



REMOTE/FIELD WORKERS RISK ASSESSMENT

Assessors Name:	Ros Paterson	Date	June 2020	Review Date:	June 2021
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Endorsed By Name:	Martyn Kentish	Signature		Position	Technical Director	Date:	June 2020
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Description of activity being assessed	Field Based Staff (Sales, Account Management) – Not including Agency / Labour Staff											
Location	Various locations throughout the UK											
Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
1.Lone Working – limited contact with Office or supervisors / managers. Could	ACM Environmental Staff	3	3	9	H	<ul style="list-style-type: none"> Lone working policy to be communicated to all Regular check in via phone / email for all lone workers. Planning of the days are essential. 	All Compliance Manager		3	2	6	M

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result in serious injuries, delays in medical treatment, public aggression, staff more vulnerable.					H	<ul style="list-style-type: none"> Outlook diaries must be kept up to date with locations and times. Lone workers to be aware of the locations and environments they are going into. Only proceed if you are happy. If faced with aggression, walk away from the situation immediately. Do not engage. Call 999 if you feel threatened. Report any instances of aggression to the line manager immediately. Any medical conditions affecting lone workers must be made known to the company at start of employment or as soon as they become apparent. Do not handle plant, equipment or COSHH items when lone working. 										
2.Driving – improper maintenance,	Company car drivers,	3	3	9	H	<ul style="list-style-type: none"> Only authorised persons to drive company vehicles. 										

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driver fatigue, loss of company property, major injuries, death	members of the public,					<ul style="list-style-type: none"> • ACM Environmental checks copies of driving licences at regular intervals. • All drivers must obey the highway code. • Do not drink or drug drive. • Daily checks are to be carried out on all company cars. This must include oil levels, tyre treads, pressures etc. • All employees must drive with due care and attention • The driver is responsible for highlighting maintenance issues, the driver is also responsible for arranging issues to be fixed. This is discussed at induction and when they are given the vehicle. • The company has breakdown cover for all vehicles. This is communicated to the driver prior to them taking the vehicle and details are given. 	All Compliance Manager								

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					H	<ul style="list-style-type: none"> When parking, be mindful of location. Park in a safe area only. This includes customer sites. Observe driver hours – take regular breaks away from the wheel. Plan your journey/route so that brakes can be taken if needed. Do not driver in severe weather – do not put yourself at risk. The driver is to inform ACM Environmental of any pending prosecution / points on licence/ medical condition which may affect the ability or safety to drive. <p>Do not speed – plan you journey / day with sufficient time.</p>							
3.Visiting Customer Sites including COVID-19	ACM Environmental Staff, contractors,	3	3	9	H	<ul style="list-style-type: none"> In advance of the visit obtain the company's COVID-19 risk Assessment & guidance for visitors 	All			3	2	6	M

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Guidelines – interaction with plant, equipment, contractors, unknown locations.	Third Parties at customer sites.					<ul style="list-style-type: none"> • Re-confirm the visit on or the day before travel. • Do not attend site if you are feeling unwell or displaying any COVID-19 symptoms. Stay home & self isolate in accordance with latest Government Guidelines. • Do not continue the visit or enter premises if you feel that COVID-19 protection measures are not satisfactory or clearly identified • Wear gloves and mask on site when 2 metre distance cannot be observed. • Wash or sanitise hands on arrival and departure before and after removing gloves • Dispose of masks and gloves safely • Maintain 2 metres distance from others at all times • Do not shake hands or make physical contact with anyone on site 													

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						<ul style="list-style-type: none"> • Do not use canteen or catering facilities on site. • All staff visiting customer sites must attend a company induction., in particular for COVID-19 If an induction has not been completed, do not proceed onto site. • When on sites, make yourself known to the site manager. • Always sign in and out of the site. • Do not carry out any “works” on site other than the auditing / surveying of the waste and associated tasks. • Do not climb into skips/compactors etc – photograph the equipment / items from a safe place on the ground. • Stay within the designated areas e.g. compound or waste collection machinery areas. • Do not wander around the sites. 									

