

Safe waste and recycling collection services

Introduction

- 1 This good practice guidance was produced jointly by the Waste Industry Safety and Health Forum (WISH) and the Health and Safety Executive (HSE) and is published by HSE.
- 2 The guidance is aimed at clients in control of contracts, those who specify contracts, and employers who operate the services. It will also help managers and supervisors design and operate collection services so that acceptable levels of safety are achieved and maintained.
- 3 The advice is primarily intended for household collection services, but the principles can be applied to all waste and recycling collection services.
- 4 It has been produced to help dutyholders identify hazards and ensure that sensible risk management is practised. Similar hazards are found throughout collection services, enabling assessments and control measures to be made at a generic level. However, a number of hazards will be specific to individual locations and environments. These need to be identified, assessed, controlled and communicated on a case-by-case basis.
- 5 Operating a vehicle-based collection service has the potential to expose collection crews, other road users and pedestrians to a range of hazards. This guidance considers the hazards that may be encountered during the vehicle operation and gives advice on a range of measures that can be taken to control the risks generated by those hazards and mitigate those risks that may be outside the operator's control.
- 6 Collection services operate in environments and circumstances that are diverse and can change rapidly. Defining prescriptive rules is not appropriate or effective given the range of circumstances that can occur, but by identifying hazards and assessing risks it is possible to introduce control strategies that will significantly reduce the risk of injury.
- 7 Assessing the risks of collection services and identifying risk control measures can set clear systems of work for drivers and collection crews, reducing the need for them to take decisions on the move and enabling supervisors and managers to monitor those systems.
- 8 The Health and Safety Executive has drawn up 'Principles of sensible risk management', which can be used to help ensure that dutyholders concentrate on real risks (see www.hse.gov.uk/risk/principlespoints.htm). Dutyholders should also give consideration to other regulatory requirements.

Road traffic legislation

9 Organisations, drivers and collection crews must comply with the requirements of road traffic legislation and follow the standards set out in the Highway Code.¹ This document provides additional advice that can help to reduce the risks associated with work activity on the highway.

10 The need to ensure that highway hazards are designed out and waste can be collected safely from commercial and domestic properties needs to be brought to the attention of Highway and Planning authorities. This can be done through comments submitted during the consultation process for improvement and development.

Controlling the risk

11 There are several stages of a waste/recycling collection service where risk control measures can be applied. These break down into three areas:

- designing the collection service;
- identifying safe systems of work; and
- managing the risk.

12 Waste and recycling collection services can be operated by the public, private and community sectors. These services can be contracted out by local authorities and public/private waste producers. Whichever system is in operation, clients and contractors will each have duties to ensure that the service is suitable and safe, before and during the life of the contract.



Example of lack of control

Collecting took place during the morning rush hour on a busy, suburban 'rat run' with double-parked cars in a residential street. This resulted in gridlocked traffic, angry road users, parked cars obstructing carriage of waste/recycling containers to the vehicle, very slow collection times and commuters attempting to weave past the collection vehicle as collection crew worked in the road.

Scheduling of collection points and good route planning between points is critical. If route optimisation software has been used in the design of the collection rounds it is important to ensure that known problems, including the desirable timing of collection, one-way streets, low bridges and traffic patterns, have been fully integrated and properly prioritised.

Designing the collection service

13 Where local authorities operate their own collection service, they should consider providing for the health, safety and welfare of collection crews and others at the initial design stage. They will need to prepare safe systems of work alongside the development of arrangements for managing risk. The systems and arrangements they adopt must be kept under review and will need to be amended from time to time in the light of experience.

The tender process

14 At the pre-tender stage of a contract, clients are accountable for the impact their approach has on the health and safety of those working on, or affected by, the collection activities. Local authorities and others who contract out services have the opportunity to ensure that the systems they specify and the tenders received make suitable provision for the health, safety and welfare of collection staff and others.

15 Unless the true cost of managing health and safety is factored into a tender, the resultant contract is likely to generate operating problems for both the client and the contractor, and the safety of staff and the public might be compromised. The tender evaluation procedures and contract award criteria should therefore make proper allowance for such considerations.

