

Risk Review

Waste Collection

Auckland Drive to Hornby Road

Corporate Health, safety and wellbeing

13th January 2026



Be healthy and
psychologically safe



Brighton & Hove
City Council

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Brighton and Hove City Council

Corporate Health, Safety and Wellbeing

Hove Town Hall

Norton Road

Brighton and Hove, BN3 3BQ

E- [REDACTED]

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Background

As part of managing the health, safety and well-being within the Council, risks in the workplace on council premises and in council activities, must be effectively mitigated and controlled.

To do this, thought must be given to what might cause harm to council staff, and the community and whether reasonable pragmatic steps are taken to prevent that harm from occurring.

This is known as risk assessment, and it is a protocol required to be undertaken by the council as required by statute i.e. the Health and Safety at Work etc. Act and the management of Health and Safety at Work. Regulations.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, on council premises and within our activities. Whilst steps are already being taken to protect the Council staff and the council's community, risk assessment will assist in deciding whether there are suitable and sufficient controls in place.

NOTE: All Risks that are rated at HIGH or 15 and greater must be reported to Corporate Health, Safety and Wellbeing.

On Thursday the 8th of January 2026, [REDACTED] in the City operations Directorate, Environmental Services, requested a review of a past health and safety report which was produced in connection with Bin Operators manoeuvring wheelie bins on sloped paths with steps at Auckland Drive.

This request was in essence to obtain a second opinion of the risk associate with the operation.

Scope

To carry out a review of risks and provide a second opinion as to the waste collection operatives during the collection of waste bins in Auckland Drive to Hornby Road. To support or negate the service's intention to change waste collection activities in this residential area to assist with reducing overall risk to council staff.

Review Insights

The following observations and findings are based on factual evidence obtained through the review of documents and supporting evidence, including discussions with council officers and operatives.

Overview

A review of the report titled "Health and Safety Report: Waste Collection Operations in Bevendean Place (Auckland Drive to Hornby Road)" was included within the review to gain understanding of the report content and purpose. It also provided a first account of the risks and hazards identified. While the report did identify and recommend solutions, the purpose of this review was not to substantiate those recommendations but provide a second opinion on the hazards and risks of the activity.

The initial report which was reviewed identified three core hazards and risks, mainly focuses on Slopes, steps and walking distances. While these are hazards and risks, it did not appear to evaluate these in detail however it may be that these weren't included in the report.

Persons involved



Operations Manager - Environmental Services
Operations Manager - Environmental Services

Findings

The activity (Task) requires operatives moving between 140 litre and 240 Litre wheelie bins along a sloped path which has 6 steps at the top and 5 steps at the bottom. The path has a gradient of approximately 15 to 20 degrees. The distance of approximately 100 to 150 meters.

The bins weigh approximately 90kg when full and while these can be wheeled present risks due to the weight.

Location: This review and assessment was undertaken for and at Auckland Drive to Horny Road, Brighton.

Frequency of activity / task: Weekly for general refuse and fortnightly for recycling.

Duration of the route at the location:

No of staff: 3 bin operators

Number of properties to the service concerns in this regard: Approximately 50 bins

Current local Environmental risk assessment:

- ESRA15 - "Collections on uphill terrain" ([Appendix 1](#))

Current Method statements:

- ES-Collection-MS-01 Assisted collection of refuse bins, black bags & recycling bins ([Appendix 2](#))
- ES-Collection-MS-03 Glass kerbside collection- twin pack ([Appendix 3](#))
- ES-Collection-MS-08 Refuse wheelie bin & black bag collection ([Appendix 4](#))

Legislation / Policies

The following health and safety specific legislation and council policies have been identified as applicable to the operation and were considered as part of this review:

Corporate Health, Safety and Wellbeing Policy
 Health and Safety at Work etc. Act 1974
 The Management of Health and Safety at Work Regulations 1999
 Provision and Use of Equipment Regulations 1998
 Manual Handling Operations Regulations 1992
 The Control of Noise at Work Regulations 2005
 Control of Substances Hazardous to Health Regulations 2002

Risk Opinion

Overall the evaluation suggests that the overall risk rating is 'Significant' which is detailed below with individual risk ratings identified against each hazard item identified and considered.

All significant rated items require management attention with additional controls being implemented to reduce and / or mitigate the risk to as low as is reasonably practicable. All controls should be considered in accordance with the management of health and safety at work regulations:

The Management of Health and Safety at Work Regulations 1999 (MHSWR) mandate a hierarchy of control for managing workplace risks, requiring employers to first avoid risks, then evaluate unavoidable ones, and finally combat them at the source, adapt work to the individual, adopt technical progress, substitute dangerous elements, develop a coherent prevention policy, prioritize collective measures over individual ones, and provide appropriate instruction, forming a legal framework for effective risk management beyond just personal protective equipment.

The MHSWR Hierarchy of Control Principles (Regulation 4), states:

Employers must implement preventive and protective measures following these principles, in order of priority:

1. Avoid risks: Eliminate hazards where possible.
2. Evaluate unavoidable risks: Assess risks that cannot be removed.
3. Combat risks at source: Address the hazard where it originates (e.g., removing a spill).
4. Adapt work to the individual: Modify workplace design, equipment, and methods to reduce monotony and strain.