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						<ul style="list-style-type: none"> Do not interfere/ interact with any plant and equipment Ensure all site PPE is worn – as a minimum hi vis vest and safety boots. Other PPE may be required, depending on site rules. *refer to COVID-19 visits to customer's sites guidelines section 3 Always observe site safety rules Do not go anywhere you feel is unsafe. Speak to the site manager about your concerns. Although ACM Environmental Staff (external) may be trained in the use of the waste & recycling equipment and machinery, this is not to be operated by ACM Environmental staff, unless you have been authorised. Additional training may be required. Advice only can be given to the site regarding the use and maintenance of the waste & recycling equipment and machinery. 									

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4. Contaminated Waste – inc. Asbestos	Staff, others in the areas		3	9	H	<ul style="list-style-type: none"> Do not touch any contents of ifthe waste & recycling equipment and machinery which is seen and audited on Client sites. Do not climb into the waste & recycling equipment & machinery. Do not remove any waste from the waste & recycling equipment & machinery. Notify the site manager to do this if this is incorrect or poses a hazard. All hazardous waste must be identified on Client sites. Ensure that this is in place before proceeding. If there is a risk of asbestos dusts/ contamination, do not proceed. Do not put yourself in danger. Speak to the Client Management and ACM Environmental Management immediately. 	All		3	2	6	M
5. Working at Height – access to the RORO skips to review	Staff	3	3	9	H	<ul style="list-style-type: none"> Only use the built in ladder attached to the RO-RO skips ? 	All		3	2	6	M

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waste/ skip contents						<ul style="list-style-type: none"> Do not use additional ladders/ steps when accessing the waste & recycling equipment and machinery Always maintain 3 points of contact on the ladder at all times Do not carry items up the ladder – if there is no requirement to take photos in the skips. Ensure that the ladder is checked prior to using. Do not use if any part of the ladder is defective, or the security/ stability of the ladder is compromised. Remove any addition dirty/ debris from the treads of the ladder before using. This can make the ladder slippy. Always wear safety footwear and safety gloves when accessing the ladder. Review weather conditions before ascending the ladder. Do not use ladder when icy or excessively wet. Ensure there is good access to the RO-RO skips and the ladder. If not, raise this 									

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					H	issue with the site and do not ascend until you are happy with the surroundings/ access.							M
6.Welfare - no access to welfare or poor welfare standards on sites	Staff	3	3	9	H	<ul style="list-style-type: none"> • Use of Client welfare when on sites. • When travelling, public conveniences can be used. Plan the route. • Be aware of poor standards of welfare on site which could lead to vermin/ rodents etc. • Safety footwear must be worn on all Client sites. • Do not touch any traps/ pesticide used to control vermin on site. • Do not touch any droppings/ biological waste from animals etc. • Weils disease can be contracted from this. • Highlight any issues with welfare with the site management for future actioning. 	All			3	2	6	M
7.COSHH - staff coming into	Staff, others in the area	2	2	4	M	<ul style="list-style-type: none"> • Do not handle any COSHH items on Client sites. 	All			2	1	2	L

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contact with COSHH substances, long term health issues					M	<ul style="list-style-type: none"> Any COSHH items required for the works must be accompanied by a COSHH assessment e.g. screen wash for vehicles. When handling any authorised ACM Environmental COSHH substance, always wear the additional PPE, as stated in the COSHH assessment. Handle and dispose of the COSHH substance in accordance with the COSHH assessment. Report any unsafe / misuse of COSHH items to the client management if seen on site. If you experience issues when handling / using COSHH items, speak to Compliance Manager. 									
8.First Aid and fire – Emergency Arrangements	ACM Environmental Staff	3	2	6	M	<ul style="list-style-type: none"> When on site, report any accidents to the site manager as well as ACM Technical Director. It is not expected that ACM Environmental staff will engage in any hot works etc. 	All					3	1	3	L

