

# Operating civic amenity sites safely

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## Introduction

1 This 'good practice' guidance was written in consultation and with the support of the Waste Industry Safety and Health Forum (WISH). It does not aim to be comprehensive but gives examples of good practice within the industry. It is also part of the Defra, Waste Implementation Programme, Local Authority Support Unit (<http://lasupport.defra.gov.uk/>) Direct Consultancy Support programme provided to local authorities in the development of their facilities. It is aimed at managers, supervisors and operators of civic amenity sites and explains how to remove or reduce some of the **key** health and safety risks associated with designing and operating a civic amenity site.

2 The guidance cannot cover every risk and is not comprehensive. For example, hazardous waste handling is specifically excluded.

3 The risks associated with your particular site, and the methods of reducing those risks, should be revealed during your risk assessment.

## Risk assessments

4 The Management of Health and Safety at Work Regulations make it a legal requirement for employers to carry out a risk assessment of their workplace. This should identify the measures they need to have in place to comply with their duties under health and safety law (see 'Other useful sources of information' at the end of the document).

5 Risk assessments aim to:

- **avoid** the main hazards indicated below wherever reasonably practicable;
- **assess** the risks from these hazards if they cannot be avoided (special consideration may be needed for people with disabilities, young people etc); and
- **reduce** the risks that remain by implementing risk-reducing techniques.

6 It is important that work is **monitored** at appropriate intervals. This will help you identify potential flaws in your systems.

- Do employees follow your agreed systems of work? If not, why not?
- Are your systems adequate to control the risk? Do they need revising?
- Is the procedure you have instituted sufficiently frequent? Do you need to do certain tasks more (or less) frequently?

7 There is an obligation upon managers to consult with staff on health and safety issues. The support of site staff is essential to running a safe site. It is important that safety representatives and other staff are supported to raise or maintain their level of competence to carry out their duties safely and effectively. They can contribute positively in achieving the desired outcomes by:

- identifying problems;
- indicating whether activities can be carried out safely under prevailing conditions;
- generating sound practical ideas and solutions.

## Transport

8 The most hazardous activity on civic amenity sites is the movement of vehicles in the proximity of pedestrians. Of all vehicle movements, reversing is the most hazardous.

9 You can ease some of the problems caused by vehicle movements by doing the following things.

### *Slow vehicle speed*

- Use high-visibility speed retarders (eg humps) or similar devices, and/or other traffic-calming measures.
- Have a prominent speed limit sign at the site entrance.

### *Direct people*

- Make sure there is a clear route (one-way systems are best).
- Skip contents signage should be easily visible and, where reasonably practicable, visible from all parts of the site. High-level signage (eg mounted on poles or masts) can sometimes achieve this.
- Vehicle control can sometimes be enhanced by having a 'reception' employee to reduce congestion by controlling vehicle access and giving clear directions.

### *Segregate vehicles and pedestrians*

- Segregate HGV and heavy plant movements from other activities. The most effective methods of achieving this are by:
  - organising these movements at times when there are no other activities being carried out on site (eg pre-work or at the end of the working day); or
  - effectively segregating the heavy vehicle movements by preventing the entry of pedestrians into the clearly marked vehicle movement zone.
- Provide clear parking/drop-off zones (consider using bollards, kerbs, painted lines and clearly designated areas).
- Provide pedestrian paths, and road crossing points that are in open areas, away from blind corners, and clearly marked (eg zebra crossings).

### *Minimise reversing*

- Use a one-way system that eliminates the need to reverse, if possible.
- Position skips so that reversing is unnecessary, or minimised.
- 'Banksmen/traffic controllers' can sometimes be useful in reducing vehicle collision risks. However, they are at high risk from moving vehicles and, wherever possible, their use should be designed out. If they are used, then **adequate** controls must be in place to ensure their safety. It may be an advantage to provide a 'protected zone' of impact-resistant bollards or raised masonry plinth with edge protection for banksmen or traffic controllers to use. They should wear high-visibility clothing at all times.