5. Adapt to technical progress: Take advantage of new, safer technologies.
6. Replace dangerous with less dangerous: Substitute hazardous substances or processes.
7. Develop a coherent prevention policy: Integrate technology, work organization, conditions, and environment.
8. Prioritise collective protective measures: Protect groups (e.g., machine guards) over individual protection (e.g., PPE).
9. Give appropriate instructions: Provide clear training and guidance to employees.

Risk Evaluation

Likelihood (L)	X	Impact (I)
Almost Impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (non-permanent injury, up to 7 days off)
Possible	3	Moderate (injury causing more than 7 days off)
Likely	4	Major (death or serious injury)
Almost Certain	5	Catastrophic (multiple deaths)
Low = 1-3	Moderate = 4-7	Significant = 8-14
		High = 15-25

Hazard	Potential Harm	Initial Risk (L×I)
Slips, trips, and falls - Steps can become extremely slippery in wet or icy conditions, leading to slips and falls. - Potential for falls at edges/step transitions where vision is obscured by bins and the bulky load restrict the operator's movement. - Narrow steps, typically 70 cm wide, increase trip risk when manoeuvring heavy bins.	- Slips/trips/falls could result in staff suffering bruises, sprains, strains, fractures, broken bones or head injuries. - These injuries may vary from minor to life changing.	3 x 3 = 9 Significant
Musculoskeletal (MSK) injury Pushing/pulling heavy bins on slopes will require operators to exert significant force to control bins on gradients, especially when bins are full and heavy.	Increased strain on the lower back, shoulders, and arms. Uneven surfaces and resistance from bin wheels amplify the effort required, raising the risk of acute injuries and chronic musculoskeletal disorders.	4 x 3 = 12 Significant

• Lifting/ 'bumping' bins up and down steps will involve awkward postures, twisting, and sudden force application. • Runaway/uncontrolled bin movement due to gradient, weight, high winds, or poor weather. • Repetitive manual handling (approx. 92 bins per street). • Increased MSK injuries if a bin round is missed and crews deal with double loads.	• Lower back injuries from lifting or bumping bins up/down steps. • Shoulder and neck strain from pushing/pulling heavy loads. • Operators may attempt to stop a moving bin, risking crush injuries to hands, feet, or legs, and falls if balance is lost. • Repetitive strain injuries (RSI) in wrists and forearms due to frequent handling. • Crush injuries to hands or feet if bins slip or tip during manoeuvre.	
Fatigue • Operatives often need to transport bins over distances of 100–150 meters, which significantly increases physical exertion. (92 bins down and back = 18,400m minimum)	• Tired operatives are more prone to poor posture, awkward handling techniques, and shortcuts, which heighten the risk of musculoskeletal injuries and accidents. • Repetitive tasks in warm weather leading to greater heat exhaustion potential and likelihood of operatives not wearing their full PPE.	$3 \times 2 = 6$ Moderate
Physical and Biological Hazards • Bins tipping on steps/slopes or if staff are taking short cuts. If bins tip over or spill, operatives may come into direct contact with waste materials, creating multiple hazards.	• Sharp objects like broken glass, metal fragments, or discarded needles in waste can cause cuts, puncture wounds, and lacerations, which may lead to infection. • Bloodborne pathogens and bodily fluids: Contact with contaminated waste (e.g., sanitary products, medical waste) can transmit Hepatitis B, Hepatitis C, and other infections.	$3 \times 3 = 9$ Significant
Time Inefficiency • Long distances between collection points significantly increase the time required to complete rounds, reducing overall productivity.	• Unsafe shortcuts: In an effort to save time, staff may attempt to take shortcuts across banks or uneven terrain, increasing the	$3 \times 2 = 6$

- Operatives may feel compelled to rush tasks to maintain efficiency, which can lead Increased risk-taking, unsafe practices. - Increased time of refuse truck on road blocking traffic.	likelihood of slips, trips, and falls. - Knock-on effects: Delays can cause operational bottlenecks, impacting on subsequent tasks and creating stress for operatives, which further elevates risk-taking behaviour. - Reduced quality of work: Time pressure can result in incomplete checks, poor handling techniques, and missed safety precautions, increasing the risk of accidents and injuries. - Frustration from other road users resulting in verbal or physical abuse towards workers.	Moderate
Additional Noise Exposure Workers are exposed to higher levels of noise during collection of glass for recycling, where workers decant glass into a 'spare' wheelie bin rather than taking glass boxes to the refuse truck. Noise from this decanting task was measured previously (see picture 5) and exposure exceeded 85 dB, with peaks over 100 dB.	- Hearing damage to workers. - Over reliance on hearing protection as a control - Potential for workers to be exposed to 137 dB(A) at any time, which exceeds the peak action levels. - Increased likelihood of workers exceeding the 85 dB(A) (8hr average) during their shift (the upper exposure action value of the Control of Noise at Work Regulations 2005 - Potential for workers to be exposed to uncontrolled noise levels if hearing protection is not suitable for the increased levels.	3 x 3 = 9 Significant

Conclusions

Operatives carrying out the weekly general refuse and fortnightly recycling collections at Auckland Drive to Horny Road are exposed to additional hazards in comparison with other collection routes, due to the nature of the access routes to the residential properties.

