

Title of Risk Assessment:	Volunteer risk assessment – to be used in conjunction with volunteer guidance notes	This risk assessment is generic: It is recommended that this Risk Assessment is reviewed by a competent person at the start of the task or activity. Any tasks or activities outside the scope of this risk assessment will require a task or site specific assessment to be conducted prior to work being undertaken by the Line Manager / or supervisor responsible for this.	
Workplace / Location:	Various locations within the Councils' districts		
List task/s or activities:	Litter picking of light weight discarded items from verges/hedges etc. within Babergh & Mid Suffolk districts	Key for who could be harmed:	AP = Apprentices, AW = Agency Workers, C = Contractors, E = Employees, EM = Elected Members, P = Public, V = Visitors, VO = Volunteers, YP = Young Persons
		Date of risk assessment:	February 2021
		Review date:	February 2022
		Name and job title/s of risk assessor/s:	Kevin Boardley Parish Clerk Walsham le Willows Parish Council

Hazards	Who could be harmed?	How could they be harmed?	Inherent Risk Score		Control measures in place to avoid / reduce risk	Residual Risk Score		Control measures adequate? Y/N. If No, state action needed, by who & by when
			L	I		L	I	
Vehicles/visibility (of litter pickers to road users)	P/VO	Collision with vehicle	8		<ul style="list-style-type: none"> - Collect litter only from verge sides and pavements using a litter pick stick, - Use signs wherever possible – advising that a community litter pick is taking place - Where there are no paths only litter pick towards the traffic keeping on the verge side - Do not litter pick on road bends where there is no pavement - Wear hi-vis waistcoat or alternative hi-vis clothing at all times - Only litter pick in day light hours and when visibility is good - Weather conditions to be taken into consideration as inclement weather can reduce visibility for the picker and drivers - Litter picking not to be conducted at the onset of dusk 	4		yes
			2	4		1	4	

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Syringes (sharps) and/or drug paraphernalia/asbestos	P/VO	Wounded by sharp implement or potential contamination	2	3	6	- Volunteers should not attempt to collect syringes, sharps or any substance /item which you suspect might be asbestos) in any circumstances - Locations of drug paraphernalia or asbestos should be given to the group leader who will contact public realm asap so that removal can be arranged public.realm@babberghmidsuffolk.gov.uk - In the event of an accidental puncture wound from a syringe or suspected syringe * Don't suck the wound * Squeeze it to make it bleed * Rinse it and dress it * Go to accident and emergency immediately (within 2 hours if possible)	1	3	3	yes
Unidentified chemicals/liquids in containers	P/VO	Bottles could leak and break open when picked up causing the liquid within to come into contact with skin	2	3	6	Volunteers should pinpoint location of any items details of which should be passed via the group leader to public realm for removal public.realm@babberghmidsuffolk.gov.uk	1	3	3	Yes
Dog Fouling	P/VO	Contamination and Infection	2	3	6	- Volunteers should be alert for dog fouling - Volunteers should not attempt to remove - Volunteers alert others to risk if this is spotted	2	2	4	Yes

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Dead animals	P/VO	Contamination from rotting corpse	6		Volunteers should pinpoint location of any dead animals and details of which should be passed via the group leader to public realm for removal public.realm@baberghmidsuffolk.gov.uk	3		yes
			2	3		1	3	
Soiled clothing, broken glass and general litter	P/VO	Contamination or cuts	6		- Items should not be handled; litter pick sticks or brush and shovel should be used for every removal - Volunteers should observe personal hygiene after litter picking and before eating, drinking or smoking by washing hands or using wipes - Gloves - gardening type or disposable to be worn	4		yes
			3	2		2	2	
Exposure to weather extremes	P/VO	Sunburn or hypothermia	6		-Do not pick in extreme cold or extreme hot weather - Wear a hat in cold weather for warmth and in hot weather to prevent heat stroke - Cover exposed skin to prevent sunburn - Wear suitable clothing: waterproof in wet weather and light weight clothing in warm weather - Have ready access to hot/cold drinks	4		yes
			3	2		2	2	

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Uneven ground / Open Utility Covers	P/VO	Slips trips and falls	6		- Do not step into long grass/overgrown vegetation where potholes, rabbit burrow, where obstacles may not be visible - Wear suitable footwear for litter picking activities: well-fitting and flat - Be alert for open utility chambers where covers are missing	4		yes
			3	2		2	2	
Insect stings/bites	P/VO	Stings/bites	6		- Do not disturb insect nests - Those volunteers who have an allergy should inform the organiser so that it can be decided if they can safely litter pick	2		yes
			3	2		2	1	
Lone working	P/VO	Problem occurring when working alone	4		- All litter pickers to work in pairs or larger groups. We do not advise that you conduct litter picking on your own - Mobile phone to be carried at all times so that assistance can be called in the event of an emergency	2		yes
			2	2		1	2	

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Manual handling	P/VO	Back/lifting issues	6		<ul style="list-style-type: none"> - Litter Picking should be restricted to light weight items such as bottles, wrappers etc. - Do not lift any item if it cannot easily be done so using the Litter pick stick - Do not attempt to lift heavy objects - Do not over fill bags 	4		yes
			3	2		2	2	
Lack of awareness of risks	P/VO	Any number	12		<ul style="list-style-type: none"> - Guidance notes and risk assessment shared with all litter pickers - Safety briefing by the organiser is to be provided to the volunteers before the litter pick event commences - Wherever possible an attendance register will be used for to record attendance and confirm they have understood the safety briefing and risk assessment - Organiser to gain permission from the parents/guardian of those under 18 years of age who are to take part - Under 18's will need to be accompanied by an adult if parent not in attendance - The organiser should decide if the under 18's have the necessary awareness of the risks - Volunteers to conduct a visual inspection & assessment of any potential risks prior to the area being picked 	4		yes
			3	4		1	4	
To be completed by the organiser of the Litter Pick or another responsible person		A copy of this risk assessment has been shared with all volunteers who have confirmed, at the safety briefing, that it has been read and understood						
		Signed			Print Name			Date