### *Improve vision*

- Consider changing operational hours in line with seasonal natural light levels.
- Provide adequate illumination if work is carried out at twilight or in the dark.
- Avoid creating blind corners by the appropriate location of skips, containers etc. Where blind corners cannot be avoided, provide mirrors, traffic control lights etc.
- Ensure employees wear high-visibility clothing.

- Make obstructions, such as bollards etc prominent (eg by high-visibility paint or tape).

## Falls from height

10 The **major** risks of falls from height in civic amenity sites are as follows:

### *Falls from commercial vehicles/skips during sheeting*

11 It is unsafe to sheet a high-sided commercial vehicle by climbing onto the vehicle without adequate edge protection or without gantries/harnesses to prevent a fall. Detailed advice is given on the **HSE website at:**  
[www.hse.gov.uk/workplacetransport/information/sheeting.htm](http://www.hse.gov.uk/workplacetransport/information/sheeting.htm)

You can prevent such falls from vehicles by the following methods:

- **Automated sheeting systems** (autosheeters) remove the need to access the vehicle at height to sheet. They are becoming increasingly popular since they protect workers both on site and out on collection, where other safety facilities may not be provided.
- **Sheeting platforms** (looking similar to scaffolding arrangements) can often be provided.
- **Gantries and harness systems** are often used on site to prevent falls during sheet/unsheeting. The requirements for adequate training, supervision and maintenance should be addressed.

### *Falls into/from skips*

12 Wherever raised platforms are provided above skip-lip height (to permit easy manual skip loading), there is the potential for falls either into the skip or from the platform itself. This risk can be controlled by providing:

- a system of work that does not require access at height (eg by leaving heavier items at ground level to be mechanically loaded later);
- alternatives to entering skips to retrieve contaminants or for 'totting' (removing valuable items). Contaminants or other items are best intercepted before they enter the skip. The risks of entering skips include: falls over the side of the skip to the ground, falls into load voids, and trips and cuts caused by walking on skip contents;
- 'retrieval tools/poles' should be provided for staff if interception of items prior to disposal cannot be ensured. If entry into a skip is unavoidable, then it should be carried out according to a pre-agreed safe system of work which, so far as is reasonably practicable, minimises the foreseeable risks;
- edge protection barriers around the platform at waist height (similar to scaffolding edge protection).

## Slips and trips

13 There is a high potential for slips and trips injuries to site operators and members of the public. The prime hazards giving rise to the risks include:

- the condition of floors, steps etc;
- the effects of weather;
- failure to clear away floor contaminants;
- failure to control spillages;

- walking on material piles
- diminished visibility (poor lighting/carrying large loads that affect vision etc).

### *Floors*

14 Floors of sites should be constructed and maintained in a good, sound condition and, so far as is reasonably practicable, without sudden changes in level such as steps, potholes or excessive inclines.

15 Take account of bad weather - good drainage for rainwater and methods to combat ice should be available if necessary. Drainage gulleys should be suitably covered to prevent them being a trip hazard and becoming blocked by waste. In areas where liquids are moved, such as oil stores, then spillage controls should be in place, eg bunding and absorbent granules.

### *Contaminants*

16 Keeping contaminants contained is important to prevent their contents encroaching onto walkways.

- Skips should be subject to routines of regular 'decommissioning' (effectively taking them out of service) or emptying to prevent overfilling. This helps reduce the risk of people being struck by objects falling from overloaded skips where the contents are inadequately contained.
- Keep loose piles of materials stable. They should, so far as is reasonably practicable, be kept confined to designated areas, and on-foot access to these areas should be minimised by appropriate working procedures. Serious major injuries have occurred where people have walked on material piles when the stack face has collapsed. Walking on waste presents a tripping hazard. Your systems of work should make walking on stacks unnecessary.