An initial analysis of the route and the expected collection activities has identified 4 significant risk areas and 2 moderate risks. These relate to the increased potential to slip/trip on steps or slopes, pulling and guiding heavy bins, repeated manual handling over long distances, inefficiency leading to short cuts being taken, and the potential for greater exposure to noise and biological hazards.

Corporate Health, Safety and Wellbeing support the findings that additional controls are needed to mitigate and reduce these risks to as low as reasonably practicable considering proportionality to a lower level of risk.

Supporting Information

Documents

Appendix 1 - ESRA15 - "Collections on uphill terrain"

Appendix 2 - ES-Collection-MS-01 Assisted collection of refuse bins, black bags & recycling bins

Appendix 3 - ES-Collection-MS-03 Glass kerbside collection- twin pack

Appendix 4 - ES-Collection-MS-08 Refuse wheelie bin & black bag collection

Appendix 5 - Health and Safety Report: Waste Collection Operations in Bevendean Place (Auckland Drive to Hornby Road)

Locations visited

Bevendean Place (Auckland Drive to Hornby Road) reference to route visited (Figure 6 below)

Photographs

The following photographs were taken during the review and provide additional reference points for clarity and understanding.

Figures 1 – Lower stairs to residential properties

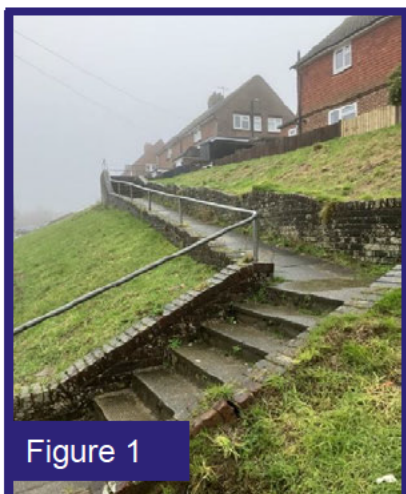


Figure 1

Figure 2 – Street view of stairs and ramp operatives are required to walk up and down collecting waste.

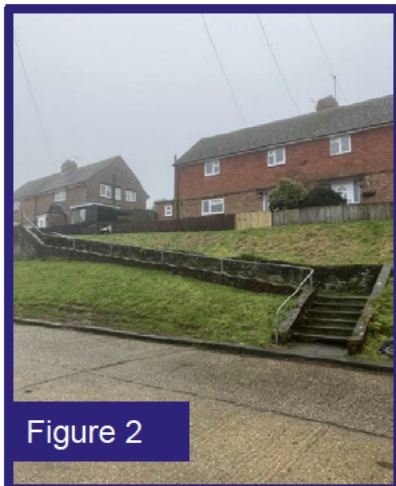


Figure 3 – View standing at the top of the lower stairs looking up the slope.

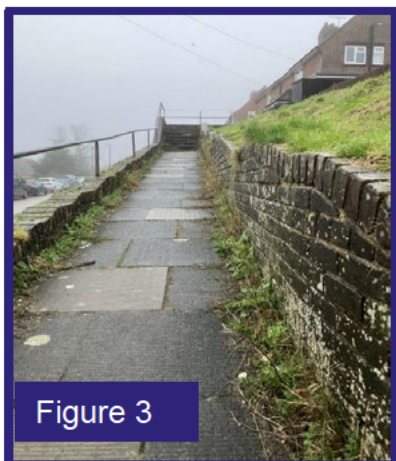


Figure 4 – View standing at the top of the upper stairs looking towards the residential properties. Showing the steep bank to provide an indication of the height the slope and travel distance between properties.

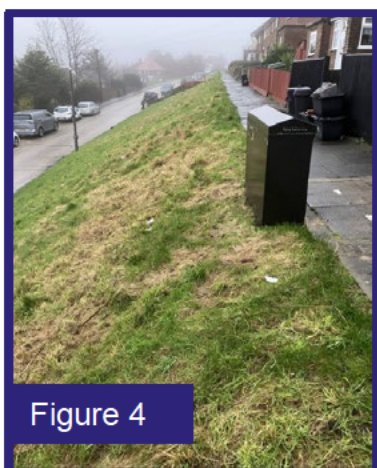
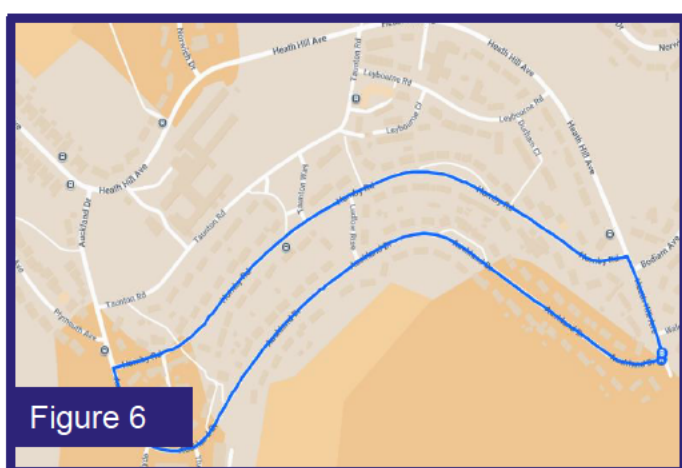