16 During the pre-tender period clients should carefully assess the range of options available and, so far as is reasonably practicable, ensure that the systems specified protect the health, safety and welfare of those affected by the activity.

Important considerations

17 When drawing up safe systems of work and/or invitation to tender consider issues such as:

- the collection process, collection bins/bags etc and collection areas (ie rural, high-rise, dense urban etc);
- the overall collection route;
- the size and specification of collection vehicles in relation to the geography, street layout and the width of roads such as rural lanes;
- eliminating or reducing the need to reverse;
- tailoring collection services within certain time restrictions to minimise the number of pedestrians in the area during the collection process;
- collection crews' exposure to noise and the requirement for adequate hearing protection, particularly in glass collection;
- the competence of collection crews (eg waste industry NVQs);
- the ability to alter contracts during their life to reflect changes in legislation, improvements in vehicle standards, and emerging industry best practice; and
- an assessment of whether single or double-sided collection methods provide the safer option, so far as is reasonably practicable (see Appendix 1).

Assessing tenders

18 If you are assessing tender submissions, you should examine the health and safety provisions. You need to balance obtaining best-value services with ensuring the health, safety and welfare of those delivering the service. For example, specifying particular methods of collecting waste and recyclables may present an easier way for householders to recycle but may not necessarily be the safest way for the collection crews.

19 Those assessing tenders should ensure:

- the operational team are competent and have clearly defined information, instruction and training;
- suitable and sufficient information regarding the collection service is supplied;
- time, money and other resources are available to run the contract efficiently and safely;
- the operational team are competent and have clearly defined information, instruction and training;
- suitable and sufficient information regarding the collection activity is supplied; and
- the design of the collection system minimises the hazards and risks to which all those involved in their use can be exposed.

Award of contract

20 At the appointment stage the partnership arrangements should include setting up a robust framework for monitoring and reviewing the health and safety of the collection service. In particular, the following processes should be considered:

- establishing a contract safety review committee with representatives from the client, the contractor and other parties affected by the contract;
- devising a monitoring process, either independently or in conjunction with the appointed contractor, to ensure that those engaged in the contract are actually working to prescribed methods and to review the suitability of the working methods;
- formally auditing the health, safety and welfare standards of the appointed contractor or other person responsible for the collection service periodically; and
- recognising additional resources may be required by the service providers during mobilisation to ensure that dynamic risks are addressed.

Risk assessment of collection routes

21 The dutyholder responsible for the collection operation should conduct suitable and sufficient assessments of the risks on the routes they operate. For existing routes, this should identify whether the control measures in place are adequate and are being maintained, and for new routes whether the proposed control measures are going to be adequate. Experience has shown that assessment at a 'whole round' level (ie taking a non-specific overview of the hazards and risks encountered in collection rounds generally) will need to be supplemented with assessment of significant risks particular to individual circumstances and particular hazards encountered within a particular round.

22 Changes to service arrangements made during the course of the contract/service term will also need to be suitably and sufficiently assessed before and during implementation.

23 Crews involved in the collection process will need to be adequately trained to undertake on-the-spot risk assessments, or identify the need to seek advice before proceeding, to allow for the sudden or unforeseen changes in the working environment or circumstances.

24 HSE has produced guidance on how to undertake a suitable and sufficient risk assessment in its leaflet *Five steps to risk assessment*, which can be found at www.hse.gov.uk/pubns/indg163.pdf.² The five steps are:

- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide on control measures.
- Record significant findings and implement the controls.
- Review your assessment and update if necessary.

Identify the hazards

25 A collection route may have a number of hazards. Permanent hazards should be recognised and controlled as part of the crew's formal instructions, and others may be encountered due to changing conditions.

26 You will need to ensure that anyone carrying out hazard identification has the knowledge, experience and ability to do so and understands the route from the perspective of a driver, collection worker and other road/footpath user. Consulting drivers, collection staff, managers and clients can help ensure that hazards are identified.

