Parish Council Civic Amenity Visit

This is a generic risk assessment for use whilst undertaking Local Civic Amenity Site Visits

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Site Name	Veolia Stafford working in partnership with Stafford Borough Council

Hazard	Risk	Veolia control measures	Local parish control measures
Vehicle movement including reversing	Hit cyclists/other road users Hit member of the crew Hitting stationary objects Hit a pedestrian	• Driver to hold a valid licence entitlement for the vehicle • Municipal RCV Driver Training (including traffic awareness & reversing) • Initial driver assessment and vehicle familiarisation with driver assessor • Driver has valid medical assessment • Annual driver assessment or assessment following an incident undertaken • Daily Vehicle check undertaken, with any defects recorded • Use of all available safety aids (eg. reversing assistant (unless otherwise specified in Route Risk Assessment), mirrors, alarms and beacons) • Keep dashboard clear	• Local Parish Council to provide a diagram to Stafford Borough Council of the area in which the Civic Amenity visit is to be held to include the direction of travel of the vehicle. • Within the plan, there should be a clear direction of flow for residents to dispose of their waste. • No waste should be disposed of whilst the vehicle is moving. • Parish Council to ensure that permissions are obtained by the landowner for the visit to go ahead.
	Hit overhead obstruction	• Height marker in the cab • Route Risk Assessment	• Local Parish Council to ensure there are no overhead obstructions in the area designated for the Civic Amenity visit. • Local Parish Council to ensure access to the site location and the site location itself is suitable for a 26-tonne refuse collection vehicle measuring ○ Height - 12 feet 6 inches (3.8 metres),

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			○ Width - 9' 8" (2.9 metres) ○ Length - 33' 9" (10.3 metres) ● If access to the designated area or the designated area itself is not available on the day (e.g. due to parked vehicles), then the visit may be abandoned
	Injury/damage due to RCV movement while operating bin lift	● Use of working camera to check area is clear before moving ● No loading waste while the vehicle is moving or reversing	● All residents will be instructed to stand clear whilst the RCV's packer is in use. ● No residents will be allowed to operate the bin lifts or RCV packer as they are not trained. ● The driver is only present to operate the vehicle and its controls. Residents are required to load waste into the vehicle themselves unless a wheeled bin is used, in which case the driver will operate the lifting equipment.
Adverse weather	Loss of control due to poor road conditions	● Follow adverse weather plan instructions. ● Stop and assess roads before entering and inform the supervisor/manager if they are unsafe.	● Veolia management and Stafford Borough Council officers will together make a decision in the case of inclement weather. If the weather is deemed too dangerous, the Civic Amenity visit will be postponed and an alternative date will be arranged.
Members of the public	Verbal & physical abuse Attempt to drive RCV	● Respect at Work training. ● Awareness of potential confrontation and stepping away from the situation. ● Keep proximity to the vehicle. ● Close doors when leaving the vehicle.	● Parish Councils will be responsible for reminding all residents that all members of Veolia staff and other residents must be treated with respect. ● The driver is empowered to end the Civic Amenity site visit at any point if they feel threatened.

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SITES & SERVICES

Exiting RCV	Injuring cyclists/members of the public when opening the cab door Slip, trip, or fall when getting in and out of the cab onto uneven ground/obstacles Injury from RCV rolling away	• Check mirrors before exiting. • 3 points of contact used when exiting or accessing the vehicle. • Application of vehicle handbrake. • Veolia-approved safety boots (or shoes where these have been issued).	
Vehicle Stability	Vehicle rollover Failure to stop caused by overweight vehicle	• Municipal RCV Driver Training (overweights and vehicle familiarisation) • Keep a distance of 1 times the vehicle width from other vehicles on stable ground • Keep 1.5 times the height of the raised vehicle body from other vehicles on the unstable ground • Drive according to road conditions	
Vehicle fire	Environmental impact Injury to crew or public Damage to vehicle or property	• Fire extinguisher on the vehicle. • Contact Emergency services and Supervisor/manager. • Eject load only when requested by the Fire Service. • Vehicle maintenance and driver daily check. • Removal of excess waste.	• The vehicle's driver reserves the right to refuse any material they deem unsafe or hazardous. • If items are left behind by members of the public attending the site, it will be the responsibility of the Local Parish Council to clear these items through the correct disposal methods.
Lack of welfare facilities	Illness or infection caused by lack of access to welfare facilities	• Public welfare facilities to be used on the round • Use of hygiene systems	• The Parish Council will make welfare facilities available to the driver where possible (e.g. at Village Hall visits).
Coronavirus	Infection from contact with Coronavirus	• Wear gloves to collect waste • Use personal hygiene supplies (wipes/gels) provided	• Social distancing should be applied at all times wherever possible.

		• Do not touch the face, eat, drink, or smoke with gloves on • Wipe down the steering wheel and in-cab surfaces before and after every shift with disinfectant wipes • Report a high temperature or new continuous cough to your Supervisor • Report to Supervisor all underlying respiratory health conditions • Contact Supervisor if you come into contact with someone diagnosed with Coronavirus • Tell your Supervisor if you have returned from a high-risk country • Thoroughly clean vehicle cabs, communal areas and toilets if a crew member is diagnosed with a virus (floors, surfaces and equipment should be cleaned with hot water and disinfectant, including items such as door handles and switches), • Keep the windows of the collection vehicle open at least 10cm (or a hand's width) for ventilation and avoid touching your face • When collecting keys, always maintain 2m distance • Wipe down keys before handing them over/putting back in key safe	• The current Government guidelines will apply at all times. • A temporary barrier will be put in place by the driver to ensure social distancing can be observed.