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						<ul style="list-style-type: none"> Site inductions will communicate first aid and fire arrangements on sites – ensure that this is understood Staff to be aware of the nearest A&E at their location. 							
9.Plant and Equipment - contact with machinery, fatalities, major injuries, damage to equipment	Staff, Client staff	3	2	6	M	<ul style="list-style-type: none"> Do not use plant and equipment when on Client sites. Do not approach moving plant and equipment. Ensure that Staff stay within the designated walkways and the compound/skip areas. If moving plant and equipment approaches, get the attention of the driver before moving off. Ensure that they fully see you and acknowledge you. Do not help with any maintenance of plant and equipment. When parking vehicles, be aware of other vehicles and plant in use. 	All			3	1	3	L

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						<ul style="list-style-type: none"> Always wear hi-vis jacket when on site and where there is moving vehicles and plant. 								
10. Slips, trips and falls – minor injuries, broken bones, sprains	Staff	2	2	4	M	<ul style="list-style-type: none"> Good standards of housekeeping to be maintained on Client sites. If this is not the case, raise this with the site manager. Stick to designated walkways Safety footwear must be worn at all times when on Client sites. No exceptions Be mindful/ aware of changing levels, particularly on construction sites. Do not step over rubbish/debris/ obstacles. 	All		2	1	2	L		
11. Weather Conditions – adverse weather, injuries from slips, falls,	Staff	2	2	4	M	<ul style="list-style-type: none"> Regularly check the weather conditions for the day (s) ahead. In extreme weather, review the day ahead. Do not put yourself in danger. Keep in contact with your line manager 	All		2	1	2	L		

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driving, stranded locations.						<ul style="list-style-type: none"> If weather conditions worsen throughout the day, review the work ahead. Site located off main roads may be worse, take this into account when travelling. When on site, ensure good quality safety boots are worn. Keep yourself warm on site – dress accordingly. Keep to designated walkways at all times. Highlight to site management any slips/trips hazards. In periods of extremely hot weather, keep covered on site. Wear hi-vis vest to protect the skin from UV rays. 							
12. Manual Handling – major injuries/ minor injuries from incorrect manual handling.	Staff, others in the area	2	2	6	M	<ul style="list-style-type: none"> ACM Environmental staff on sites / external should not be handling plant, equipment or waste without express written permission from Management. Due to this, there is limited manual handling risk. 	All			2	1	2	L

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						<ul style="list-style-type: none"> Do not move any items on site to gain access to compounds or waste & recycling equipment & machinery areas Ask the site manager/ supervisor to move items if required. Basic manual handling awareness is given in H&S manual and covered during company induction. 								

GUIDANCE NOTES

R = RISK

SEVERITY x PROBABILITY = RISK

S = SEVERITY

P = PROBABILITY

RR = RISK RATING, High, Medium or Low

RISK	SEVERITY
1-3 = Low	1 = Slight
4-6 = Medium	2 = Serious
7-9 = High	3 = Major

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

RISK SCORE	RISK RATING	ACTIONS REQUIRED
1-3	LOW	Continue to review working practices on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4-6	MEDIUM	Implement control measures within time scale shown in risk assessment and review working practices on a regular basis. Review tooling and working practices used to reduce the probability of an accident to the lowest level possible (employee consultation should be included in the review)



7-9	HIGH	<p>Do not allow work to start and review working practices Immediately. Implement all the additional control measures identified in the Risk Assessment within the given times scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. (employee consultation should be included in the review)</p>
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We the undersigned have been fully briefed on this Risk Assessment and other control measures in place to reduce the risk of injury to the lowest possible level. We fully understand our duties as employees to follow the control measures in this Risk Assessment and the Method Statement.				
Employee Name	Job Title	Date	Employee Comments / recommendations	Signature