Examples of hazards to consider

| | | | | |
|--|--|---|--|---|
| High winds/rain Changeable | Schools/ community centres Permanent | Working on the highway/crossing a highway Permanent or changeable | Road speed and usage Permanent and changeable | Overhead obstructions Permanent |
| Concealed entrances Permanent | Blind bends Permanent | Pedestrian areas Permanent | Roadworks Changeable | Parked cars Changeable |
| Snow/ice/mud Changeable | Loose surfaces/pot holes Changeable | Poor visibility Permanent | Local flooding Changeable | School holidays Permanent |
| Reversing Changeable | Markets Permanent | Inclines and adverse cambers Permanent | Road width Permanent | Transient road effects/rush hour traffic/construction sites Changeable |

Decide who may be harmed and how

27 Drivers and collection staff could potentially be at risk, as could pedestrians and other road users. Remember to consider the unexpected or the unusual. For instance, during school holidays there are likely to be children playing outdoors. Finally, consider those who may not be able to appreciate danger or be able to take appropriate action, such as the elderly, very young or disabled.

Evaluate the risks and decide on control measures

28 Having identified the hazards you now need to assess whether all that is reasonably practicable has been done to control the risks from those hazards. When doing this ask:

- Can the hazard be eliminated altogether (eg removing the need to reverse or the flow of traffic)?
- If not, then how can the risks be controlled (eg carrying out the task at a less busy time of day)?
- Taking into account the control measures above, have the risks been reduced to a reasonably practicable minimum?

Record the findings and implement them

29 Record the significant findings and communicate them to collections crews. They need to be aware of the hazards that might be found on their routes and how to deal with them. Good records will help you when you come to undertake the required reviews of your safe working systems. Instructions for drivers and collection crews should provide enough detail to enable them to take the correct action for each significant risk. This information can be provided in the vehicle cab in written form or in other ways, such as graphics or via a GPS route-planning system. Information should be suitable for both regular and relief/agency drivers. Ensure all of the crew are able to understand their instructions, consider those with poor literacy skills or those whose first language is not English.

Reviewing the system

30 Regularly review your risk assessment to determine whether it is still relevant and accurate. Have there been any changes in processes or are improvements possible? By involving those who are exposed to the hazards and gathering information from accidents and near misses you can determine whether the assessment needs updating.

Managing the risk

Safe crew

31 All crew should be trained in the safe systems of work, specific collection services, and agreed manoeuvring signals. Drivers and collection crew should be competent to work safely in the street collection environment.

32 They should also be able to identify hazards and take appropriate action as they will often encounter new circumstances and unplanned/unknown hazards. While an on-the-spot risk assessment cannot take the place of a task-based risk assessment, it is an essential part of the day-to-day management of safety in collection services when there are changed circumstances such as minor road works, other vehicles poorly parked (eg removal lorries) etc.

33 Drivers should be prepared to assess sudden, unforeseen hazards or those resulting from a change in the local environment, and decide whether the existing controls are adequate or whether further control measures are required. For example, they could decide not to collect/proceed in a particular situation if there are unexpectedly high numbers of pedestrians or vehicle movements in a certain area. Drivers are expected to use their professional judgement at all times but must contact the depot if they are unsure how to proceed. Any additional controls should be within an agreed framework of guidance.

34 Further advice is available through the HSE/WISH guidance documents *Waste and recycling vehicles in street collection*³ and *Reducing 'kerbside' glass collection noise risks in the waste and recycling industry*.⁴

Safe vehicle

35 Choosing the right vehicle for each route is essential to minimise risk and provide an effective service. For example, smaller vehicles will be better suited to narrow lanes and some modern estates. Organisations should work with clients, vehicle manufacturers and suppliers to improve vehicle specifications.

36 Seek the views of collection crews on issues such as the effectiveness of CCTV displays, comfort and maintenance of cab seating, routes for getting into and out of cabs etc and take these into consideration.

Safe system of work

37 Safe systems of work should be designed to eliminate or reduce exposure to risk, so far as is reasonably practicable. These should cover each hazard for which control is needed. Appendix 1 gives examples of control measures that can be applied to specific hazards and can form part of a safe system of work.

