

Waste Collection and Disposal Risk Assessment

Risk assessment on behalf of the Trustees of the Moulton Community Association CIO (MCA) reference the waste created by hirers at their events in the Community Centre and the Village Hall.

Current terms of hire require that occasional hirers clear up, bag and remove all their waste at the end of their event, thereby removing all associated risks for MCA employees and the venue. This also applies to events organised and arranged by MCA.

As at July 2025 only a third of regular hirers serve light refreshments, the remaining 2 thirds are activities only, ie exercise groups. Minimal waste is generated by regular hirers, it is composed mainly of tea bags, plastic packets and cardboard boxes and is disposed of by the MCA. Total waste generated on a weekly basis by regular hirers and the cleaner is one bag of black waste and one bag of dry recyclable waste.

Due to the potential fluctuations in waste created by occasional hirers it is difficult for the MCA to plan for the storage of waste and collections, occasional hirers could create more but the quantity of waste and the composition of the waste is unknown until after the event. Having a year round contract in place that allows for a maximum waste capacity that could be created by an event such as a wedding would be costly and unnecessary for potentially 51 weeks of the year.

Activity	Potential Hazard	Person at Risk	Risk	Control Measure	Risk with control measures in place
Waste/Rubbish created by occasional hirers at their event	Mixed composites eg glass bottles, metal tins, decorations, boxes, wrappers	Hirer	Low as the hirer is responsible for all consumables brought to the venue and for clearing up at the end of the event.	Hirers are asked to bag all their waste and take it away at the end of the hire.	Low
		Employee	Medium to high risk as: <ul style="list-style-type: none"> High as the composition of waste is unknown and could contain items such as broken glass, sharp tin, pins etc; Mitigated to medium as most hirers use paper and plastic. 	No contact with waste as hirers are asked to bag all their waste and take it away at the end of the hire.	None

Activity	Potential Hazard	Person at Risk	Risk	Control Measure	Risk with control measures in place
	Food waste	Hirer	Low as the hirer is responsible for ascertaining any food allergies and intolerances relating to their guests.	Hirers are asked to bag all their waste and take it away at the end of the hire.	Low
		Employee	Medium to high as employees are unaware of the ingredients of food brought to the venue and could have an allergy or intolerance.	No contact with waste as hirers are asked to bag all their waste and take it away at the end of the hire.	None
		Venue	Medium as waste is only collected once a week, thereby creating potential for waste to: <ul style="list-style-type: none"> • Attract vermin; • Start rotting and create odours. 	Hirers are asked to bag all their waste and take it away at the end of the hire.	None

Conclusion

To safe guard MCA employees and minimise un-necessary costs, MCA will continue to ask occasional hirers to bag and remove all their waste.