**Devon Schools Composting Project - Template Risk Assessment**

**Location**: ……….School **Persons at risk**: Caretaker/cleaning staff/teacher/children/District or County Council Officer

**Activity**: Composting in Schools **Assessment**: **Initial**/Periodic Review/Process change/New information/Following incident

**Assessor**: **Date**:

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| **Hazard** | **Likely injuries or problems** | **Procedures already in place** | **Risk rating = Hazard severity x likelihood of occurrence (1 nil-5 high)** | **Further Mitigation** | **Residual risk rating** |
| Location of composters | Contravening Animal By Products Regulations. Spreading of disease though animals. | 1. Pigs not allowed on premises if composting of food waste is taking place.  2. Preferable that chickens are not on premises. | 1. 4x1=4  2. 4x3=12 | 2. If there are chickens on site, they must be in a securely fenced off area and not have access to the composter. If there is any spillage of food or compost this needs to be effectively cleaned up. Notice about site hygiene to be put on the side of the equipment. This is important as the presence of decaying waste food will attract birds and vermin. | 2. 4x2=8 |
| Assembly of composters | 1. Fingers trapped/banged/cut  2. Injury from handling heavy components | 1a. Following the manufacturers’ instructions  1b. Using appropriate tools  1c. Wearing gloves  2. Following good manual handling practice | 1. 2x2=4  2. 2x2=4 | 1. Children only to take part at adult’s discretion and under one to one supervision  2. Children only to take part at adult’s discretion and under one to one supervision | None to children  1x2=2 adults  None to children  1x2=2 adults |
| Collecting food waste | 1. Injury from handling heavy containers  2. Flies/maggots  3. Food waste on hands | 1a. Containers not to be overfilled  1b. Good manual handling procedures to be used  2a. Containers to have lids  2b. Containers to be emptied daily and washed  3a. Gloves to be used if necessary and wash after use  3b. Good hand washing procedures, including use of anti-bacterial product | 1. 2x2=4  2. 2x2=4  3. 2x2=4 | 1. Age limit for children to help at adults’ discretion. Possibly choose special monitors.  Children to be taught how to collect and carry. | 1. None to smaller children  1x2=2 others |
| Using composters | 1. Fingers trapped/banged/cut  2. Injury from lifting heavy containers to transfer food into composters and from turning composter  3. Food waste on hands  4. Flies/maggots  5. Bio aerosols – breathing difficulties leading to death  6. Bio aerosols – breathing difficulties | 1a. Follow manufacturers’ instructions  1b. Using appropriate tools  1c. Wear gloves (and wash after use)  2a. Containers not to be overfilled  2b. Good manual handling procedures  3a. Wear gloves (and wash after use)  3b. Good hand washing procedures  4. Follow manufacturers’ and advisors’ instructions and advice on mix quantities  5. Immuno-compromised children and adults (e.g., no spleen, recovering from chemo-therapy) should not take part in composting activities  6. Children/adults with respiratory issues - consider whether individual participates in composting activities; watch for any reaction (e.g., coughing, wheezing, sneezing) | 1. 2x2=4  2. 2x2=4  3. 2x2=4  4. 2x3=6  5. 5x1=5  6. 2x2=4 | 1. Adults only to turn and lift  4a. Contact experts for advice  4b. Provide locks for 1st stage containers if appropriate  Reassess after 6-12 months | 1. 2x2=4  1. None to children.  4. 2x2=4 |
| Composting waste process Stage 1 | 1. Food waste not well composted – salmonella and similar | 1a. Ensure composters not overfilled  1b. Understand process including retentiontime in composter –see guidelines/instructions  1c. Ensure regular turning  1d. Use gloves if handling waste (and wash after use)  1e. Good hand washing procedures  1f. Check temperature regularly – should be above 50 degrees centigrade after start-up  1g. Cut up large pieces of waste with spade | 1. 4x 2=8 | 1a. If too much waste, extra waste will have to go in dustbin for collection.  Do not spread uncomposted food waste onto school gardens. | 1. 4x1=4 |
| Composting waste process  Stage 1 | 1. Food waste not well composted –  flies and maggots | 1a. Ensure composters not overfilled  1b. Understand process including retentiontime in composter –see guidelines/instructions  1c. Ensure regular turning  1d. Use gloves if handling waste  1e. Good hand washing procedures  1f. Check temperature – should be above 50 degrees centigrade after start-up  1g. Cut up large pieces of waste with spade | 1. 2x3=6 | 1a. If too much waste, extra waste will have to go in dustbin for collection  Do not spread uncomposted food waste onto school gardens. | 1. 2x2=4 |
| Transferring composting waste from one bin to another | 1. Food waste not well composted – salmonella, rodents, flies  2. If waste too dry mould spores may rise  3. Waste falls on floor | 1a. Consider retaining waste longer  1b. Consider advice from Waste Educators/District and County Council Officers  1c. Use gloves when handling waste  1d. Good hand washing procedures  2a. Wear face mask  3. Use shovel and wear gloves to transfer waste to second bin. Ensure good hygiene practises. | 1. 4x2=8  2. 3x2=6  3. 2x2=4 | 1a. Children not to take part except one to one supervision at discretion of an adult.  Do not spread uncomposted food waste onto school gardens. | 1. 4x2=8 adults  4x1=4 children |
| Stage 2 composting (e.g. HotBox) | 1. Food waste not well composted – salmonella, rodents, flies  2. If waste is too dry mould spores may be present and rise when HotBox is opened | 1a. Transfer waste back into Stage 1 bin  1b. Advice from Waste Educators/District and County Council Officers  1c. Addition of extra woodchip    2a. Monitor HotBox on a regular basis and take action to prevent it drying out. (See guidelines / instructions.)  2b. If anticipating dry compost, wear face mask and open HotBox without pupils present.  2c. If dry compost is found, dampen with rainwater before allowing pupils access. (See guidelines / instructions.)  2d. Always open HotBox lid with care, standing to the side, observe carefully before looking directly inside.  2e. Ensure pupils stand back from HotBox when it is first opened. | 1. 4x2=8  2. 3x2=6 | 1a. Review process with Waste Educators/District and County Council Officers  Do not spread uncomposted food waste onto school gardens | 1. 4x1=4 |
| Transferring compost for use on garden | 1. Injury from lifting heavy compost | 1a. Good manual handling procedure  1b. Use of wheel barrow  1c. Transfer in small quantities  1d. Use shovel | 1. 2x2=4 |  |  |
| Transferring compost for use on garden | 2. Compost not matured – may attract vermin | 2. Follow the guidelines and ask for help from the DCC experts if the “compost” is gunky and smells and not composed | 1. 3x2=6 | 1. If the waste is gunky and smells and obviously is not composted it is best to put it in your landfill bin. Do not spread uncomposted food waste onto your school gardens. | 1. 2x1=2 |

**To download this template as a Word document so you can edit it to suit your school’s needs go to zone.recycledevon.org/compost**