38 Detailed guidance on safe systems of work for reversing and single/double-sided collection can be found in Appendix 1 and in the HSE/WISH document *Waste and recycling vehicles in street collection*.³

Safe environment

39 Collection organisations usually do not have direct control over the environment in which they operate. You should therefore take steps to work with clients, other dutyholders and organisations to ensure the safety of crews, road users and pedestrians. These may include short-term (eg car towed away) or longer-term measures (eg working with planners on housing estate layout). Put in place effective reporting systems with good communication channels to those who can bring about improvement. For example:

- work with planners to reduce the need for reversing and build-in turning circles and roads that are wide enough;
- work with other departments to co-ordinate LGV access (eg mobile libraries, roadworks);
- consult with highways departments over speed limits, one-way systems and no parking zones;
- advise highways departments when surface conditions deteriorate (potholes) or pavements are in poor condition;
- work with enforcement authorities where illegal parking affects safe access; and
- provide clear advice to householders on where to place bins, bags, boxes etc.

Competence

40 All crews need to be competent to undertake the task safely, including relief and agency workers, new staff and existing staff, and those in supervision and management.

41 Within waste collection, competence requires the ability to:

- carry out collection activities safely and efficiently;
- recognise dangers, and put into practice the risk control measures;
- react appropriately to unplanned events and conditions; and
- understand the consequences of not doing something as well as doing it.

42 Training can provide the foundations of competence but it does not necessarily result in a competent worker.

43 It is essential to review the effectiveness of training and actively monitor its implementation to ensure that the training provided is relevant and effective. Records of training should be kept and regularly reviewed to ensure that an appropriate level of competence is maintained.

44 By proactively working with employment agencies, pre-employment training and assessment can be provided to help ensure staff are competent to undertake the tasks required.

45 LGV Driver Certificate of Professional Competence (CPC) training will assist individuals to maintain a level of competence. (This will be compulsory from September 2009.)

46 Before introducing or modifying training schemes it would be worth reading *Health and safety training: Guidelines for the waste management and recycling industry*⁵ and the HSE/WISH guidance *Waste and recycling vehicles in street collection*³ which give specific guidance on training drivers and crews.

Communicating the findings

47 The risk control measures identified when assessing collection activities can only be effectively implemented if they are properly communicated to drivers and

collection staff. Details of the routes to be followed and specific control measures can amount to a significant level of information and it is therefore important that robust channels of communication are put in place.

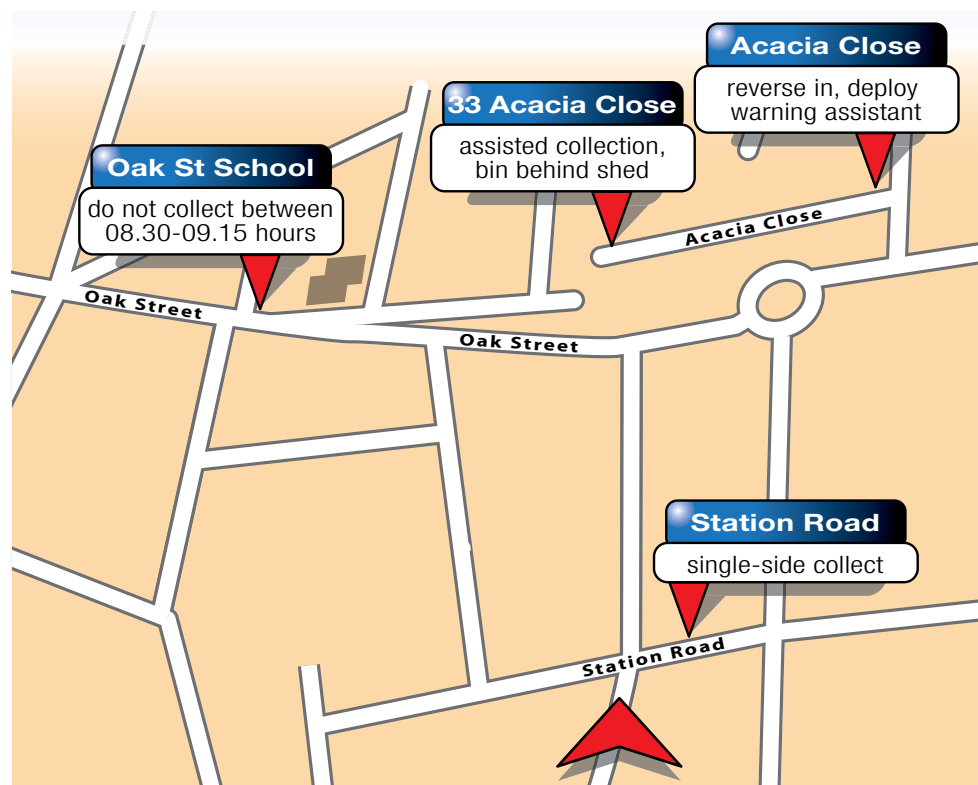
48 Information and route maps issued to crews can ensure that clear and unambiguous information is given. Alternatively, the information can be displayed on in-cab devices such as satellite navigation/route information systems. An advantage of clear information available in the cab is that drivers and staff new to a round will have clear instructions.