Figure 5 – Demonstrating noise levels taken in 2025



Figure 6 – Mapped route of the area of concerned



Appendix 1

ESRA15 - "Collections on uphill terrain"

Risk Assessment Form: Collections on uphill terrain

REF: ES-Collections-RA15

For further info on risk assessment see: BHCC Risk Assessment Guidance

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most likely** impact (I) the accident might have, taking into account

Task / Activity Covered by the assessment				Likelihood (L)		X	Impact (I)			
				Almost Impossible		1	Insignificant (minor injury, no time off)			
Workplace		Across the city		Unlikely		2	Minor (non-permanent injury, up to 7 days off)			
Date of Assessment		29/01/2025	Date Assessment to be reviewed		29/01/2027	Possible		3	Moderate (injury causing more than 7 days off)	
Person Completing		██████████ / ██████████	Manager/ Head teacher		██████████	Likely		4	Major (death or serious injury)	
Staff involved in assessment		██████████			Almost Certain		5	Catastrophic (multiple deaths)		
						Low =1-3		Moderate = 4-7	Significant = 8-14	High = 15-25

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional controls will be put in place to reduce the risk further?	Revised Risk Rating			Sign as done
				L	I	R		L	I	R	
1.	Slips, Trips & Falls - Operatives required to control wheelie bins on downhill gradients - Vision obscured by bin body while descending - Increased risk of slips at gradient transitions, uneven surfaces, wet/icy conditions	Staff (Loaders)	- Slip-resistant safety footwear - Dynamic risk assessment of surface conditions - Instruction to remain uphill of the bin - Controlled pace; no running - Suspension of work in icy or unsafe conditions	4	3	12	Bins to be repositioned to nearest safe level point before collection where practicable	2	3	6	
2.	Musculoskeletal Injury (MSK) - Increased force required to restrain and control bin movement downhill - Eccentric loading on shoulders, arms, and lower back - Awkward postures when braking bin movement	Staff (Loaders)	- Manual handling training - Avoid lifting on steps - Instruction not to rush	4	3	12	- Downhill movement of full bins treated as high-risk manual handling activity - Limit on maximum bin weight for downhill movement (escalate if exceeded) - Refresher training every 2 years	3	3	6	

3.	Runaway / Uncontrolled Bin Movement - Gravity-assisted acceleration of bins on slopes - Increased risk in high winds, wet surfaces, or uneven ground - Risk of crush injuries to hands, feet, or legs	Staff (Loaders); Public	- Instruction to stay uphill of bin - Controlled pace - Avoid side-on movement - Do not chase runaway bins	3	3	9	Clear exclusion zone downhill during manoeuvre	2	2	4	
4.	Fatigue & Human Factors - Uphill storage means downhill + uphill return journeys - Repeated control effort increases physical and cognitive fatigue - Fatigue increases likelihood of shortcuts	Staff (Loaders)	- Task break - Hydration and weather-appropriate PPE - Realistic route timings - Supervisor support	2	3	6					
5.	Biological / Physical Hazards from Tipped Bins - Loss of control may cause bins to tip - Exposure to sharps, broken glass, bodily fluids	Staff (Loaders)	- Gloves mandatory - Stop-task approach	3	3	9					
6.	Contact with Moving Vehicles Loaders are required to move wheelie bins from uphill storage locations down to level ground for collection. During downhill movement: - The wheelie bin body obstructs the loader's forward and peripheral vision - Loader's posture and need to control bin speed further reduce situational awareness Reduced visibility increases the likelihood of: - Stepping into the path of a moving refuse collection vehicle - Unintended proximity to vehicle blind spots - Misjudging vehicle position or movement during collection activities	Staff (Loaders); Public	- High-visibility clothing worn at all times - Standard crew communication and awareness of vehicle position - Driver trained in safe vehicle operation around loaders - Instruction to maintain controlled pace and avoid rushing - Dynamic risk assessment by operatives prior to bin movement	2	4	8	Where reasonably practicable, wheelie bins to be relocated from uphill storage positions to the bottom of the bank or nearest level, safe collection point, in order to: - Reduce downhill manual handling - Improve loader visibility during bin movement - Minimise the risk of inadvertent contact with vehicles				
7.	Noise Decant glass at the top of the hill into a service wheelie bin, and then manoeuvre the	Staff (Loaders)	Hearing protection issued and required during glass collection activities	4	3	12	Glass decanting at the top of hills recognised as a high-				

