



SUSTAINABLE TECH 4 GOOD GROUP LTD

COLLECTION RISK ASSESSMENT v1.2

Company:	Sustainable Tech 4 Good Group Ltd, Unit 10 Wedgwood Court, Wedgwood Way, Stevenage, Hertfordshire SG1 4QR		
Client:			
Collection address:			
Date of period risk assessment covers:			
Collection Supervisor:	MATTHEW ROBINSON	Phone:	01438 873837
Risk Assessor:	PAUL GREGG	Phone:	01438 741718

This risk assessment has been compiled from information provided by ST4G about the proposed activities and/or locations. It addresses the foreseeable risks I have been made aware of. I believe it is a suitable and sufficient risk assessment for the activities described and, if the controls are fully implemented, should reduce the risk from these activities to a low level.

Procedure & Method recommended

1. Identify significant hazards
2. Identify who is at risk
3. Evaluate what controls required
4. Record findings on risk assessment and implement controls.
5. Review and update as required.

Brief description of what work is intended:	
<p>ST4G will collect IT equipment from the client and load it onto their collection vehicle. This may involve decommissioning large items of tech in order to ensure they can be cross loaded onto the collection vehicle.</p> <p>This risk assessment covers the activities that will take place at the above specific location. The risk assessment lists the significant hazards related to location and activities identified and the control measures that will be in place to reduce the risks to an acceptable level.</p> <p>ST4G will be showing due diligence in line with sections 2, 3 and 7 of The Health and Safety at Work etc. Act 1974, provided the risk assessment is adhered to.</p>	
Detail your fire, first aid, emergency and welfare arrangements:	
<p>Fire:</p> <ul style="list-style-type: none"> • Do you have adequate means of fire detection and/or a means of raising the alarm in place? • Are there adequate numbers of fire exits which are unlocked, signed, and kept clear at all times? • Are there adequate numbers of fire extinguishers in place? • Will everyone be briefed on the emergency arrangements in place? • Daily checks carried out to ensure all controls are being implemented? <p>ALL BUILDINGS THAT ST4G VISITS MUST HAVE THE ABOVE FIRE REGULATIONS IN PLACE. IF THE ABOVE IS NOT ACCURATE THE CLIENT MUST COMMUNICATE WITH ST4G AND ENSURE THAT ST4G IS AWARE OF ANY OTHER FIRE REGULATIONS THE CLIENT HAS IN PLACE OF THE ABOVE.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

First Aid: <ul style="list-style-type: none"> • First aiders/First Aid Kits in place as required? 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Welfare: <ul style="list-style-type: none"> • Adequate heating and ventilation provided? • Drinking water available? 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Detail how the work will be safely managed and communicated to all relevant parties:	
<ul style="list-style-type: none"> • Where necessary a site induction or briefing via email will be provided to all relevant people before any work commences • Suitable welfare facilities will be provided at location. • Adequate co-operation and co-ordination to be sought from all clients regarding their emergency arrangements and procedures. • Copies of risk assessment to be provided to all the company employees. • Copies of the risk assessment to be provided clients and other relevant interested parties on request. 	

Hazards Identified and Risks Arising	Risk Assessment & Precautions Required
Hazard:	
PERSONNEL HAZARDS	
Physical fatigue / Working patterns <ul style="list-style-type: none"> • Stress & Anxiety • Repetitive action • Risk of accident due to tiredness. 	<p>The collection supervisor will schedule breaks throughout the day taking consideration of the work load to minimise fatigue, stress and Anxiety. Repetition of sequences involving physical exertion to be kept to a minimum.</p> <p>Any employee worried about any situation no matter how small will be asked to voice it to the collection supervisor so that action can be taken to avoid a risk situation and reduce any stress/Anxiety anyone has regarding a situation.</p>
WHO IS AT RISK?	
ST4G employees	