### *Housekeeping*

17 Rigorous procedures should be in place to remove spillages as soon as is reasonably practicable. Make sure you quickly clear spilt fluids (especially oils etc) and solid materials that may become slippery underfoot (eg green waste) or create a tripping hazard.

### *Walking on loaded skips*

18 Good site management can invariably remove the need to do this! Walking on skiploads and loose piles of materials causes slips and trips. With forward planning, and the application of appropriate working procedures, the risks can nearly always be eliminated. The main reasons for walking on material piles are to trim loads, sheet loads or remove contaminants: these issues are addressed in Figure 3.

### *Impaired vision*

19 Impaired vision can increase the risks. Work should only be carried out in daylight, or in adequately-illuminated areas in twilight or dark conditions.

### *Handling loads*

20 Site procedures, and appropriate working methods (eg two-man handling, stockpiling to permit later movement by mechanical handling aids etc) should be in place to minimise the following situations.

**Figure 1** How handling loads can cause falls

Situation	Risk
Handling bulky item	<ul style="list-style-type: none"> <li>■ Unable to see where feet are going, therefore unable to assess condition of flooring, presence of contaminants, or changes in flooring level.</li> <li>■ Possibly using both hands, therefore cannot grasp handrails etc.</li> <li>■ Unable to minimise the effects of a fall by using hands to break fall.</li> </ul>
Handling heavy item	<ul style="list-style-type: none"> <li>■ Off-balance due to exertions.</li> <li>■ Possibly using both hands, therefore cannot grasp handrails etc.</li> <li>■ Unable to minimise the effects of a fall by using hands to break fall.</li> </ul>

**Platforms (ramps and steps)**

21 **Platforms to skips** create increased risk of slips and trips. Ideally, sites should be designed to be split-level so that materials can be loaded into skips that are below floor level.

22 Where it is not reasonably practicable to operate a split-level site, then ramps or steps to access a loading platform may be necessary. The decision on whether to provide ramps or steps can be difficult: they both have potential risks and disadvantages. Ramps can offer an easy, consistent incline, and may permit the use of mechanical handling aids (barrows etc). They also minimise the risks associated with sudden (and often unseen) changes in level.

*Design of ramps*

- They should not be excessively steep.
- They can be designed with a ‘dog-leg’ bend to minimise yard space usage. It may help arrest ‘runaway’ barrows etc if very heavy items are being moved.

*Design of steps*

- They should have broad treads.
- Gaps between treads should be fitted with risers, to prevent feet being caught between treads.
- Tread nosings should be high-visibility (eg yellow-contrast-painted) and rounded to prevent feet catching.
- Providing ‘warning of step’ hazard signage and asking people to use the handrail can help to reduce accidents.
- Make members of the public aware that they can ask for staff assistance if necessary.

### *Materials for ramps/steps*

23 Select slip-resistant materials for ramps/steps - gratings, chequer plate and proprietary applications incorporating grit have been used. The criteria for selecting and using materials include their abilities to:

- resist the build-up of contaminants (fine gratings can permit the shedding of fluids, and allow finer solids to fall through);
- provide good grip to the sole without increasing the risk of feet catching in any excessively large gaps in the flooring material

### *Maintenance*

24 Maintenance of ramps and steps is essential. They should be maintained in a sound condition and, so far as is reasonably practicable, kept free of contaminants. Working procedures should include regular checks, clearance of contaminants and maintenance. Check bolts for tightness and welding for signs of failure.

### *Handrails*

25 Provide handrails at steps and ramps. Handrails help prevent falls from the sides and can help people to safely negotiate the changes in level. Signs inviting users to use the handrail have been shown to reduce trip frequencies at steps.

## **Manual handling**

26 The following guidelines may help you to devise improved ways of working to reduce the risks of injury caused by manual handling.

### *Avoid manual handling*

#### *Does the item need to be moved at all?*

27 There are instances where just leaving the item where it is for a while can eliminate the need to move it (or to move it twice).