	service bin downhill to the bottom of the bank in the same manner as other wheelie bins. ▪ The act of decanting glass into a service bin generates high impact noise levels, which: ▪ Can exceed 85 dB(A) and include higher peak levels ▪ Are repeated multiple times during the round, increasing cumulative exposure ▪ Extended task duration on uphill routes further increases overall noise exposure time.						noise task within the risk assessment				
8.	Increased Time on Task / Extended Exposure Wheelie bins stored on uphill terrain require: ▪ Longer travel distances between bin storage and collection point ▪ Repeated uphill and downhill movements Extended task duration increases: ▪ Physical fatigue ▪ Cognitive load and reduced situational awareness ▪ Likelihood of rushing to recover lost time	Staff	▪ Instruction not to rush and to prioritise safety ▪ Driver Supervisor support where delays occur	4	2	8	▪ Adjusted collection expectations for routes with significant gradients ▪ Clear instruction that extended time due to safe handling is acceptable and not to be recovered by rushing ▪ Where reasonably practicable, relocate bins to bottom of bank or nearest safe level point to reduce travel distance and task duration	3	2	6	
9.	Adverse Weather Conditions: including rain, ice, snow, and high winds, can significantly increase risks associated with collections on uphill terrain by: ▪ Reducing traction on sloped surfaces, increasing the likelihood of slips and falls ▪ Increasing the risk of loss of control of wheelie bins on gradients ▪ Further impairing visibility during downhill bin movement ▪ Increasing physical effort required to control bins, accelerating fatigue	Staff (Loaders)	▪ Dynamic risk assessment of surface and weather conditions prior to and during the task ▪ Instruction to suspend work on slopes and gradients where conditions are icy, flooded, or otherwise unsafe ▪ Weather-appropriate PPE issued (e.g. waterproofs, thermal clothing)	3	3	9	▪ Uphill terrain routes recognised as higher risk during adverse weather and subject to enhanced dynamic risk assessment ▪ Adverse weather risks are covered in more detail within the separate "Adverse Weather Working" Risk Assessment. (ES-Collections-RA-010)				

Appendix 2

ES-Collection-MS-01 Assisted collection of refuse bins, black bags & recycling bins

Method Statement Form

Assisted collection of refuse bins, black bags & recycling bins. - **Ref No.**ES-Collections-MS-01

Task / Activity <i>Describe what activity this assessment covers</i>	Assisted collection of refuse bins, black bags & recycling bins.	Date	26/08/2025
		Review Date	26/08/2026
Risk Assessment / Procedure <i>Describe which RA or procedure this relates to</i>	Linked to RA Ref. ES-Collections-RA-01	Author	██████ / ██████
		Manager	██████████

Specific staff training required / any task authorisation or approval needed

1. Manual Handling.
 2. Back of the Vehicle.
 3. Sharps Awareness.
- (Should be included in the induction pack)

Key Hazards (Taken from the risk or COSHH assessment)	Health consequences if controls not followed
Musculoskeletal injury	
Contact with sharp objects/hazardous substances.	
Slip, trips and falls	

Equipment or Tools needed – Correct items needed for access, work task, safety, etc for this activity (if relevant)

1. Refuse collection vehicle with lifting equipment.
2. Communication devices (Radios/phones).
3. Bins, replacement bags.

Any third-party controls needed – work with contractors/agency staff, task segregation from public or service users, equipment, tool or substance security etc for this activity (if relevant)

1. Agency/temporary staff must receive induction and PPE before starting.
2. Contractors (e.g., vehicle maintenance) must follow site safety rules.

Essential pre-start checks – correct staff numbers/resources available, work environment, tool checks, electrical checks, safety devices, inspection records, ventilation, communications, emergency equipment, data sheets etc

1. Tie the bags.
2. Check the sharps.
3. The weight of bag is assessed assistance is sought if too heavy.
4. Walking route is checked for hazards.
5. Vehicle daily checks

Protective clothing needed – Type, model, fitting, checks, etc informed by the risk or COSHH assessment

1. Gloves
2. Safety Boots
3. Protective trousers,
4. Hi-Viz Clothes

Work Instructions/controls to be followed - List the steps to be followed to ensure that the likelihood harm is minimised. This is informed by the risk or COSHH assessment. Where work is safety critical list steps in order/sequence that workers must follow.

Method Statement Form

Assisted collection of refuse bins, black bags & recycling bins. - **Ref No.ES-Collections-MS-01**

- 1.Preparation before work (Wear correct PPE, Daily Vehicle inspection check)
- 2.During the collection (Assess the weight, use the correct lifting techniques: Bags are picked up by the neck and held away from the body. When using service bins bags are lifted and placed straight into bins)
3. Report and avoid unsafe conditions (uneven surfaces, poor lighting, obstructions).
- 4.Always stay alert to the traffic and pedestrians.

End of task actions – waste disposal, cleaning, hygiene maintenance, shutdown steps, storage, communications etc.

1. Replace the bag in the bin.
2. Place bins back in a safe position after emptying.
3. Return the lorry safely.
4. Advise the driver supervisor to close the Bartech. Report any incidents to the driver.

Emergency Procedures – any specific first aid, chemical spills, fire, or power isolation measures

Actions to be taken in the event of an identified potential hazard being realised.

1. Sharps injury – stop work, wash wound, report immediately, seek medical treatment.
2. Vehicle incident – stop work, alert supervisor, call emergency services if needed.
3. Fire – evacuate, call fire brigade and report to the manager.

Optional record of staff briefing. Or state where details of staff training is recorded:

Name of person briefed	Signature	Date

Optional record of supervisory compliance checks. Or state where details monitoring is recorded:

Name of person monitoring compliance	Signature	Date

Appendix 3

ES-Collection-MS-03 Glass kerbside collection- twin pack

Method Statement Form

Glass collection in a Twin pack vehicle - Ref No. 03

Task / Activity <i>Describe what activity this assessment covers</i>	Use of Twin Pack for Refuse Collection of glass boxes.	Date	08/04/2025
		Review Date	08/04/2026
Risk Assessment / Procedure <i>Describe which RA or procedure this relates to</i>	Glass collection in a Twin pack vehicle	Author	[REDACTED]
		Manager	[REDACTED]

Specific staff training required / any task authorisation or approval needed

1. Training in the operation and safety procedures for using the Twin Pack.
2. Familiarization with emergency protocols and equipment.

