

**WASTE SERVICE  
SAFE SYSTEM OF WORK**

<b>Activity Schools</b>	Waste Education Downloadable Activities
<b>Version</b>	1
<b>Effective</b>	18th September 2018

**Persons At Risk**

School Teachers/staff,  
School Pupils,  
Members of the public  
Group leaders  
Group members

**Hazards**

Slips/trips/falls  
Minor cuts and bruises  
Manual handling  
Ingestion  
Allergies  
Bacterial infection and contact with micro-organisms

**Procedures**

Downloadable Activities Preparation

- 1) Teachers/group leaders/parents/guardians should read through the Task Based Risk Assessment and Safe Systems of Work supplied by West Lothian Council Waste Services prior to the activity.
- 2) Teachers/group leaders/parents/guardians should carry out their own risk assessments.
- 3) Participants should listen to teachers'/group leaders'/parents'/guardians' instructions and following their own Health and Safety Procedures.
- 4) Teachers/group leaders/parents/guardians should consider any allergies during the activity (especially food allergies as there may be food present activities, for example, Compost in a Bottle activity).

Downloadable Activities

- 5) Teachers/group leaders/parents/guardians and participants to run through health and safety considerations before commencing the Downloadable Activities.
- 6) Children should be advised not to touch their faces, put their fingers in

- their mouths or eat or drink during the Downloadable Activities.
- 7) Compost should not be thrown at anyone and any spilled compost should be cleaned up immediately.
  - 8) Children should be supervised when using scissors or an adult should carry out any cutting on behalf of the children
  - 9) Children should be supervised when using glue or any other arts and crafts supplies
  - 10) Any chemicals should be handled by adults only
  - 11) Pupils should wear disposable gloves during certain activities, for example, Compost in a Bottle, to prevent bacterial infection and contact with micro-organisms if they have any cuts or open wounds.
  - 12) If anyone misbehaves or does not adhere to the Downloadable Activities health and safety rules they will be asked stop participating.

#### Downloadable Activities Clear Up

- 13) Disposable gloves should be put in the bin immediately after the Downloadable Activities that require them.
- 14) Wash hands thoroughly with warm water and soap.
- 15) Clear up any equipment and wipe down any surfaces.

#### **PPE**

Disposable gloves

#### **Training**

West Lothian Council Waste Services can provide teachers/group leaders/parents/guardians with example the Downloadable Activities Task Based Risk Assessment and Downloadable Activities Safe System of Work