#### *Can it be moved using aids?*

28 Although manually handling items is no doubt fast and convenient, the accumulated strains on a person can add up over the years. Trying to lift heavier items can cause immediate injury.

- Can the item be left in a 'holding area' to be moved by machinery (eg a skip loader bucket) later in the day?
- Can the item be moved by a barrow or similar piece of equipment?

### *Assess the task*

#### *Can the workplace layout be improved?*

29 A well-laid out site will allow:

- vehicles to get as close as possible to the disposal point and therefore minimise distances that items need to be carried;

- a reduction in the amount of twisting and stooping required for both picking up and disposing of items. For example, lifting direct from vehicles is preferable to 'double handling' (when the item is placed on the floor to be manually lifted a second time later).

*Can the load be made safer?*

30 When assessing how a load could be handled, ask yourself the following questions:

- Can it be made lighter or less bulky? Sometimes you can reduce manual handling risks by breaking down the load into smaller, more easily managed 'parcels'. This is often a practicable solution in civic amenity sites.
- Can it be made easier to grasp? Similarly, this can often be a practicable option. Loose loads of green waste, for example, could be placed into suitable receptacles for handling. It may be possible to stipulate the acceptable containers that the public may use for handling their waste on-site (eg bags not exceeding a certain capacity or weight).

*Can the workplace be improved?*

31 Could you improve safety on the site by:

- removing any obstructions to free movement;
- providing better conditions underfoot;
- avoiding steps and steep ramps;
- providing adequate lighting?

*Could your staff be working more safely?*

32 When looking at the working practices of your staff, it is worth asking yourself the following questions.

- Have your staff been assessed to take into account pre-existing physical weaknesses (bad backs etc)? (The Disability Discrimination Act 1995 requires employers to make reasonable adjustments to cater for employees' disabilities.)
- Have they been trained in when and how to use the preferred methods of safer lifting?
- Do they adhere to the agreed safer manual handling procedures? If not, why not?
- Do your agreed working methods need revising, or do your staff need refresher training or greater supervision?
- Are you adequately staffed and exercising adequate control to ensure safe operation of your site?
- Do you promote less restrictive clothing and the use of personal protective equipment?

**Good skip/container practice**

33 The following two checklists summarise the actions you can take to minimise the risks from moving skips and also how you can avoid people walking on their contents.

**Figure 2** Checklist for moving/locating skips safely

Activity	Reason	Risk
<p>Check the integrity of the:</p> <ul style="list-style-type: none"> <li>■ skip;</li> <li>■ lifting equipment;</li> <li>■ lifting points.</li> </ul>	<p>Look for</p> <ul style="list-style-type: none"> <li>■ wear;</li> <li>■ corrosion.</li> </ul>	<ul style="list-style-type: none"> <li>■ Skip or load bearing points could fail.</li> </ul>
<p>Look for snagged:</p> <ul style="list-style-type: none"> <li>■ chains;</li> <li>■ fluid power pipes;</li> <li>■ mechanical/ structural parts.</li> </ul>	<p>The skip should be able to move freely as intended.</p>	<ul style="list-style-type: none"> <li>■ Destruction or catastrophic failure of lifting equipment.</li> <li>■ Unexpected movement of skip when it becomes free.</li> </ul>
<p>Check the condition of the ground. Is it (and likely to remain):</p> <ul style="list-style-type: none"> <li>■ firm;</li> <li>■ reasonably level;</li> <li>■ well drained?</li> </ul>	<ul style="list-style-type: none"> <li>■ Soft ground can bog down a vehicle or affect the ability to carry out an efficient lift.</li> <li>■ Inclines can affect safe lifting.</li> <li>■ Standing pools of water can promote skip corrosion and affect their integrity.</li> </ul>	<ul style="list-style-type: none"> <li>■ Stranded vehicles requiring subsequent towing.</li> <li>■ Poor lifting conditions and possibility of overturning.</li> <li>■ Catastrophic skip failure.</li> </ul>
<p>Check the location and surrounding area. Does the skip's location:</p> <ul style="list-style-type: none"> <li>■ conform to your instructions of where it should be placed;</li> <li>■ impede or interfere with traffic movement;</li> <li>■ make a blind corner?</li> </ul> <p>(Special precautions are required under any overhead lines and pipework. Ask site management).</p>	<ul style="list-style-type: none"> <li>■ A skip's location is important for safe and efficient operation of the site.</li> <li>■ Interfering with smooth and planned traffic flow can increase the risks of collisions.</li> <li>■ Creating blind corners, or obstructing walkways can increase risks to pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>■ Collisions between vehicles/plant/ pedestrians.</li> <li>■ Contact with electricity or dangerous fluids.</li> </ul>