Key Hazards <i>(Taken from the risk or COSHH assessment)</i>	Health consequences if controls not followed
Risk of injury from manual handling during lifting and emptying of refuse bins	Risk of musculoskeletal injuries from improper lifting techniques.
Potential for slips, trips, and falls while operating the Twin Pack.	Potential for serious injuries from slips, trips, and falls.
Exposure to hazardous substances if proper waste disposal procedures are not followed.	Exposure to harmful substances leading to health complications.

Equipment or Tools needed – Correct items needed for access, work task, safety, etc for this activity (if relevant)

1. Twin Pack vehicle equipped with bin-lifting mechanism.
2. Personal protective equipment (PPE) including gloves, safety boots, and high-visibility vests and ear defenders.

Any third-party controls needed – work with contractors/agency staff, task segregation from public or service users, equipment, tool or substance security etc for this activity (if relevant)

1. Ensure the Twin Pack vehicle is in proper working condition, including the bin-lifting mechanism.
2. Confirm availability of required staff members and resources for the task.
3. Conduct a visual inspection of the work environment to identify any potential hazards.

Essential pre-start checks – correct staff numbers/resources available, work environment, tool checks, electrical checks, safety devices, inspection records, ventilation, communications, emergency equipment, data sheets etc

1. **Vehicle Inspection:** Perform a thorough check of the collection vehicle, including brakes, tires, lights, and mirrors. Ensure all safety devices on the vehicle and equipment, such as reversing alarms, hazard lights, and emergency stops, are functioning correctly. Ensure that the vehicle is mechanically OK and fit for operation.
2. **Tool and Equipment Condition:** Inspect all tools and equipment to be used during the collection, such as bins, trolleys, and lifting aids, to ensure they are in good working condition.
3. **V40 defect check sheet:** to document the completion of pre-start checks and any issues identified.
4. **Communication Devices:** Check that all communication devices, such as radios or mobile phones, are fully charged and operational.
5. **Emergency Contact Information:** Ensure that all crew members have access to emergency contact information and know the procedures for reporting incidents.
6. **First Aid Kit:** Verify that a fully stocked first aid kit is available on the vehicle and easily accessible.

Method Statement Form

Glass collection in a Twin pack vehicle - Ref No. 03

Protective clothing needed – Type, model, fitting, checks, etc informed by the risk or COSHH assessment

Work Instructions/controls to be followed - List the steps to be followed to ensure that the likelihood harm is minimised. This is informed by the risk or COSHH assessment. Where work is safety critical list steps in order/sequence that workers must follow.

1.Pre-Operation Safety Checks (by Driver Supervisor)

- Conduct a safety briefing before the shift, focusing on manual handling and situational awareness.
- Ensure all operatives wear and inspect full PPE (hi-vis vest, cut-resistant gloves, safety boots, eye and ear protection).
- Vehicle checks: lights, signals, tyres, lifting mechanism, and safety kits must be in working order.

2.Parking and Loading Point Selection

- Conduct a dynamic risk assessment to identify the safest available location for parking and loading/unloading.
- Engage beacon lights during operations.

3.Loading Procedure

- Collect and carry only one glass box at a time.
- The service bin must always be controlled manually, never left attached to the vehicle.

4. Lifting Technique

- Use proper posture: feet shoulder-width apart, knees bent, back straight, hold close to body.
- Use team lifts or tools for heavy or awkward loads.

5. Emptying Glass Boxes

- Tip boxes gently into the service bin—do not throw or drop glass.
- Stay alert for broken glass, sharp edges, and nearby pedestrians or vehicles.

6. Service Bin Handling

- When half full, wheel the bin to the rear for mechanical emptying.
- Only designated staff may operate the lift, with clear communication.
- Return the bin to a safe, accessible position for next use.

7. Area Clean-Up

- Remove any obstructions, clear pathways.

Method Statement Form

Glass collection in a Twin pack vehicle - Ref No. 03

- Immediately clean up any spilled glass or liquids using the proper tools (brush and shovel).
- For the vehicle doesn't have clean kit, report to the ops office and managers will request streets operative to clean up.

8. Final Check

- Confirm all boxes are collected, containers are not left behind, and the area is left safe and clean before departure.

End of task actions – waste disposal, cleaning, hygiene maintenance, shutdown steps, storage, communications etc.

1. Dispose of collected waste at designated disposal sites-Veolia.
2. Clean and sanitize the Twin Pack vehicle every 2 weeks after use to maintain hygiene standards.
3. Conduct post-task inspection of equipment and vehicle and report any issues to ops office.