Communicating instructions (in-cab information)

49 In-cab route information systems can be used to ensure drivers follow the assessed route and provide information on that route such as where hazards exist and how to react to them. For example, 'Required to reverse into Acacia Close: school (do not collect during playtimes; 10.30–10.45 hours, 12.00–13.00 hours and 14.30–14.45 hours)'.

50 Traditional route sheets and/or methods such as satellite navigation systems can be used to get simple, route-specific instructions to the driver and loading team. These can also be used to carry other data such as assisted collections, trade collections and missed bins etc.

Example route sheet



Supervision, monitoring and review

51 Supervision and monitoring arrangements should be in place to ensure that training has been effective and that risk control measures are being followed and are effective. Monitoring should be a routine part of managers and supervisors normal work activities.

52 The outputs from the monitoring should be designed to feedback into the overall health and safety management system and to provide an immediate check

that the crew are following the safe systems of work in accordance with their instructions and training.

53 The level of supervision and monitoring required is a management decision that should be based on the risks associated with the job, the level of competence and experience of the collection crew and whether an employee works as part of a team or is a lone worker.

54 In addition to informing the overall health and safety management system, the results of any monitoring should be fed back to the collection crew and line managers to reinforce good practice or identify areas where improvement is required and to determine whether the risk assessments are appropriate or need reviewing.

55 A record of monitoring should be kept and will assist with the periodic reviews that form part of an effective health and safety management system. An example of a monitoring checklist is given in *Waste and recycling vehicles in street collection*.³

56 The process should be reviewed periodically to ensure the adequacy of risk control measures and the organisational arrangements (management, competence, training, resource etc) that support those control measures. The HSE publication *Successful health and safety management*⁶ provides guidance on this topic.

Accidents, incidents and near hits/near misses

57 Important lessons can be learnt from the thorough investigation of accidents and near misses, not least to prevent recurrence. Establishing a system for gathering, investigating, analysing and recording accident and near-miss information enables managers and supervisors to take remedial actions and give feedback to crews.

Appendix 1 Control measures for specific hazards

1 The following risk control measures are key components of safe systems of work for collections services in general. These measures supplement any more specific requirements of road traffic legislation or the Highway Code.¹

2 The following list provides examples of some risk control measures. It is not exhaustive, and risk assessment will need to be undertaken to identify control measures relevant to the specific circumstances encountered in individual collection services.

Single/double-sided working

3 Collection workers may cross the flow of traffic several hundred times a day, exposing them to the risk of being struck by moving vehicles. Where vehicles capable of causing injury to pedestrians can pass the collection vehicle on the carriageway, a single-sided collection would normally be appropriate unless a risk assessment concludes otherwise.

4 Where the design (and associated risk assessment) of the collection route concludes that the overall risks are not significantly greater than that from single-sided working, double-sided working may be appropriate.

5 You will need to identify the hazards and assess the risks from the hazards in order to identify the situations where single-sided working is appropriate and any control measures that might be required.

