

## Risk assessment for volunteer litter clearance (Group Events)

<b>HAZARD</b> (A source of potential danger)	<b>PRECAUTIONS</b> To remove hazard, reduce risk	<b>MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT</b>	<b>MANAGEMENT ACTIVITY</b>	<b>PLEASE INITIAL TO INDICATE UNDERSTANDING</b>
<b>Traffic</b>	<ul style="list-style-type: none"> <li>• Prearrange roads/areas to be picked – ensuring below 30mph, highlighting potential hazards e.g. poor visibility, bends etc.</li> <li>• Use of reasonable safety measures.</li> </ul>	<p>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.</p>	<p>One volunteer to act as 'eyes and ears' for traffic movements on behalf of the rest of the group.</p>	
<b>Lifting heavy objects</b>	<ul style="list-style-type: none"> <li>• Do not move or lift objects unless necessary</li> <li>• Use mechanical aids, or handle with a number of people. Break up the load into smaller parcels.</li> <li>• Use good lifting technique.</li> </ul>	<p>Stop immediately if suffering any pain or discomfort. Seek medical attention if ill effects persist.</p>	<p>If volunteers find large/heavy objects, make a note and report to the local council for removal after the event.</p>	
<b>Chemicals</b>	<ul style="list-style-type: none"> <li>• Do not approach or remove containers which contain/contained chemicals</li> </ul>	<p>Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details.</p>	<p>Contact the Environment Agency 0800 80 70 60.</p>	
<b>Steep slopes</b>	<ul style="list-style-type: none"> <li>• Avoid picking on or close to the edge of steep slopes etc</li> <li>• Take weather conditions and possible weather changes into account</li> </ul>	<p>Seek medical treatment in the event of injury.</p>	<p>Instruct volunteers to stay away from these areas.</p>	
<b>Electric fences</b>	<ul style="list-style-type: none"> <li>• Always assume electric fences are live</li> <li>• Avoid contact</li> </ul>		<p>Warn volunteers not to touch fences.</p>	
<b>Ground conditions</b>	<ul style="list-style-type: none"> <li>• Wear strong boots with ankle support, especially on uneven ground.</li> </ul>	<p>Seek medical attention for any serious cuts, bruises or strains</p>	<p>Instruct volunteers to wear suitable footwear.</p>	

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	<ul style="list-style-type: none"> <li>Avoid dangerous areas and choose the safest possible route over difficult ground.</li> </ul>			
<b>Hedges Fences Walls Ditches</b>	<ul style="list-style-type: none"> <li>Take care climbing stiles particularly in wet weather</li> <li>Avoid climbing walls, ditches and fences</li> </ul>		Stay within the registered location.	
<b>Vehicles, bicycles, plant and machinery</b>	<ul style="list-style-type: none"> <li>Avoid close proximity if possible.</li> <li>Stay off the highway.</li> <li>Be alert to the potential presence of agricultural machinery.</li> <li>Wear high visibility clothing if necessary.</li> <li>Do not work on the roadside if the speed limit is 30mph or over.</li> </ul>	Seek medical attention in the event of injury.	Be aware of the vehicles around you during the litter pick. Keep a look out.	
<b>People &amp; lone working</b>	<ul style="list-style-type: none"> <li>Beware of aggressive and difficult people.</li> <li>Withdraw rather than face conflict.</li> <li>Do not work out of sight of others in the group.</li> <li>No school age children to be working on the highway</li> <li>School age children working <b>off highway</b> to be fully supervised at <b>all</b> times.</li> </ul>	Leader to have mobile phone. Medical attention following any assault.	Keep together and stay off private property.	

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<b>Refuse, litter</b>	<ul style="list-style-type: none"> <li>• Pick up only general litter.</li> <li>• Wear gloves and use a litter picker wherever practicable and available.</li> <li>• Volunteers should not over fill the collection bags.</li> <li>• Volunteers should be briefed to wash hands before eating/drinking/smoking.</li> <li>• Volunteers should take care when collecting sharp or pointed objects e.g. glass or metal.</li> </ul>	Seek medical attention for any cuts. Keep anti-tetanus injections up to date.	Volunteers must wear the safety clothing provided.	
<b>Hypodermic syringes / Drug paraphernalia</b>	<ul style="list-style-type: none"> <li>• Volunteers must not collect needles or drug paraphernalia. If found, the location should be noted and reported to Maidstone Borough Council for collection.</li> </ul>	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.	
<b>Tools &amp; equipment</b>	<ul style="list-style-type: none"> <li>• Team to be shown how to use equipment if appropriate.</li> <li>• Allow sufficient working area for the correct and safe use of the tool.</li> <li>• Use appropriate protection.</li> </ul>	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.	
<b>Personal Protection Equipment</b>	<ul style="list-style-type: none"> <li>• All attendees to wear hi-visibility tops and gloves</li> </ul>		Volunteers must wear the safety clothing provided.	
<b>Trees and shrubs</b>	<ul style="list-style-type: none"> <li>• Be alert to the risks and keep a sharp look out for hazards.</li> </ul>	Obtain medical attention in the event of injury.	Be aware of low hanging branches and exposed tree/ shrub roots.	

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<b>Weather</b>	<ul style="list-style-type: none"> <li>• Adjust work programmes to avoid extremes.</li> <li>• Cease work in inappropriate conditions.</li> <li>• Avoid over exertion in hot and cold extremes.</li> <li>• Dress for conditions &amp; carry additional clothing</li> </ul>	Seek shelter.	In the event of extreme weather conditions, the litter pick should be postponed / suspended.	
<b>Individual capability</b>	<ul style="list-style-type: none"> <li>• Check that individuals understand and are able to carry out voluntary work on site</li> </ul>		All volunteers to have sight of risk assessment. All volunteers to be given guidance sheets.	
<b>Other Hazard(s) not mentioned above – Leader to note</b>				

**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.