of personal effects</i> <p>Other:</p>			

SAMPLE GENERIC STOCK COLLECTION RISK ASSESSMENT

HAZARD TOPIC: HEALTH AND WELFARE

RISKS: <i>Injuries; ill health/fatigue caused by excessive heat or cold and/or unsuitable humidity levels and poor air quality. Shock and/or injuries due to attacks and bites from animals. Increased likelihood of injury occurring due to inexperience and immaturity or to mental, physical and/or sensory impairment or to pregnancy.</i>	PEOPLE AT RISK: <i>Driver and collectors</i>
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RISK CONTROL MEASURES Tick (✓) if existing.	ACTION REQUIRED Tick (I) if Immediate action required. Insert date when done.			
DESCRIPTION	✓	I	WHAT? WHEN? BY WHOM?	DONE
<ul style="list-style-type: none"> • <i>Provision of First Aid box on vehicle and regular checks of contents</i> • <i>Details of all accidents and injuries recorded in the Accident Book</i> • <i>Appropriate staff aware of how to report injuries, diseases and dangerous occurrences under RIDDOR</i> • <i>Provision of "nuisance masks" as appropriate (e.g. for frequent visits to rubbish tips with excessive dust levels)</i> • <i>Anti-tetanus vaccination kept up to date</i> • <i>Provision of high visibility, wet- and cold- weather clothing as appropriate</i> • <i>Generic risk assessment carried out for, and discussed with, young workers (under 18 years)</i> • <i>Additional H&S induction training provided to young workers</i> • <i>Separate risk assessment agreed with, and signed by, each worker with particular limitations due to mental, physical and/or sensory impairment</i> • <i>Risk assessment discussed with, and signed by, each new and expectant mother and work responsibilities reviewed 2 or 3 times during pregnancy</i> <p>Other:</p>	✓			

Name / Number of Stock Collection Scheme		
Location of Base		
Staff Consultation (Details and Date)		
Assessment completed by (Name/Title)	Signed	Date
Manager's approval (Name/Title)	Signed	Date
Residual Risk Assessment Rating The risk assessment rating of the residual risks at this scheme is considered to be: Insignificant (The activities present no greater risk than those associated with life in general.) Low (Minor injury, or reversible minor health effects, may occur.) Medium (Serious injury or health effects are possible.) High (Fatal or major injuries or irreversible health effects to one or more people are highly probable.)		
Date of last Manual Handling Operations risk assessment	Date for next Review of the assessment	