Activity	Reason	Risk
<p>Are all pedestrians <b>well clear</b> of the drop-zone?</p> <p>Are you absolutely sure there is no possibility of them coming dangerously close? Do you need to:</p> <ul style="list-style-type: none"> <li>■ drop during 'quiet hours';</li> <li>■ have the zone demarcated (cones, bunting, signs etc);</li> <li>■ have an assistant as a 'second pair of eyes' to check for or stop pedestrians?</li> </ul>	<ul style="list-style-type: none"> <li>■ Effective exclusion of other people during the movement of skips is critical.</li> <li>■ Effective skip location is important. Some premises have made this job easier by providing raised floor-guides (eg railway sleepers, kerbs) to ease skip location. Others use painted lines.</li> <li>■ Prevention of skip 'over-run' can be achieved by using similar materials as raised stops for the skip wheels.</li> </ul>	<ul style="list-style-type: none"> <li>■ Risk of skip 'over-run' outside the designated zone.</li> </ul>

**Figure 3** Eliminating the need to walk on skip contents

Activity	Reason	Risk
<ul style="list-style-type: none"> <li>■ Good site management can often eliminate any need to walk on skip contents.</li> <li>■ Contaminants should be excluded before contents are put in the skip.</li> <li>■ Methods should be in place to ensure that skips are loaded evenly, so far as is reasonably practicable.</li> <li>■ Where 'trimming' of the load is necessary, this can be done by raking with plant buckets, or plant fitted with compaction devices.</li> <li>■ Manual trimming (as a last resort) should be carried out using tools from outside the skip.</li> <li>■ Systems of work should prevent the overfilling of skips and thereby eliminate the need to trim the load.</li> </ul>	<p>The aim should be to adopt the hierarchy of:</p> <ul style="list-style-type: none"> <li>■ Eliminating the need to trim loads by adopting good loading practices.</li> <li>■ Use plant to trim loads if this cannot be achieved.</li> <li>■ Manual load trimming is the last resort, and should be carried out from outside the skip using tools wherever practicable.</li> </ul>	<ul style="list-style-type: none"> <li>■ Trips and subsequent falls from the skip to the ground.</li> <li>■ Trips on the same level.</li> <li>■ Falls into hidden voids in the load.</li> <li>■ Cuts from load contents.</li> </ul>

## **Machinery guarding**

### *Are your machines safe to use?*

34 Following the advice in the following section can help you to minimise the risks from machinery used on your site.

### *Assess the risks*

35 Choose the appropriate safeguard and consider:

- normal work at the machine, as well as setting-up, maintenance, repair, cleaning, breakdowns and removing blockages;
- who uses the machine, including experienced staff, new starters and people who have changed jobs or are relief workers;

- whether the guard is inconvenient to use or is easily defeated;
- workers who may act foolishly or carelessly or make mistakes.

36 Suppliers should provide the right safeguards by law, but this is not always the case. A new machine should not be assumed to have appropriate safeguards, so it should be thoroughly checked before first being used.

