B-cycle Drop off point Risk Assessment and Safety Plan template

Drop off point name		Date	
Address			
Completed by			
Email		Phone	
Signature		Date	

Note: For additional guidance on how to complete this risk assessment and safety plan refer to *How to conduct a risk assessment for Drop off points*. Risks and controls must be tailored to suit the specific location and legal requirements of your relevant jurisdiction. Not all activities, risks or controls will be relevant to your operations. Responsibilities may be assigned to the Collector or to your workers.

Activity	Risk	Risk rating	Possible controls	Who	When
Bin Contamination	+ Placement of non-conforming material in battery bins may present a hazard, for example metal items may cause short circuits, combustible items may increase risk of fire.		☐ Bin signage and communications that educates users on accepted batteries.		
			☐ Procedure that clearly identifies acceptable and non-acceptable items.		
			☐ Employee training to ensure staff are aware of the need to reinforce and communicate acceptance procedures to users.		
Heavy lifting	+ Lifting containers of batteries could cause injury.		☐ Heavy lifting procedures and training, that includes: ☐ container size limits ☐ accumulation limits ☐ not allowing loads batteries to accumulate beyond safe lifting weight (e.g. <15 kg) ☐ lifting equipment and trolleys.		
Overfilled battery containers	+ Batteries spilling from containers can cause trip and accident hazards.		☐ Procedures and training for managing collected batteries in containers safely, that: ☐ communicates clearly to users and staff the limits of battery collection container ☐ keeps additional battery collection containers on-site for overflowed materials ☐ regularly (daily) checks containers to review collected volumes.		
			☐ Service agreement between Collectors and Drop off or Pick up points that clearly defines the expected quality of service, pick-up schedule, and pick up response times.		
Fire	+ Used batteries may contain a charge and thus have the potential to spark and catch fire. + Some batteries contain substances that can self-combust if damaged or subjected to excessive heat e.g. lithium ion batteries.		☐ Fire and Emergency Preparedness and Response Plans that consider battery related fire risk, e.g.: ☐ battery collection bins / containers that reduces fire risk (e.g. has heat sensors, material of container, etc) ☐ compliance with the Australian Dangerous Goods Code ☐ protection of batteries terminals – e.g. by taping or other effective means ☐ not storing flammable materials near battery collection bins.		
			☐ Fire suppression through: ☐ containers designed with fire suppression ☐ availability of suitable fire extinguishers ☐ fire blankets or containers.		
			☐ Battery safety and emergency response training.		

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Accident or incident	+ As with any activity, there is the potential for unexpected accidents and incidents.		☐ Review emergency response plans to address identified risks involving used batteries collection and storage, such as: ☐ fires ☐ poisons ☐ spills.		
			☐ In the event of a serious incident (fire, risk to life, burn, or anything that cannot be controlled) activate emergency plan. In this situation call 000 immediately, notify manager, close the site if safe and/or evacuate.		
			☐ In the case of controllable fire, respond according to procedures and training using the available fire suppression equipment (e.g. fire extinguishers). ☐ Isolate the area immediately from customers and staff. ☐ In case of uncontrollable incident follow emergency response procedure.		
			☐ Once evacuated to safety advise other operators, adjacent premises.		
			☐ Record fire in the appropriate incident register and report as required.		
General Housekeeping	+ Untidy facilities and areas hosting a B-cycle bin can become unsafe areas of accidents.		☐ Housekeeping program that addresses the following: ☐ keep the area of B-cycle bin clean and tidy at all times ☐ daily sweep, vacuum or clean in area around B-cycle bin		
Theft	+ Containers open to the public may be targeted for theft.		☐ Review appropriateness of collection containers with Collectors to reduce risk of theft, this may include: ☐ containers designed with one-way valves ☐ location of containers in view of attendants and or shop assistants.		
Spill response	+ Any material that could get onto a pedestrian surface could cause a slip. This can include water or cleaning material, it may be solid, semi-solid or liquid.		☐ Update and implement SOP to consider spills from battery collection containers, to ☐ isolate the area immediately, asking customers to leave the area and placing signage and barricades if appropriate to prevent customer entry ☐ obtain required equipment (adsorbent material, brushes, brooms, waste material containers) ☐ wear appropriate PPE (safety boots, gloves, face shield, respirator if needed) ☐ clean up spilt material with absorbent and place in waste container. Ensure clean-up is thorough enough to prevent slips or falls.		
			☐ Record incidents in your organisations incident register and report as required.		
Pressure build- up	+ Storing batteries in sealed containers can result in a build-up of pressure causing risk of explosion.		☐ Review site and equipment procedures to reduce risk of pressure build-up in battery collection containers. ☐ Ensure containers are fit for purpose and allow for release of vapours. ☐ Use of containers that have adequate ventilation such as a vented cap. ☐ Review and ensure containers meet B-cycle Container Protocols.		
Maintaining safety equipment and supplies	+ Out of date or expired safety equipment is a hazard in the event of an emergency.		☐ Review and update site procedures to include: ☐ regular testing of equipment ☐ reporting and resolution of any equipment faults.		

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Handling swollen and damaged batteries	+ Damaged batteries can pose a risk to human health by leaking toxic materials or posing a fire risk.		☐ Review B-cycle Guidance on handling leaking, swollen and damaged used batteries.		
			☐ Procedures to provide clear advice for managing swollen or damaged batteries: ☐ always wear appropriate PPE when handling suspected damaged batteries containers, including gloves and appropriate clothing when handling damaged or swollen batteries ☐ isolate damaged or swollen battery and place in a flame-resistant blanket/container if available. ☐ Contact B-cycle Collector to notify them of the damaged or swollen batteries, and to discuss appropriate collection process.		
Ingestion	+ If accessible by small children or pets, used batteries may be accidentally ingested.		☐ If the person is having difficulty breathing, call 000 immediately. ☐ If the person is not having difficulty breathing, call the Poisons Information Hotline on 13 11 26 immediately – DO NOT wait for symptoms to develop. ☐ Go straight to a hospital Emergency Department and NOT to a doctor. If possible, bring the device and/or battery packaging to assist in identifying the battery type. ☐ DO NOT induce vomiting. ☐ DO NOT give food or drink while awaiting medical treatment.		
Other					