



General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Location - The Environment Service Risk Assessors Name/position - Veronica Formosa-Hamilton Date of Assessment - 3rd January 2015

Waste Awareness Coordinator

Description of Activity -

Visits to the Friarton Waste Education Boardwalk (WEBWalk)

Approved by Name/position -

Bruce Reekie – Waste Services & CGS Manager
Waste Services Team Leader

Date Approved - 3rd January 2015

Review Date - 31 December 2015

Ref No	Hazard / Harm	Persons at Risk	Max Probable Loss/Severity	Likelihood Probability	Existing Controls	Risk Score	Further Controls Required	Residual Risk Score	Person to Action Control	Date Action to Complete
1	Aggression and Violence	Employee / Public	3	1	Appropriate levels of supervision will be provided, for example children will be supervised by teaching staff at ratios set by Education and Children's Services	3	The group leader will be competent in the handling of aggression and violence. The Supervisor must have the means to contact the emergency services if they are required.	3	Waste Awareness Coordinators (WAC)	
2	Manual Handling	Employee	3	3	Training will be given regarding proper lifting techniques. Heavy, awkward or unidentifiable items are not to be lifted. The interactive materials must be stored and moved by means of a wheeled trolley to their destination prior to the arrival of groups. The large dartboard at the start of the WEBwalk will be installed prior to the	9	The WAC must have the means to contact the emergency services if they are required. Do not lift items manually that are unreasonably sized or weighted. WAC has been trained by the designer and manufacturer of the frame and dartboard on how to install the canvas dartboard to the frame. On days when there are high winds the	9	WAC	

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					arrival of groups. Full use of the swivel function of the dartboard frame will be used to minimise stretching and bending when fitting the canvas dartboard to the frame by the WAC		canvas dartboard will not be installed.			
3	Accusations of Indecency	Employee/ Public	4	2	Staff working alone and with children must have Disclosure Scotland.	8	Training for working with children should be sought. The WAC will not be left alone or in charge of children	8	WAC	
4	Harm to visiting parties	Public	5	1	WEBwalk surfaces to be checked by the WAC prior to any visits from parties. Any faults will be avoided through rerouting the tour or use hazard tape where appropriate. Any wet patches will be absorbed by using absorbent roll. WAC to wear gloves when using absorbent roll in case wet patch is due to rats urine.	5	Carry First Aid kit. WAC will be a trained first aider with specific training in children's First Aid Have approved adult to child ratio. Ensure regular checks by rentokil to cull the rat population.	5	WAC	
5	Slips, trips and falls	Employee / Public	3	3	Appropriate outdoor footwear must be worn by the WAC and members of the visiting. The WAC, with teacher support, must ensure that no horse-play takes place and that the group is supervised at all times.	9	Wearing of appropriate footwear will be detailed in invitations sent to schools and community groups. The group must obey all instructions issued by the WAC. Failure to adhere to instructions issued by the WAC will result in termination of the visit with parties returned to their vehicles in the car park.	9	WAC	
6	Adverse weather conditions	Employee / Public	3	2	Proper outdoor clothing must be worn.	6	The need for appropriate clothing will be detailed in invitations sent to schools and community groups. Should adverse weather conditions occur	6	WAC	

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							before any visit, then the work should be cancelled.			
7	Personal Attack	Employee	4	2	High visibility clothing, identification badge worn, mobile phone carried on person, employee to phone line manager when returning home if out of office hours.	8		8	WAC	
8	Vehicle Movement	Employee / Public	5	2	Follow Safe System of Work developed in conjunction with Waste Services Operations (File Path)	10		9	WAC	
9	Cuts and abrasions	Employee / Public	2	3	WEBwalk surfaces to be checked by the WAC prior to any visits from parties. All cuts and abrasions will be treated by the WAC who is a trained first aider.	6	A first aid kit will be available to the group The WAC will have a fully charged mobile phone to contact emergency services if they are required and have list of relevant contact numbers.	4	WAC	
10	Contact with plants (allergic reactions / poisoning)	Employee / Public	5	2	The WAC will ensure that anti-bacterial wipes are available for use. A first aid kit will be available to the group	10	Use welfare facilities on the WEBwalk site to thoroughly wash hands. Documented inspections will be undertaken to ensure the first aid kit is replenished if and when required.	8	WAC	
11	Insect bites / stings	Employee / Public	5	2	A first aid kit will be available to the group The WAC must be made aware of any person who might experience an adverse reaction should they be bitten or stung by instructing them to report this to them immediately should they be stung or bitten.	10	Notification of people who may have an adverse reaction should they be bitten or stung will be detailed in invitations sent to schools and community groups.	8	WAC	