### *Choose the right guards*

37 When deciding which guards you need, take the following factors into account.

- Fixed guards that enclose the dangerous parts are often the best; it is obvious when they are in place. They should be secured etc so they can't be easily removed without a tool (eg by using nuts and bolts, allen bolts etc).
- Think about the best materials to use for the guard. Where wire mesh or similar materials are used, the holes should be small enough to prevent any access to the dangerous parts. Plastic is easily damaged.
- If regular access to the dangerous parts is essential (to clear blockages, lubricate or clean), fixed guards may not be practicable. Interlocked guards, that prevent the machine operating unless the guard is shut, and cannot be opened while the machine is moving, are a common solution.
- Photoelectric devices, pressure-sensitive mats or automatic guards are used where fixed or interlocked guards are impractical. These devices need regular checking and maintenance.

### *Check and maintain the guards*

38 Routinely check and maintain the guards:

- Regularly check that fixed guards are in position and give adequate protection before the machine is used. They must be replaced after removal for machinery repair or to clear blockages.
- Regularly check that interlocked guards are working properly - they can be prone to failure, or to being defeated.
- Institute a system of daily, weekly or 'before-use' guarding checklists.
- Report faulty guards to get them repaired. Your safety may depend on it!

### *Safe working*

39 Machine operators must be able to work safely.

- Users should have received sufficient information, instruction and training to use machines safely.
- You should not be able to start the machine when dangerous moving parts can be touched, eg during maintenance, repair, clearing blockages etc.
- Controls should be clearly marked to show what they do.
- Controls should be designed and constructed to prevent accidental operation. Start buttons and pedals should be shrouded.
- Emergency stop controls should be kept in good working condition and should be in easy reach.

**Figure 4** Operators' pre-use checklist for machinery guarding

**Before working on this machine:** *If the answer to any of the following questions is no, do not operate the machine until you can answer yes.*

<b>Before working on this machine:</b>	<b>Yes</b>	<b>No</b>
Are you authorised and trained to use this machine?		
Do you know how to stop the machine before you start it?		
Do the 'emergency stop' controls work?		
Are all guards in position and safety devices working properly?		
Is your working area clean, tidy and free from obstructions?		
Can you tell your supervisor immediately if the machine and safeguards are not working properly?		
Are you wearing appropriate protective clothing and equipment, eg safety glasses, shoes etc?		
Have you made sure that dangling chains, loose hair, loose clothing etc can't get caught up in the moving machinery?		
<b>NEVER</b> ■ <b>try to clean a machine while it is in motion;</b> ■ <b>distract people who are using machines.</b>		

### Conveyors

40 These machines regularly cause serious injuries when guarding has been removed to:

- clear spillages and blockages;
- replace belts or adjust the tracking, and then not replaced.

41 Fixed guarding should be designed so that items routinely spilled can pass through the guarding and can be safely cleared away. However, such guarding should effectively prevent anyone touching the dangerous in-running nips between belt and any tensioners and pulleys.

42 Interlocked guards must effectively prevent access to dangerous moving conveyor parts, and prevent restarting until the guard is back in position. Interlocking switches should be robust to withstand foreseeable damage and regularly checked to ensure that they are still working properly.

43 Conveyors should **never** be set in motion without the guards being in place.

### *Compactors, balers and similar machines*

44 Baler/compactor rams have caused serious injuries.

45 Ram shear traps should be suitably guarded, and access should not be possible to these dangerous parts while the machine is in motion or use.

46 In extremely unusual circumstances, and only when traps **cannot** be guarded:

- operating the compactor ram should be a one-person operation and all others effectively excluded from the working area;
- controls should be of a 'hold-to-run design'; release should stop ram movement and ideally return it to the safe 'home' position;
- it should be impossible to reach the ram traps from the controls;
- operators should have a good, unobstructed view of the whole operation and immediate vicinity;
- under no circumstances should these machines be operated when members of the public cannot be effectively excluded from the vicinity of the machine during use, if it is possible to reach any dangerous moving part of the machine.

