

One-day 'Recover Paper Safely' Course

Aims and Objectives:

This course has been designed to give the delegates a firm foundation on HSE guidance 'Recover Paper Safely' (RPS) and examines the current law and risk assessment practice in this area along with relevant hazards and control measures.

By the end of the course delegates will understand the importance of their own responsibilities and that of the employers; manufacturers and third parties.

0900 Introduction – Aims and Objectives.

0920 Principles surrounding the guidance.

This session will examine the key issues surrounding the guidance and its intentions with regard to risk management – industry hazards/risks and current control measures.

1045 Break

1100 Legal Requirements relating to 'Recover Paper Safely' (RPS)

This session builds on the previous one and examines the statutory requirements surrounding the business of recovering paper to include the employers; employees; manufacturer; customers/clients premises and contractors.

1145 Principles of risk assessment.

This session gives delegates a chance to carry out risk(s) assessment(s) on the actual work issues surrounding the guidance using basic risk assessment forms.

1230 Lunch

1330 Work Equipment hazards and controls: Part 1

This practical session will either view a practical presentation on recover paper safely or go out into the workplace – **dependent on where the course is held**, and will examine the everyday work equipment hazards:

- loading, unloading and tipping operation;
- skips and containers;
- maintaining vehicles and sheeting;
- collection and deliveries – sorting and recovered paper;
- hand-held saws;
- balers/compactors;
- training and supervision

1430 Break

1445 Common Hazards and controls continued: Part 2

This session will examine the control measures with the above issues and practical control measures required in the workplace.

1630 Assessment A (i) and A (ii)

1700 Evaluation and close of course