**Generic Load Moving and Handling Risk Assessment Form**

**This is a sample risk assessment for the manual handling of waste.**

**The information presented below should be adapted to suit local conditions**

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| **Site / Hospital** | | All NHSGGC Premises | | | | | | | | **Reference No.** | | | | | | Example | | |
| **Department** | | Support Services | | | | | | | | **Date of Assessment** | | | | | | March 2014 | | |
| **Assessor** | | Example | | | | | **Local Manager** | | | | | Example | | | | | | |
| **Operation / Activity Being Assessed** | | | | | | | | | | | | | | | | | | |
| Supports services are responsible for the collection and disposal of waste across most NHSGG&C sites  Waste streams, for the purpose of this assessment, include;  **Clinical waste –** which can include contaminated dressings, gloves aprons, used needles, disposable surgical instruments, fluid drains catheter bags lines etc.  **Domestic waste –** General household waste, including paper magazines food scraps, drinks cans and bottles.  **Confidential waste –** to include paper, CD, or DVD copies of patient information or other sensitive or private data.  The waste is enclosed in a variety of containers from black, clear, orange or yellow plastic bags to rigid plastic containers from 7 to 50 litres; and in the case of confidential waste hessian or thick paper sacks. All waste is tagged within an individual identifier to allow tracking to source. The waste generated at source is normally taken to a central point close to each area and stored within large euro bins. .It is then collected by the portering staff and transported to the clinical waste skips to await collection by the waste disposal company. Confidential waste is normally stored at the generation point until uplift is requested to ensure confidentiality of the contents is not compromised. The frequency of the task and the method varies from site to site. | | | | | | | | | | | | | | | | | | |
| **Manual Handling Risks Associated With The Activity**  List hazards associated with lifting, lowering, pushing, pulling, twisting, carrying and working in an awkward posture. The risks involved may include issues relating to; the **Task** – carrying long distances, stooping twisting etc or involving equipment – is it maintained, in good working order etc; the  **Individual** – previous / current health problems, pregnancy etc; the **Load** – heavy, unstable, sharp, hot etc; the **Environment** – space, flooring, lighting etc; **Other** Factors including | | | | | | | | | | | | | | | | | | |
| 1. *Over weight or overfilled bags*. Bags can be overfilled or the contents excessively heavy for individuals to lift posing a risk of injuries. Areas are requested not to overfill or over load bags. Some bags or sacks used have maximum fill lines on them, however, depending on the materials disposed of in the bag, it is still possible that a bag filled below this point could potentially be too heavy for an individual to lift or support. 2. *Scratches or puncture by sharps*. Rigid plastic boxes for the disposal of sharps are provided, however, there is continued evidence that some sharps are being deposited in clinical waste bags. Therefore the potential for a handler to be injured exists, including the risk of skin puncture with associated infection. 3. *Contact with body fluids*. Bags containing items that may contain body fluids or other potentially dangerous or infectious materials are transported as a matter of course. In some instances bags can burst or leak if not adequately secured with the potential for transference to the handler with associated infection. 4. *Transporting over long distances.* Depending on the location of the storage container, handlers may require to transport the waste significant distances through a number of doorways. 5. *Transporting over uneven surfaces.* The majority of storage containers (clinical waste skips) are located externally. Depending on the route taken, handlers may require to transport waste over rough ground surfaces, including loose gravel, pot holed roads, kerbs, and gradients. 6. *Working in adverse weather conditions*. The majority of storage containers are located externally. Handlers are required to transport the waste to the container and load the waste in all weather conditions including rain, snow, and high winds.   7 *Top loading Euro bins.* In some areas the storage bins used are top loading, The height of these  bins generally require handlers to lift waste above shoulder height, requiring the handler to adopt over stretching and top heavy working postures. | | | | | | | | | | | | | | | | | | |
| **Current Control Measures**  Only mention those control measure currently in place and not what you intend to put in place. In addition to noting the current control measures, you should identify any problems associated with the measure e.g. a task previously assessed and communicated to staff as requiring 2 people that is still often done by one person | | | | | | | | | | | | | | | | | | |
| 1. a) Wards and Departments generating waste are requested not to over fill or overload bags and sacks.   b) Handlers are advised to assess the weight of individual bags prior to uplifting them and if they consider that the bag or bags to be out with their individual capacity to contact their supervisor for support.  c) It is the responsibility of the generating department to decant any bags or sacks identified as being over weight or over filled into separate bags   1. a) New sharps disposal containers are currently being used within the organisation and updated user information is in the process of being disseminated throughout all areas   b) During their induction training with the department. Handlers are instructed to only lift one medium or large bag or two small bags at a time, to hold the bag(s) by the swan neck (top knot) around elbow distance from their body to avoid contact  c) PPE in the form of boots, gloves, and overalls are provided  3. As 2b and c  4.a) Trolleys are available  b) Additional handlers are available if required  c) In some areas a powered tug or van may be available to avoid manual transfers  5. As 4 a, b, and c  6**.** PPE in the form of boots, gloves, overalls, and all weather jackets are supplied  7. The majority of Euro bins used can be accessed from the front reducing the need for handlers to lift above waist height, there are still some top loading bins being used. The main reasons for this is lack of space. These type of bins increase the need for handlers to over stretch or to adopt top heavy positions whilst removing the bags from the bin | | | | | | | | | | | | | | | | | | |
| **Further Control measures Required** | | | | | | | | | | | | | | | | | | |
| 1. Waste generating areas must where possible monitor the waste generated and if required increase the frequency that they replace the bags to ensure that they are not overfilled or over weight. 2. Despite the availability of suitable waste containers, there is evidence that on occasion system failures do occur. It is the responsibility of everyone involved in the generation or disposal of waste to follow the guidance provided and to report any issues to their relevant line manager for further investigation. Where a failure in the system is identified Support Services will be proactive in tracing the tracked waste back to source to better assist the wards /departments to review current arrangements. 3. The transporting of fluids in plastic bags will inevitably lead to leaks and spills regardless if the waste is single or double bagged. An example of exemplary practice is where this type of waste is bagged and then placed in large rigid sealed containers, before being placed in the euro bin for uplift. Areas with high levels of fluid waste or high incidents of leakage should consider implementing this exemplar practice.   4, & 5 Where there is the facility to mechanise the process by using powered trolleys, tugs or vans to transport the waste to the storage container this should be the first option. There are differing work systems for this task in place around the various NHSGG&C sites, in some areas the waste is manually handled three times before it reaches the storage container. Where this occurs, a more in depth risk assessment should be undertaken to identify control measures to reduce the amount of handling.   1. Consideration should be given to replacing existing top loading bins with front loading or if this is not practicable the height of bin purchased should be no higher than waist height. | | | | | | | | | | | | | | | | | | |
| **Risk Level** | **LOW** | | | **✓** | **MEDIUM** | | | **✓** | **HIGH** | | | |  | **Very High** | | |  |  |
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| **Date** | | |  | | |  | | | | |  | | | |  | | | |
| **Signature** | | |  | | |  | | | | |  | | | |  | | | |
| **Proposed review date** | | |  | | |  | | | | |  | | | |  | | | |