

Title of Risk Assessment:	Working safely during Covid 19 – In waste transfer stations		
Date of Risk Assessment:	16/07/21	Review Date of Risk Assessment:	16/07/22
Control Measures to be implemented by:	Management Team		

Item No.	Hazard	Potential Consequences	People at Risk	Control Measures
1	Getting or spreading coronavirus by not washing hands or not washing them adequately	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Public - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Hot water, soap and hand drying provisions provided. - Hand sanitizer provided around workplace. - Employees to wash hands more often and for 20 seconds with soap and water or hand sanitizer when arriving at work, after blowing their nose, sneezing or cough, and before and after eating or handling food. - Employees to sneeze, cough and blow their nose into a tissue which is to be disposed of immediately into a bin. - Employees are to sneeze or cough into a closed elbow if a tissue can't be sourced quickly enough. - Employees informed to practice good hygiene. - Signage displayed to remind people to wash their hands. - Employees are encouraged to receive coronavirus vaccination.

2	Getting or spreading coronavirus in common high traffic areas	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Temperature checks undertaken for all staff at the start of the day, and any visitors or contractors upon arrival. - Daily pre-shift meetings are to be conducted outdoors or in well ventilated rooms. - Where reasonably practicable weighbridge windows facing customers and/or drivers are to be kept closed. - Staggered start and finish times. - Staggered break and lunch times. - Multiple entrances and exits to be utilised. - Hand sanitizer provided. - Anti-bacterial wipes and disinfectant spray provided. - Weighbridge office & mess room to be cleaned daily, paying particular attention to touch points such as (but not limited to) light switches, door handles, cupboard handles, kitchen appliances, office appliances. - If people choose to wear a face covering or face shield, they are supported. - Face coverings provided. - Employees are encouraged to receive coronavirus vaccination.
3	Getting or spreading coronavirus through workers living together and/or travelling to work together	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - All staff are to follow track and trace guidelines. - Employees are encouraged to receive coronavirus vaccination.
4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with 	<ul style="list-style-type: none"> - Weighbridge office & mess room to be cleaned daily, paying particular attention to touch points such as (but not limited to) light switches, door handles, cupboard handles, kitchen appliances, office appliances. - Hand sanitizer provided. - Anti-bacterial wipes and disinfectant spray provided.

			underlying health conditions)	<ul style="list-style-type: none"> - Employees are reminded to maintain a clean working environment, making use of disinfectant spray and anti-bacterial wipes. - Weighbridge desk to be clear at the end of the working day. - If it is unavoidable for another employee to use the weighbridge desk, they must clean all work surfaces with disinfectant spray or anti-bacterial wipes provided. - Bins are provided in communal areas. - Procedure in place with cleaners if someone develops symptoms of coronavirus. - Employees are encouraged to receive coronavirus vaccination. - Weighbridge operator to write the customers full name in their presence on tickets if the customer declines to sign for covid-19 related reasons. - Staff required to wear protective gloves whilst working on the picking line to protect against non-COVID-19 risks, nitrile gloves made available to staff when in weighbridge and rest areas.
5	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Increased levels of stress, anxiety, and depression	- Staff	<ul style="list-style-type: none"> - Staff are consulted on any changes to working practices in relation to coronavirus and encouraged to come forward with ideas or suggestions. - Regular communication with staff that are working in the office, on furlough, self-isolating or shielding. - Employees are encouraged to receive coronavirus vaccination.
6	Musculoskeletal disorders as a result of using DSE at home for a long period of time	- Musculoskeletal disorders such as neck, back, hip and wrist pain	- Staff	<ul style="list-style-type: none"> - Staff working from home to complete online DSE assessment and actions to be carried out by TJ health & safety representative.

7	Poor workplace ventilation leading to risks of coronavirus spreading	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Daily pre-shift meetings are to be conducted outdoors or in well ventilated rooms. - Staff to make use of windows and doors to provide fresh air ventilation. - If people choose to wear a face covering or face shield, they are supported. - Face coverings provided. - Employees are encouraged to receive coronavirus vaccination.
8	Increased risk of infection and complications for vulnerable workers	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Staff who fall into the following categories: <ul style="list-style-type: none"> • Clinically extremely vulnerable • Staff self-isolating • Staff with symptoms Are to follow the track and trace guidelines and any updates from Public Health England with regards to self-isolating and shielding. - Regular open communication with staff who fall into the above categories to discuss if any changes can or need to be made to their working environment. - Staff who are self-isolating, or shielding are to be contacted by the relevant line manager or a TJ health & safety representative to maintain open communication. - If people choose to wear a face covering or face shield, they are supported. - Face coverings provided. - Employees are encouraged to receive coronavirus vaccination.

If you have any further suggestions on how we can ensure your health, safety and welfare during Covid-19 please speak to the health & safety department or a member of the management team.