Hazards Identified and Risks Arising	Risk Assessment & Precautions Required
Hazard:	
LOCATION HAZARDS	
<p><u>Public Issues – working in areas accessible to the public</u></p> <ul style="list-style-type: none"> ▪ Public access issues ▪ Slips, trips and falls ▪ Public in close proximity to equipment ▪ Collision with moving vehicles 	<ul style="list-style-type: none"> • The client/ST4G must ensure that the loading bay, when in use, is clearly marked or cordoned off as necessary. • Suitable pedestrian management system to be in place to ensure members of the public do not have to walk in the road with live traffic or come in contact with equipment while it is being loaded into the collection vehicle. • All equipment is to be supervised at all times and appropriately secured/weighted. • Cables minimised as much as possible, will be ramped, flown or matted where necessary. • The client and ST4G must ensure emergency exits from any adjacent buildings are free from obstructions at all times. • Access routes for emergency vehicles will be kept clear. • Footpath diversions in place where necessary. • Hand sanitiser to be available to all employees.
<p>Who might be at risk?</p>	
<p>ST4G employees, the client</p>	
<p><u>Fire Safety</u></p> <p>Risks</p> <ul style="list-style-type: none"> ▪ Delayed egress ▪ Fire loading ▪ Lack of detection ▪ Means of raising the alarm ▪ Lack of firefighting equipment 	<ul style="list-style-type: none"> ▪ The site supervisor at the point of collection to brief everyone on arrival at the location on the fire procedures in place i.e., location of escape routes, how to raise the alarm, the designated muster point and location of fire extinguishers. ▪ Fire lanes must be kept clear of all obstacles ▪ Emergency fire procedures shall be place at the site. ▪ All employees will follow site procedures in the event of an evacuation. ▪ There are an adequate number of fire exits in place. The client will ensure these are unlocked and kept clear at all times. ▪ Adequate numbers of fire extinguishers will be at the location. ▪ FFE (fire-fighting equipment) must be free of obstruction and in date and charged ▪ Rubbish to be regularly removed. ▪ No smoking permitted except in designated smoking areas
<p>Who might be at risk?</p>	
<p>ST4G employees, the client</p>	
HAZARDS FROM THE EQUIPMENT IN USE	
<p>Technical Equipment</p> <p>Risks</p> <ul style="list-style-type: none"> ▪ Injury from incorrect use. ▪ Crushing ▪ Slipping ▪ Impact injury. 	<ul style="list-style-type: none"> ▪ Any equipment that needs to be hired will be hired from an established and professional hire company. ▪ Equipment will be selected specifically for its intended purpose, ensuring that there is an adequate maintenance schedule in place; that the equipment has been regularly inspected and tested; and that the equipment is suitable for its operational environment. ▪ Only approved / experienced employees will operate technical equipment ▪ All technicians / employees of the company are familiar with using the equipment provided prior to collection. ▪ Faulty equipment to be clearly identified and removed from service
<p>Who might be at risk?</p>	

Hazards Identified and Risks Arising	Risk Assessment & Precautions Required
Hazard:	
ST4G employees	<p>immediately.</p> <ul style="list-style-type: none"> ▪ Sufficient breaks to be in place for technicians. ▪ All equipment to be sanitised before handling and handing to other.
<p style="text-align: center;">Tools</p> <p>Risks</p> <ul style="list-style-type: none"> ▪ Impact injuries ▪ Shearing Entanglement ▪ Trapping ▪ Drawing in ▪ Cutting ▪ Stabbing ▪ Fire and explosion, burns ▪ Inhalation of dusts 	<ul style="list-style-type: none"> ▪ Only competent employees to use tools. ▪ All tools and machinery to be fit for purpose and well maintained. ▪ Equipment and machinery to be subject to regular inspection, and visual checks before use. ▪ Anything defective to be taken out of use. ▪ All guards and safety mechanisms confirmed to be in place. ▪ Equipment and machinery used in accordance with its instructions, and PPE/RPE guidance. ▪ Exclusion zones/ shielding protection to be in place as necessary. ▪ Areas in vicinity to be free of obstructions and flammable materials where applicable. ▪ Good standards of housekeeping to be in place.
Who might be at risk?	
ST4G employees,	
<p>Electricity</p> <p>Risks:</p> <ul style="list-style-type: none"> ▪ Electrocution 	<ul style="list-style-type: none"> • The technician will inspect any tools that require electricity to ensure safety and will confirm that all electrical equipment to be used is suitable for use. • The technician will confirm that all electrical equipment is subject to appropriate inspection and testing by a competent in person and that each item is and will remain “in-date” throughout the proposed period of use – equipment not satisfying this requirement is not to be used.
Who might be at risk?	
ST4G employees/ technicians.	<ul style="list-style-type: none"> • Prior to use, all electrical equipment to be visually checked for signs of damage e.g. during transport, and any damaged equipment clearly labelled as such and not used. • RCDs to be used where possible. • Electrical equipment to be suitable for the environment it is to be used in e.g. outdoor/wet, dusty environments. • Suitable PPE will be provided when handling the electrical items. • High vis jackets will be worn when necessary. • No electrical equipment will be left unattended.
COSHH	
<p>Risks</p> <ul style="list-style-type: none"> ▪ Toxic fumes ▪ Inhalation of dusts ▪ Irritation ▪ Inflammation ▪ Fire and explosion 	<ul style="list-style-type: none"> ▪ Paints, glues to be used in suitable environments e.g., well ventilated. ▪ Physical respiratory protection to be provided where deemed necessary. ▪ Use for short periods of duration. ▪ Use products according to their instructions and safety information/SDS. ▪ Store products out of direct sunlight, away from heat/ ignition sources, in a suitable storage facility. ▪ Use of gloves, goggles, RPE, boots where necessary.

Hazards Identified and Risks Arising	Risk Assessment & Precautions Required
Hazard:	
Who might be at risk?	<ul style="list-style-type: none"> ▪ Hands washed regularly.
ST4G employees	
MANUAL HANDLING	
Risks <ul style="list-style-type: none"> • Injury • Slip / trip 	<ul style="list-style-type: none"> ▪ All heavy objects will be assessed individually before any lifting to take place. ▪ Employees will use the MAC tool when manual handling to reduce the risk of injury. ▪ Please see the MAC tool for further information on the company's manual handling procedure.
Who might be at risk?	
ST4G employees	

Collection supervisor	Signature:	Date:
Matthew Robinson		
I have read the above risk assessment and strict adherence will be observed at all times during the collection.		
Risk Assessor:	Signature:	Date:
Paul Gregg		
I have read the above risk assessment and strict adherence will be observed at all times during the collection.		