Emergency Procedures – any specific first aid, chemical spills, fire, or power isolation measures

- **Injury / Medical Emergency**
 - Administer first aid where safe and appropriate.
 - Contact emergency services immediately if required.
 - Notify the Operations Manager without delay.
- **Chemical Spill**
 - Do not attempt to clean up unless trained and equipped.
 - Report the incident immediately to the Operations Manager.
 - The Operations Manager will arrange for the jet washing team to attend.
- **Vehicle Malfunction / Breakdown**
 - Follow established fleet maintenance protocols.
 - If the vehicle cannot be moved, contact Fleet Services so that a mechanic can attend on site.
 - Inform the Operations Manager of the incident.
- **Fire**
 - If fire occurs in the cab: use the fire blanket provided. (Not provided now)
 - If fire occurs in the vehicle body: eject the load where safe to do so.
 - Contact the Operations Manager immediately to discuss further action.
 - Call the Fire Service if the situation cannot be controlled safely.

Optional record of staff briefing. Or state where details of staff training is recorded:

Name of person briefed	Signature	Date

Optional record of supervisory compliance checks. Or state where details monitoring is recorded:

Name of person monitoring compliance	Signature	Date

Method Statement Form

Glass collection in a Twin pack vehicle - Ref No. 03

Appendix 4

ES-Collection-MS-08 Refuse wheelie bin & black bag collection

Method Statement Form

Refuse wheelie bin & black bag collection - **Ref No. ES-Collections-MS-08**

Task / Activity <i>Describe what activity this assessment covers</i>	Collection of refuse wheelie bins and black bags from residential and commercial locations across the city.	Date	26/08/2025
		Review Date	26/09/2026
Risk Assessment / Procedure <i>Describe which RA or procedure this relates to</i>	ES-Collections-RA-08	Author	██████████ / ██████████
		Manager	██████████

Specific staff training required / any task authorisation or approval needed

1. Induction training for all new staff and agency personnel before duties commence
2. Manual Handling training (refresher as required)

Key Hazards (Taken from the risk or COSHH assessment)	Health consequences if controls not followed
Hazards related to the vehicle	
Musculoskeletal injury	
Contact with sharp objects/hazardous substances.	
Slips, trips and falls.	
Verbal abuse, threatening behaviour	

Equipment or Tools needed – Correct items needed for access, work task, safety, etc for this activity (if relevant)

1. Refuse collection vehicles
2. Communication devices (mobile radios)

Any third-party controls needed – work with contractors/agency staff, task segregation from public or service users, equipment, tool or substance security etc for this activity (if relevant)

1. Contractors/agency staff to receive same induction and training
2. Contractors (e.g., vehicle maintenance) must follow site safety rules.

Essential pre-start checks – correct staff numbers/resources available, work environment, tool checks, electrical checks, safety devices, inspection records, ventilation, communications, emergency equipment, data sheets etc

1. Daily vehicle defect checks and reporting before leaving depot
2. Emergency stop function tested on lifting equipment
3. Ensure reversing assistant available on all crews
4. Confirm PPE issued and worn correctly

Protective clothing needed – Type, model, fitting, checks, etc informed by the risk or COSHH assessment

1. Hi-vis vest
2. Safety boots
3. Work gloves
4. Protective trousers

Work Instructions/controls to be followed - List the steps to be followed to ensure that the likelihood harm is minimised. This is informed by the risk or COSHH assessment. Where work is safety critical list steps in order/sequence that workers must follow.

Method Statement Form

Refuse wheelie bin & black bag collection - **Ref No. ES-Collections-MS-08**

1. Conduct vehicle safety and PPE checks before leaving depot.
2. Wear hi-vis and safety boots at all times, be alert to vehicle and public hazards.
3. Use a reversing assistant whenever reversing; avoid reversing into roads.
4. Assess weight and terrain before moving bins; do not drag up/down steps or steep banks.
5. Never touch sharps – report immediately.
6. Keep clear of lifting gear during operation; press emergency stops if required.
7. Maintain 3 points of contact when entering/exiting vehicles.
8. Be polite to public, avoid confrontation, and report any incidents immediately.
9. Do not work in extreme or unsafe weather conditions – follow Weather RA.

End of task actions – waste disposal, cleaning, hygiene maintenance, shutdown steps, storage, communications etc.

1. Return bins to original storage locations; apply brakes where fitted.
2. Ensure no bins/obstacles left in public walkways.
3. Report vehicle defects, sharps, incidents or hazards to management before end of shift.

Emergency Procedures – any specific first aid, chemical spills, fire, or power isolation measures

Actions to be taken in the event of an identified potential hazard being realised.

1. Vehicle fire – stop vehicle, evacuate staff to safe distance, call emergency services and report to the manager.
2. Sharps injury – wash wound, apply first aid, seek A&E treatment, report incident.
3. Public confrontation/abuse – withdraw immediately, inform office and Police, complete incident report.

Optional record of staff briefing. Or state where details of staff training is recorded:

Name of person briefed	Signature	Date

Optional record of supervisory compliance checks. Or state where details monitoring is recorded:

Name of person monitoring compliance	Signature	Date

Appendix 5

Health and Safety Report: Waste Collection Operations in Bevendean Place
(Auckland Drive to Hornby Road)

Health and Safety Report: Waste Collection Operations in Bevendean Place (Auckland Drive to Hornby Road)

Introduction:

This report presents the findings of a Health and Safety (H&S) assessment in the area between Auckland Drive and Hornby Road. Although referred to as "Bevendean Place" for ease of reference, this is not a formally named area. It consists of residential streets with over 100 houses, characterized by steep banks, narrow access points (slopes and steps), and long walking distances. These features present several risks to waste collection operatives. The assessment was initiated due to recurring operational issues reported by staff, specifically regarding injuries and inefficiencies.