47 Depending upon the machine's usage, adequate precautions should be taken to control the risks of ejected materials during use. These may include:

- rigorous exclusion of materials likely to become ejected from the feedstock;
- enclosure (eg by doors, guards or well-maintained chain screens) of the compression chamber;
- ensuring safety by distance (eg feeding by conveyor etc to a remote compression chamber).

## **Staff**

### *Personal protective equipment*

48 It is important that staff wear the correct equipment on your site. It should be provided free of charge, and be appropriate for use and adequately maintained.

- High-visibility clothing should be worn at all times.
- Gloves, giving adequate protection, should be worn whenever handling waste.
- Trousers should be worn – shorts are inappropriate for work with waste. Cut-resistant ('ballistic') trousers may be needed wherever there is a risk of cuts to the legs.
- Boots with steel toecaps and steel soleplates should be worn; these can reduce crushing and piercing injuries. Many waste sites insist upon boots with good ankle support since these reduce the risk of twisted ankles eg when dismounting from cabs or accidentally walking on spillages.
- Other equipment (eg helmets, eye protection, ear defenders, respiratory protection) may be needed, depending upon the work done.

### *Welfare and hygiene*

49 Employees should be provided with a clean, safe, and warm area to rest and eat. These facilities should be well maintained with an area for drying clothes in case work has to be carried out in the rain. There should be an area provided where employees can wash their hands with cleaning materials and warm water. Employees should avoid hand-to-mouth contact (such as smoking, eating and drinking) unless their hands are clean.

### Stress and violence

50 The threat of abuse and physical violence to staff in civic amenity sites can be a very real contributor to stress at work but is outside the terms of reference for this document. Further information and guidance on this subject is available in HSE leaflet *Violence at work: A guide for employers* (see details in 'Other sources of information' below).

The Waste Industry Safety and Health (WISH) Forum exists to communicate and consult with key stakeholders, including local and national government bodies, equipment manufacturers, trade associations, professional associations and trades unions. The aim of WISH is to identify, devise and promote activities that can improve industry health and safety performance.

### Other useful sources of information

For current information and further advice, visit the HSE website [www.hse.gov.uk/](http://www.hse.gov.uk/) and the waste management and recycling homepage: [www.hse.gov.uk/waste/index.htm](http://www.hse.gov.uk/waste/index.htm)

#### Publications

*Management of Health and Safety at Work Regulations 1999* SI 1999/3242  
The Stationery Office 1999 ISBN 978 0 11 085625 4

*Management of health and safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance L21* (Second edition) HSE Books 2000 ISBN 978 0 7176 2488 1

*Five steps to risk assessment* Leaflet INDG163(rev2) HSE Books 2006 (single copy free or priced packs of 10 ISBN 978 0 7176 6189 3)  
[www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

*Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice L24* HSE Books 1992  
ISBN 978 0 7176 0413 0

#### Industry-specific

*Waste industry safety and health: Reducing the risks* Leaflet INDG359 HSE Books 2002 (single copy free or priced packs of 5 ISBN 978 0 7176 2514 7)  
[www.hse.gov.uk/pubns/indg359.pdf](http://www.hse.gov.uk/pubns/indg359.pdf)

#### Transport

*Safe transport in waste management and recycling facilities* Waste09 HSE 2004  
[www.hse.gov.uk/pubns/waste09.pdf](http://www.hse.gov.uk/pubns/waste09.pdf)

Sheeting tipper lorries:  
[www.hse.gov.uk/workplacetransport/information/sheeting.htm](http://www.hse.gov.uk/workplacetransport/information/sheeting.htm)

*Safe use of skip loaders: Advice for employees* Pocket card INDG378 HSE Books 2003 (single copy free or priced packs of 10 ISBN 978 0 7176 2216 0)  
[www.hse.gov.uk/pubns/indg378.pdf](http://www.hse.gov.uk/pubns/indg378.pdf)

