

It is the responsibility of the group leader(s) to undertake their own risk assessment prior to the event.

SAMPLE RISK ASSESSMENT: COMMUNITY CLEAN-UP WITH VOLUNTEERS AND CHILDREN

Assessors Name(s):		Group Leader:	Assessment Date:	Review Date:
Site / Area:		Location:	Identify People at Risk: Volunteers/ public	
Details of operation or work activity undertaken: Clean up with volunteers and children				
Hazards Identified	Control measures	Risk Rating	Action required	Action by who
Source of potential danger	To remove hazard, reduce risk			
Personal Injury; cuts and grazes Nettle/insect stings	<ul style="list-style-type: none"> • Access to First Aid kit • No unprotected feet – wear sturdy shoes, boots or trainers • Wear suitable clothing (gloves at all times, sleeves and trousers) • All volunteers to use litter pickers to collect rubbish - NEVER scoop up items by hand 	L	Remind volunteers of control measures in briefing	Group leader Volunteers
Lifting items - strains	<ul style="list-style-type: none"> • Do not move or lift any heavy objects. • If item to be lifted, only trained staff aware of correct lifting procedure should undertake 	L	Remind volunteers of control measures in briefing.	Group Leader Volunteers
Contact with Hazardous Chemicals / Dangerous Materials	<ul style="list-style-type: none"> • Do not approach or remove containers which contain/ contained chemicals. • Any suspicious drums, materials or containers with contents not identifiable to be left untouched and Environment Agency Incident Hotline to be contacted (Tel 0800 807060) • Always use equipment and PPE provided when litter picking. • Suspect materials and fly tipping - Items that are possibly dangerous such as unknown liquids in containers, asbestos, or fly tipping should not be touched. Contact the Council for specialist removal. • Drug related litter/hypodermics - These should not be touched. Contact the Council for removal. • Broken glass – Avoid direct hand contact; remove using a litter picker and dispose of in a solid container. 	L	Remind volunteers of control measures in briefing. Report instances to group leader. Group leader to contact DDC for removal of suspect materials (01327 871100) Seek medical attention if exposed to chemicals – record any label details.	Group Leader Volunteers
Car Park and Roads	<ul style="list-style-type: none"> • Children to remain under supervision and in sight of a responsible adult at all times 	M	Remind volunteers of control measures in	Group Leader

	<ul style="list-style-type: none"> Briefing to include warning on roads, speed limits and any known hazards Briefing to include warning to always focus when crossing streets and be aware of surroundings at all times Be aware of cars, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles Volunteers not to pick litter from the road but to remain on pavements and paths Keep away from the edge of the road as far as possible Tabards or hi-vis to be worn at all times 		<p>briefing.</p> <p>Seek medical attention in the event of injury</p>	Volunteers
Paths – impact with bicycles and street cleansing machinery	<ul style="list-style-type: none"> Maintain awareness of other footpath users. Always wear the hi-vis jackets provided. Be alert to the potential presence of street cleansing machinery. Maintain awareness of moving vehicles in the vicinity. 	L	<p>Remind volunteers of control measures in briefing.</p> <p>Seek medical attention in case of injury.</p>	<p>Group Leader</p> <p>Volunteers</p>
Ground conditions – potential trip, slips and falls	<ul style="list-style-type: none"> Be wary of uneven ground and trip hazards including trailing vegetation Maintain awareness of ground conditions: potholes, uneven ground or rabbit holes. Wear appropriate footwear: sturdy shoes, boots or trainers Avoid climbing/walking on anything other than footways. Avoid slopes, drains, potholes and particularly uneven ground. Maintain awareness of weather conditions. 	M	<p>Remind volunteers of control measures in briefing.</p> <p>Advise participants of first aid box in litter pick kits.</p> <p>Seek medical attention for</p>	<p>Group Leader</p> <p>Volunteers</p>
Drowning, slips, trips and falls: Water (ponds, rivers marshes, bogs)	<ul style="list-style-type: none"> Avoid collection close to river banks. Do not go on to marsh/ bog areas Work in pairs if close to water Do not walk on frozen water. 	L	<p>Remind volunteers of control measures in briefing.</p>	<p>Group Leader</p> <p>Volunteers</p>
Electric fences and pylons	<ul style="list-style-type: none"> Always assume electric fences are live Avoid contact. 	L	<p>Remind volunteers of control measures during briefing.</p>	
Dog fouling	<ul style="list-style-type: none"> Do not touch dog fouling If a volunteer steps in dog faeces return to the base to clean shoes If found warn others in the vicinity 	L	<p>Advise on issue of dog fouling during the briefing</p>	<p>Group leader</p> <p>Volunteers</p>
Dogs	<ul style="list-style-type: none"> Staff to maintain vigilance for dogs off leads Do not touch dogs Dog Walkers in vicinity to be advised by staff of the litter 	L	<p>Remind volunteers of control measures in briefing</p>	<p>Group leader</p> <p>Volunteers</p>

