

Risk assessment for volunteer litter clearance (Group Events)

HAZARD (A source of potential danger)	PRECAUTIONS To remove hazard, reduce risk	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	MANAGEMENT ACTIVITY	PLEASE INITIAL TO INDICATE UNDERSTANDING
Traffic	• Prearrange roads/areas to be picked – ensuring below 30mph, highlighting potential hazards e.g. poor visibility, bends etc. • Use of reasonable safety measures.	Be aware of oncoming traffic and other hazards. Ensure use of Personal Protective Equipment. Do not use mobile phones or headphones whilst on a highway. Be aware that road users may travel in excess of the limit.	One volunteer to act as 'eyes and ears' for traffic movements on behalf of the rest of the group.	
Lifting heavy objects	• Do not move or lift objects unless necessary • Use mechanical aids, or handle with a number of people. Break up the load into smaller parcels. • Use good lifting technique.	Stop immediately if suffering any pain or discomfort. Seek medical attention if ill effects persist.	If volunteers find large/heavy objects, make a note and report to the local council for removal after the event.	
Chemicals	• Do not approach or remove containers which contain/contained chemicals	Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details.	Contact the Environment Agency 0800 80 70 60.	
Steep slopes	• Avoid picking on or close to the edge of steep slopes etc • Take weather conditions and possible weather changes into account	Seek medical treatment in the event of injury.	Instruct volunteers to stay away from these areas.	
Electric fences	• Always assume electric fences are live • Avoid contact		Warn volunteers not to touch fences.	
Ground conditions	• Wear strong boots with ankle support, especially on uneven ground.	Seek medical attention for any serious cuts, bruises or strains	Instruct volunteers to wear suitable footwear.	

HAZARD (A source of potential danger)	PRECAUTIONS To remove hazard, reduce risk	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	MANAGEMENT ACTIVITY	PLEASE INITIAL TO INDICATE UNDERSTANDING
	Avoid dangerous areas and choose the safest possible route over difficult ground.			
Hedges Fences Walls Ditches	- Take care climbing stiles particularly in wet weather - Avoid climbing walls, ditches and fences		Stay within the registered location.	
Vehicles, bicycles, plant and machinery	- Avoid close proximity if possible. - Stay off the highway. - Be alert to the potential presence of agricultural machinery. - Wear high visibility clothing if necessary. - Do not work on the roadside if the speed limit is 30mph or over.	Seek medical attention in the event of injury.	Be aware of the vehicles around you during the litter pick. Keep a look out.	
People & lone working	- Beware of aggressive and difficult people. - Withdraw rather than face conflict. - Do not work out of sight of others in the group. - No school age children to be working on the highway - School age children working off highway to be fully supervised at all times.	Leader to have mobile phone. Medical attention following any assault.	Keep together and stay off private property.	

HAZARD (A source of potential danger)	PRECAUTIONS To remove hazard, reduce risk	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	MANAGEMENT ACTIVITY	PLEASE INITIAL TO INDICATE UNDERSTANDING
Refuse, litter	• Pick up only general litter. • Wear gloves and use a litter picker wherever practicable and available. • Volunteers should not over fill the collection bags. • Volunteers should be briefed to wash hands before eating/drinking/smoking. • Volunteers should take care when collecting sharp or pointed objects e.g. glass or metal.	Seek medical attention for any cuts. Keep anti-tetanus injections up to date.	Volunteers must wear the safety clothing provided.	
Hypodermic syringes / Drug paraphernalia	• Volunteers must not collect needles or drug paraphernalia. If found, the location should be noted and reported to Maidstone Borough Council for collection.	If a needle stick injury is received then volunteers are to seek immediate medical treatment. Wound should be encouraged to bleed.	Instruct volunteers not to collect any needles or medical waste.	
Tools & equipment	• Team to be shown how to use equipment if appropriate. • Allow sufficient working area for the correct and safe use of the tool. • Use appropriate protection.	First aid training. Have first aid kit available. Obtain medical attention in the event of injury.	Volunteers must use the equipment provided and as instructed.	
Personal Protection Equipment	• All attendees to wear hi-visibility tops and gloves		Volunteers must wear the safety clothing provided.	
Trees and shrubs	• Be alert to the risks and keep a sharp look out for hazards.	Obtain medical attention in the event of injury.	Be aware of low hanging branches and exposed tree/ shrub roots.	

HAZARD (A source of potential danger)	PRECAUTIONS To remove hazard, reduce risk	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	MANAGEMENT ACTIVITY	PLEASE INITIAL TO INDICATE UNDERSTANDING
Weather	- Adjust work programmes to avoid extremes. - Cease work in inappropriate conditions. - Avoid over exertion in hot and cold extremes. - Dress for conditions & carry additional clothing	Seek shelter.	In the event of extreme weather conditions, the litter pick should be postponed / suspended.	
Individual capability	Check that individuals understand and are able to carry out voluntary work on site		All volunteers to have sight of risk assessment. All volunteers to be given guidance sheets.	
Other Hazard(s) not mentioned above – Leader to note				

Name of Responsible Person:

Signature: Signed copy in the Parish Council Office

Location of pick: Staplehurst (paths and pavements of built-up area and open spaces)

Date:

Contact telephone number: Parish Office 01580 891761

- This form is to be completed by the lead volunteer prior to the commencement of the clean-up event and returned in advance to: The Parish Office

As the organiser of the event you will be responsible for informing volunteers of the identified risks and measures to reduce risk.

- Copies of this form are to be made available on the day of the event.