*Workplace transport safety: An overview* Leaflet INDG199(rev1) HSE Books 2005  
(single copy free or priced packs of 5 ISBN 978 0 7176 2821 6)  
[www.hse.gov.uk/pubns/indg199.pdf](http://www.hse.gov.uk/pubns/indg199.pdf)

### **Falls from height (general)**

*Avoiding falls from vehicles* Leaflet INDG395 HSE Books 2004 (single copy free or priced packs of 20 ISBN 978 0 7176 2824 7) [www.hse.gov.uk/pubns/indg395.pdf](http://www.hse.gov.uk/pubns/indg395.pdf)  
[www.hse.gov.uk/pubns/indg395poster.pdf](http://www.hse.gov.uk/pubns/indg395poster.pdf)

*Height safe – absolutely essential health and safety information for people who work at height* [www.hse.gov.uk/pubns/heightsafeleaflet.pdf](http://www.hse.gov.uk/pubns/heightsafeleaflet.pdf)

### **Slips and trips (general)**

*Slips and trips: Guidance for employers on identifying hazards and controlling risks* HSG155 HSE Books 1996 ISBN 978 0 7176 1145 4

*Preventing slips and trips at work* Leaflet INDG225(rev1) HSE Books 2005 (single copy free or priced packs of 15 ISBN 978 0 7176 2760 8)  
[www.hse.gov.uk/pubns/indg225.pdf](http://www.hse.gov.uk/pubns/indg225.pdf)

HSE Slips and trips website: [www.hse.gov.uk/slips/index.htm](http://www.hse.gov.uk/slips/index.htm)

### **Manual handling and musculoskeletal disorders**

*Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations L23* (Third edition) HSE Books 2004  
ISBN 978 0 7176 2823 0

*Upper limb disorders in the workplace* HSG60 (Second edition) HSE Books 2002  
ISBN 978 0 7176 1978 8

*Manual handling: Solutions you can handle* HSG115 HSE Books 1994  
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HSE Manual handling website: [www.hse.gov.uk/msd/index.htm](http://www.hse.gov.uk/msd/index.htm)

### **General**

*Using work equipment safely* Leaflet INDG229(rev1) HSE Books 2002 (single copy free or priced packs of 10 ISBN 978 0 7176 2389 1) [www.hse.gov.uk/pubns/indg229.pdf](http://www.hse.gov.uk/pubns/indg229.pdf)

HSE Work equipment and machinery leaflets: [www.hse.gov.uk/pubns/puwerind.htm](http://www.hse.gov.uk/pubns/puwerind.htm)

*Buying new machinery: A short guide to the law and some information on what to do for anyone buying new machinery for use at work* Leaflet INDG271 HSE Books 1998 (single copy free or priced packs of 15 ISBN 978 0 7176 1559 9)  
[www.hse.gov.uk/pubns/indg271.htm](http://www.hse.gov.uk/pubns/indg271.htm)

*Simple guide to the Provision and Use of Work Equipment Regulations 1998* Leaflet INDG291 HSE Books 1999 (single copy free or priced packs of 15 ISBN 978 0 7176 2429 4) [www.hse.gov.uk/pubns/indg291.pdf](http://www.hse.gov.uk/pubns/indg291.pdf)

*Do you use a steam/water pressure cleaner? You could be in for a shock!* Leaflet INDG68(rev) HSE Books 1997 (single copy free) [www.hse.gov.uk/pubns/indg68.pdf](http://www.hse.gov.uk/pubns/indg68.pdf)

*Violence at work: A guide for employers* Leaflet INDG69(rev) HSE Books 1996  
(single copy free or priced packs of 10 ISBN 978 0 7176 1271 0)  
[www.hse.gov.uk/pubns/indg69.pdf](http://www.hse.gov.uk/pubns/indg69.pdf)

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**This document contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.**

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