6 When considering single/double-sided collection during your design and risk assessment of collection activities the following factors (among others) should be taken into account:

- width of road;
- speed limit and actual speed of traffic;
- the number and size of vehicles using the road;
- defensive positioning of vehicle;
- congestion caused by collection vehicle;
- vulnerable locations (schools, care homes etc);
- housing density;
- distance loads have to be moved;
- visibility and distances to bends;
- street parking and offloading of goods vehicles;
- previous accidents, incidents, near hits/misses; and
- whether slave bins are being used.

Other factors to consider

7 It is also important to ensure the following, so far as is reasonably practicable:

- Rounds/vehicles should be designed to ensure that vehicles are loaded/sorted into from the kerbside/nearside or rear (when stationed against the kerb and in the direction of the flow of traffic).
- Routes and methods of collection should be designed and operated to eliminate or reduce the need for collection workers to cross the flow of traffic. Walk-through cabs can reduce the need for drivers to exit a vehicle into the flow of traffic.
- Rounds should be designed and vehicles selected to ensure that collection workers get in and out of cabs and working areas on the kerbside/nearside and not into the flow of traffic.

8 The training of all collection workers, including drivers, should highlight the hazards and clearly define the precautions to take if there are no alternatives to getting in or out of a vehicle into the flow of traffic.

9 It is important to remember that reduction/elimination of one risk may result in generation of other hazards and risks (such as additional vehicle reversing or increased carrying distances). The hazard and risks, therefore, should not be considered in isolation.

Off-side collection

10 In some circumstances it may be safer to collect on the off-side/driver's side of the collection vehicle:

- a one-way street in which properties are on the off-side/driver's side;
- a multi-lane, one-way street in which crossing the live traffic can be avoided by two passes, one on the nearside, one on the off-side;
- narrow roads where properties are on the driver's side, and other vehicles cannot pass; and/or
- roads where properties are on the driver's side and positioning of the vehicle in the road will not allow other vehicles to pass.

High-risk pedestrian areas (eg schools, community centres, shopping areas)

Hazard: Vehicle collision with pedestrians including vulnerable people (children, elderly, visual/hearing impaired etc).

Control measures:

- Plan routes to avoid times of pedestrian activity (eg school opening and closing times).
- Liaise with site owner to position collection point in a safe position and/or collect at quiet times.
- Identify high-risk areas on route cards/maps.
- Access pedestrianised areas such as shopping areas during quiet hours.
- Use reversing assistants in accordance with HSE/WISH guidance note *Waste and recycling vehicles in street collection*.³
- Make the crew aware of the behaviour of children and other vulnerable people.
- Ensure staff are aware of school holiday dates, carnivals etc, and the need for vigilance.

Reversing

Hazard: Collision with vehicles, pedestrians and property (reversing causes a disproportionately large number of moving vehicle accidents in the waste/recycling industry).

Control measures:

- For extensive advice on the control measures for reversing, see HSE/WISH guidance note *Waste and recycling vehicles in street collection*.³

Working in/adjacent to the highway and crossing the highway

Hazard: Collection staff struck by collection vehicle and other road users.

Control measures:

- Eliminate risk of injury by collecting from nearside so far as is reasonably practicable, other risks must be taken into account at the same time to ensure that the risks are reduced and not transferred (see paragraph 7 earlier in this appendix).
- Select vehicles and have procedures that reduce the need to work close to the flow of traffic, or access/exit the cab into the flow of traffic.
- Identify roads where single/double-side collection is appropriate on the route card/map, eg one-way streets, heavily trafficked routes, streets where the collection vehicle can block the traffic flow to enhance safe collection etc.
- Wear high-visibility clothing with reflective material.
- If hearing protection is required (eg during glass collection), ensure it is appropriate and removed when not required.

Loose/poor surface (eg potholes/gravel/mud on road, grass banks, verges)

Hazard: Loss of traction, reduced braking action, damage to vehicle, slips and trips.

