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| Ref. COM 06 | Task/Activity: Disposal of General Waste | Assessment date: |
| Unit No: | Unit name/location: | Assessed by: |
| **Hazard** | **Safety Risk** | Safe System of Work / Control Measures |
| Sharp and pointed articles in bags or poly sacksManual handling hazardsOver-full waste bags that split open and spill contents onto floorSmoking waste | CutsPuncture woundsBack and muscle strain injuriesSlips and fallsFire | * Only trained employees to carry out the task, all employees should complete the Hand and Arm Protection Safety Conversation 1
* Sufficient bins or sack holders to be provided and sited in suitable places in the workplace.
* Sufficient stocks of poly sacks to be provided that are of adequate strength to hold the contents without breaking.
* Bins or poly sacks to be removed and emptied frequently to prevent them becoming over-full.
* Broken glass, china and other sharp objects to be securely wrapped before placing in a bin liner, or disposed of separately in a rigid container.
* Where glassware or broken glassware forms a significant part of the general refuse, separate glass bins must be provided. Bin liners must not be used inside glass bins and these should be emptied directly into the appropriate bulk refuse container.
* Lids from opened food cans to be placed inside the can and the can to be squashed to prevent the lid falling out into the waste sack.
* Smoking waste e.g. cigarette stubs, ashtray contents, to be placed into a metal container and not emptied into waste sacks until the next day or douse the smoking waste so that there is no risk of any smouldering smoking waste igniting other materials.
* Suitable trolleys or other mechanical means to be provided and used to transport full waste bins and sacks to outside waste storage facilities where practicable.
* All cardboard boxes should be opened using a safety knife and gloves should be worn when handling large amounts of cardboard and waster to reduce the risk of injuries
* Implement the manual handling safety precautions.
* **For Sector Specific Controls please review and complete the box below.**
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| **Who may be affected by the task/activity?****(Tick all applicable boxes)** |
| Compass employees/Agency staff |  |
| Customers / Client staff |  |
| Visitors / Members of the Public |  | Please review your Sector Specific Guidance to determine if you are required to wear PPE as part of your sector Risk Profile, where PPE is a requirement please record here the PPE required for the task and if it is not a requirement please tick the relevant box;

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PPE is not required for this task based on our Sector Risk Profile

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PPE is required for this task based on our Sector Risk Profile and the PPE to be issued is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ensure all persons required to wear this PPE sign the PPE Record of Issue document and a copy of this is kept on their Personnel File. |
| Maintenance personnel |  |
| Delivery personnel |  |
| Other (specify below) |  |
| **IMPORTANT - This risk assessment should be reviewed every 3 years, or whenever there is a significant change in the task or activity and following any accident or incident involving this task or activity. This risk assessment must be retained for a period of 6 years.** |