The review was conducted to identify hazards and propose actionable solutions to mitigate risks and improve safety, efficiency, and collaboration with residents and other departments. This problem has persisted for over a year, with an increasing number of incidents related to manual handling and slips, trips, and falls. According to the HSE, waste collection workers face some of the highest rates of musculoskeletal injuries and accidents in the waste and recycling sector. Our review seeks to align with HSE and WISH guidelines to ensure the health and safety of operatives.

Purpose of this Report:

The goal of this assessment is to propose practical, cost-effective solutions that address the specific risks associated with waste collection in this area while also exploring broader applications to other similar locations. The report will be submitted to senior management and operational teams for discussion and further development.

Methodology:

The area was divided into sections, focusing on different access points such as slopes and steps, to ensure a detailed assessment of each. Consultation was carried out with waste collection operatives who work in the area, supervisors, and representatives from the Housing and Highways departments. My experience as an H&S Business Partner, alongside site visits and risk assessments conducted with staff, informed this evaluation.

Health and Safety Report: Waste Collection Operations in Bevendean Place (Auckland Drive to Hornby Road)

Identified Hazards and Risks:

1. Slopes:

- *Risk of Slips and Falls:* Steep banks, particularly at angles of 15–20 degrees, become highly slippery in wet conditions, increasing the risk of falls.
- *Physical Strain:* Operatives frequently need to maneuver wheelie bins (weighing up to 90 kg when full) up and down these slopes, leading to fatigue and risk of musculoskeletal injuries.

2. Steps:

- *Trip Hazards:* Narrow steps, typically 70 cm wide, create a significant risk of tripping when handling heavy bins.
- *Injury from Lifting:* Lifting bins up or down steps increases the likelihood of musculoskeletal injuries.

3. Long Walking Distances:

- *Fatigue:* Operatives often need to transport bins over distances of 100–150 meters, which causes fatigue and heightens the risk of injury.
- *Time Inefficiency:* The long distances also extend the duration of collection rounds, impacting productivity.

Proposed Solutions:

1. Section-Based Solutions: Each section will be addressed individually, focusing on:

- The installation of ramps or drop kerbs, where feasible, to reduce manual handling risks on slopes.
- Potential establishment of bring sites (community bin collection points) to minimize long-distance manual handling. These sites should be placed strategically to balance convenience for residents and operational efficiency.

2. Resident Collaboration:

- Encourage residents to bring their bins closer to the main road on collection days to reduce the strain on operatives.
- Community engagement will be key to communicating new procedures and gathering feedback.

3. Operational Adjustments:

- Increase the frequency of collections in high-risk areas to reduce the weight of bins.
- Investigate the feasibility of wheelie bin handling aids, such as trolleys or bin pullers, to reduce the physical strain on operatives.

Health and Safety Report: Waste Collection Operations in Bevendean Place (Auckland Drive to Hornby Road)

Pros and Cons of Solutions:

- **Ramps/Drop Kerbs:**
 - *Pros:* Reduced physical strain, improved safety.
 - *Cons:* High cost and may require planning permission or highway modifications.
- **Bring Sites:**
 - *Pros:* Reduces the distance operatives must walk with heavy bins.
 - *Cons:* Potential for traffic hazards at collection points; requires resident compliance.
- **Increased Collection Frequency:**
 - *Pros:* Lighter bins reduce injury risk.
 - *Cons:* Higher operational costs and potential disruption to collection schedules.
- **Wheelie Bin Handling Aids:**
 - *Pros:* Lower risk of manual handling injuries.
 - *Cons:* Location not suitable.

Stakeholder Engagement:

- **Residents:** Active participation from residents is essential for the success of these solutions. Non-compliance or inability to move bins closer to collection points will need to be addressed through continued communication and support.
- **Housing and Highway Maintenance Departments:** Collaboration with these departments is crucial for the construction of ramps, drop kerbs, and other physical modifications to improve access for operatives. Such changes could also benefit residents, particularly those with mobility issues.
- **Bin & boxes team:** The involvement of the Bin & Boxes Team is critical to addressing access and containment challenges in this area. Their expertise in container types, distribution, and suitability can support efforts to reduce manual handling risks and improve overall efficiency.

Health and Safety Report: Waste Collection Operations in Bevendean Place (Auckland Drive to Hornby Road)

Future Considerations: This assessment may be applicable to other areas with similar topographical and logistical challenges. A further review could explore how other local authorities handle waste collection in challenging environments, possibly offering insights into alternative solutions.

Conclusion: The assessment of the Auckland Drive to Hornby Road area (referred to as Bevendean Place) highlights significant risks to waste collection operatives, including steep slopes, narrow access points, and long walking distances. By adopting a section-based approach, collaborating with residents, and considering infrastructure improvements, we can reduce the risk of injuries and improve operational efficiency.

Further exploration of bin handling aids and collection frequency adjustments could also provide effective long-term solutions.

Completed by [REDACTED]

September 2024