Control measures:

- Identify on route plan where situation is permanent, ie site entrance or where there are long-term road works.
- Drive at speeds appropriate to the conditions.
- Wear footwear with good grip and ankle support.
- When on foot, avoid taking short-cuts across loose or slippery surfaces such as grass or mud.
- Report potholes, loose surfaces and mud on road to highways department or site owner.
- Ensure that the chosen collection point is the safest available.

Concealed entrances

Hazard: Collision with plant, vehicles and pedestrians.

Control measures:

- Identify on route plan.
- Use reversing assistants in accordance with HSE/WISH guidance note *Waste and recycling vehicles in street collection*.³
- Position the vehicle to afford impact protection for collection staff.
- Investigate whether improvements can be made with highways department or site owner.

Blind bends

Hazard: Collision with other vehicles and pedestrians, overturning.

Control measures:

- Identify on route plan.
- Position vehicle to provide impact protection for collection staff.
- Position a look-out in a safe position on the apex of the bend to warn crew of approaching vehicles, and/or to warn approaching vehicles.
- Drive at speeds appropriate to conditions.
- Single-sided working.

Restricted access and congestion (eg parked cars and rush hours, narrow lanes)

Hazard: Collision with vehicles, plant and pedestrians.

Control measures:

- Avoid congested areas by careful timing.
- Select vehicles appropriate to road width and foreseeable conditions.
- Ensure that drivers are aware of the location of any suitable passing points and turning points on narrow lanes.
- Use reversing assistants in accordance with HSE/WISH guidance note *Waste and recycling vehicles in street collection*.³
- Consider whether congestion and traffic building up behind a collection vehicle may be increased or decreased by single-sided collection, where appropriate.
- Report illegal parking to the depot (they should forward the report on to the appropriate authorities).
- Train staff to handle aggressive behaviour appropriately.

Poor visibility

Hazard: Collision with vehicles and pedestrians.

Control measures:

- Drive at speeds appropriate to the conditions.
- Use vehicle and working lights.
- Staff to wear high-visibility clothing with reflective material built in.
- Use reversing assistants in accordance with HSE/WISH guidance note *Waste and recycling vehicles in street collection*.³
- Report damaged and poor lighting to the depot (they should forward the report to the appropriate authorities).

Overhead obstructions (low bridges, overhanging branches, overhead powerlines)

Hazard: Vehicle collision and electrocution.

Control measures:

- Identify low bridges and other obstructions that prevent vehicle access.
- Ensure collection staff have training and instruction in positioning vehicles to avoid overhead obstructions, eg during the operation of bin lifts and trough lifts.
- Display the height of the vehicle in the cab.
- Report new obstructions to the depot (they should forward the report to the relevant authority).

Road/street works (long-term)

Hazard: Collision with vehicles and pedestrians, slips/trips and falls.

Control measures:

- Determine the duration of road/streetwork activities with clients, local authorities and/or utility companies.
- Re-route if necessary.
- Identify significant road/streetworks on route cards/maps.

References

- 1 DfT, DSA *The Official Highway Code* (Revised 2007 edition) The Stationery Office 2007 ISBN 978 0 11 552814 9
- 2 *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
- 3 *Waste and recycling vehicles in street collection* Waste04 HSE 2006 www.hse.gov.uk/pubns/waste04.pdf
- 4 *Reducing 'kerbside' glass collection noise risks in the waste and recycling industry* Waste16 HSE 2008 www.hse.gov.uk/pubns/waste16.pdf
- 5 *Health and safety training: Guidelines for the waste management and recycling industry* Waste21 HSE 2007 www.hse.gov.uk/pubns/waste21.pdf
- 6 *Successful health and safety management* HSG65 (Second edition) HSE Books 1997 ISBN 978 0 7176 1276 5

Further reading

Managing task and finish to reduce safety risks Waste17 HSE 2007 www.hse.gov.uk/pubns/waste17.pdf

Principles of Sensible Risk Assessment: www.hse.gov.uk/risk/principles.htm

Managing health and safety: Five steps to success Leaflet INDG275 HSE Books 1998 (single copy free or priced packs of 10 ISBN 978 0 7176 2170 5) www.hse.gov.uk/pubns/indg275.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.

This document is available at: www.hse.gov.uk/pubns/waste23.pdf

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