	<p>pick and to keep dogs under control</p> <ul style="list-style-type: none"> • Children to remain under adult supervision and within sight of adults at all times • Seek medical attention if a dog attack occurs (bite/scratch). 			
Working in public areas – abuse, violence and illness	<ul style="list-style-type: none"> • Do not work alone – always work within sight of others. • If a member of the public is abusive in any way, walk away and report to Group Leader • In the event of illness, seek appropriate medical attention and report to Group Leader. 	L	<p>Remind volunteers of control measures in briefing.</p> <p>Advise of first aid box in litter pick kits.</p>	<p>Group leader</p> <p>Volunteers</p>
Refuse, litter and broken glass – general injury Cuts and possible infection through contact with Sharps and Syringes	<ul style="list-style-type: none"> • Pick up only general litter. • Do not touch suspect materials and fly tipping - Items that are possibly dangerous such as unknown liquids in containers, asbestos. Contact the Council for specialist removal. • Use the equipment and PPE provided. Avoid using your hands, especially where you cannot see hazards. Carry bags/sacks away from body. • Never collect needles or syringes. Leave in situ and report to Group Leader. • Group leader to survey site prior to event to check for any evidence of syringes. Volunteers finding syringes should not touch them, but immediately notify the Group Leader who will arrange disposal. All work must then cease in this particular area • Any accidental piercing by syringe should be immediately treated at medical practice or A & E (see below) 	M	<p>Remind volunteers of control measures in briefing.</p> <p>Group leader to refer medical waste/ syringes to DDC.</p> <p>Group leader to seek urgent medical attention for any accidental piercings</p>	<p>Group Leader</p> <p>Volunteers</p>
Use of tools and equipment	<ul style="list-style-type: none"> • Always use the tools or equipment only in the way intended or as instructed. • Use the appropriate Personal Protective Equipment (PPE) at all times. • Allow sufficient working area for the correct and safe use of the tool. 	L	<p>Remind volunteers of control measures in briefing.</p> <p>Advise of first aid box in kit.</p> <p>Provision of PPE</p>	<p>Volunteers</p>
Accidents/incidents	<ul style="list-style-type: none"> • Group leader to carry a charged mobile phone for contact purposes. • First aid box available in kit. • In an emergency ring 999. 	L	<p>Remind volunteers of control measures in briefing.</p> <p>Group leader to refer</p>	<p>Group Leader</p> <p>Volunteers</p>

			injured person for medical attention if required.	
Hygiene and biological risks – Weils disease, Hep B & C, Tetanus	<ul style="list-style-type: none"> • Use Personal Protective Equipment at all times. • Awareness of the types of risk from clinical waste, syringes, stagnant water (weils disease- rats) • Follow hygiene procedures – wash hands before eating, drinking or smoking and following activities. • Establish location of nearest toilet facilities. If no facilities nearby, reduce working time. • Provide handwipes if running water not available. 	L	Remind volunteers of control measures in briefing. Highlight location of nearest facilities.	Group Leader Volunteers
Allergies and irritants	<ul style="list-style-type: none"> • Beware of dangerous plants and possible adverse reactions. • Notify the event manager of any known allergies before commencing activities. • Use Personal Protective Equipment at all times. • Maintain an awareness of potential hazards. • Carry epi-pen and/or any medication if known to be required. • Wash thoroughly on completion of activity. 	L	Remind volunteers of control measures in briefing. Advise of first aid box in kit. Advise volunteers of contacts in the event of an emergency.	Group Leader Volunteers
Weather	<ul style="list-style-type: none"> • Wear protection if working in the sun. Keep in the shade during the hottest part of the day. • Do not work if extremely cold. • Take shelter in heavy rain/thunderstorms. 	L	Postpone activities in extreme weather Remind volunteers of control measures in briefing.	Group Leader Volunteers
Volunteers not familiar with safety procedures	<ul style="list-style-type: none"> • All volunteers should be given a briefing Safety Talk, covering the above risks and general information about correct use of the equipment, the site 	L	Cascade training/ information to all volunteers	Group leader Supporting staff
Children and vulnerable adults in a public area (safeguarding)	<ul style="list-style-type: none"> • All children and any vulnerable adults to be accompanied by responsible adult (parent, carer or teacher) in approved ratios • No child to be out of sight of a responsible adult • Where DBS is required for individuals this is in place • All staff on site to maintain vigilance where members of the public not participating in the event are using the same public space • All event volunteers to wear event tabards to allow easy identification 	M	Remind volunteers of control measures in briefing.	Group Leader Supporting staff

02.04.19

Personal Protective Equipment Needed	Provided by	First Aiders/Group Leaders	Contact telephone numbers	Nearest 24 hour Hospital with A&E

SAMPLE REGISTER OF VOLUNTEERS – COMMUNITY CLEAN UP WITH VOLUNTEERS AND CHILDREN

GROUP LEADER NAME: _____ **LOCATION:** _____

People Affected*: Volunteers	Completed by:	Group Leader	Date:	
Public				

Name	Name			
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Assessment Seen By: _____

<p>All volunteers to sign to confirm they have read, fully understand and will abide by the control measures. Group leader will be responsible for ensuring this is the case for anyone where English is not their first language</p>	
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