Last updated 6.3.2020

Date: Name of activity leader:

Activity: **School waste audit**

Location (include postcode and grid ref):

Persons potentially at risk: School pupils, teaching staff & volunteers

Nearest A&E Hospital (address and phone number):

Nearest medical centre:

Site Access: Car Parking:

Nearest toilets:

Name of the nominated emergency/first aider:

Name of insurer and contact details:

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| **Hazard** | **Risk – to those taking part** | **Action that will reduce to acceptable level** |
| Obstacles | Slips, trips, falls resulting in all degrees of injury | Area where activity to be carried out to be cleared of obstacles prior to commencement of audit. All other school staff to be made aware of time, date, and location of activity and the need not ensure that those not involved in activity do not encroach whilst activity is taking place. All involved in the activity to maintain awareness of surroundings and where they are putting their feet at all times. Protective floor covering to be laid flat to minimise trip hazard. Pupils to be instructed not to stand on, kick or walk on the waste. Area to be left in condition it was found after activity to ensure hazards to others are removed. |
| Sharp objects | Minor injuries (cuts, puncture wounds), infection | Responsible adult to carry out visual inspection and remove, using a litter pick stick, any sharp items prior to presenting waste to pupils. Any weighing of such items to be conducted by responsible adult and placed in the appropriate disposal/recycling receptacle immediately once weighed.  Pupils to be instructed to only pick up any objects of waste whatsoever with a litter pick stick.  Pupils to be instructed not to attempt to pick up any sharp items they notice, but to notify a responsible adult of its presence.  Pupils to be instructed to only hold litter pick sticks by the handle and to keep other end of litter pick stick below waist height.  All involved in preparing, conducting, or clearing up after waste audit to be instructed to hold bagged waste well away from body when carrying bags.  All involved to wear enclosed footwear. |
| Perishable waste | Infection | Any source-separated perishable wate (i.e. food waste kept separate for composting/organic waste collection) to be bagged up separately and labelled clearly (this might be performed by the caretaker/facilities staff in advance of the activity) and pupils instructed at beginning of activity not to open the bag. Any bags of perishable waste to be placed in the usual composting/disposal receptacle immediately once weighed.  Responsible adult to carry out visual inspection of all bags of rubbish and recyclables and remove, using a litter pick stick, any perishable items prior to presenting waste to pupils.  Pupils to be instructed to only pick up any objects of waste whatsoever with a litter pick stick.  Pupils to be instructed to only hold litter pick sticks by the handle and to keep other end of litter pick stick below waist height.  All participants to be instructed to wash hands thoroughly once activity completed and participants empowered to go and wash their hands at any point during the activity they feel necessary. |
| Misuse of litter pick sticks | Minor injuries (cuts, bruises) | Pupils instructed at commencement of activity to never raise end of litter pick below waist height and never to |
| Dust | Respiratory problems | Activity to be carried out in well-ventilated area. |
| Heat | Heat exhaustion | Activity not to be scheduled during spells of hot weather. |
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Additional recommended control measures:

* Participating pupils instructed to bring old clothes to wear for the activity.
* School to consider obtaining written consent for pupil participation as some parents may be concerned about their child handling waste.