

Henley Parish Council Safety Risk Assessment Volunteer

Document Control		
Adopted Date:	6 March 2023	Minute ref. 060323/45
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Speed Indicator Device Siting	Severity: 1. Slight (minor injury, first aid required). 2. Moderate (minor injury, first aid/medical attention). 3. Serious (injury, medical attention, 7 day absence). 4. Major (serious injury/death). 5. Catastrophic (number of casualties/deaths).	Severity							
			1	2	3	4	5		LOW (1-4): May be ignored
		5	5	1	1	2	25		MEDIUM (5-9): Control measures Required
		4	4	8	1	1	20		HIGH (10+): Design out if possible
		3	3	6	9	1	15		
		2	2	4	6	8	10		
		1	1	2	3	4	5		

Hazards	How could they be harmed?	Initial Assesment		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
		P	S		P	S	
Vehicles/visibility (of litter pickers to road users)	Collision with vehicle	8		-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	4		yes
		2	4		1	4	

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				<ul style="list-style-type: none"> -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 			
Syringes (sharps) and/or drug paraphernalia/asbestos	Wounded by sharp implement or potential contamination	6		<ul style="list-style-type: none"> -Volunteers should not attempt to collect syringes, sharps or any substance /item which you suspect might be asbestos) in any circumstances -Litter Pickers to familiarise themselves with what drug paraphernalia looks like by referring to the volunteer guidance notes. -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@baberghmidsuffolk.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 	3		yes
		2	3		1	3	
Syringes, sharps and asbestos continued							

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				* Rinse it and dress it * Go to accident and emergency immediately (within 2 hours if possible)			
Unidentified chemicals/liquids in containers	Bottles could leak and break open when picked up causing the liquid within to come into contact with skin	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	3		Yes
		2	3		1	3	
Dead animals	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@babberghmidsuffolk.gov.uk	3		yes
		2	3		1	3	
Soiled clothing, broken glass and general litter	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	Sunburn or hypothermia	6		-Do not pick in extreme cold or extreme hot weather	4		yes
		3	2		2	2	

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				<ul style="list-style-type: none"> -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 			
Uneven ground	Slips trips and falls	6		<ul style="list-style-type: none"> -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 	4		yes
		3	2		2	2	
Insect stings/bites	Stings/bites	6		<ul style="list-style-type: none"> -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	Problem occurring when working alone	4		<ul style="list-style-type: none"> -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	
Manual handling	Back/lifting issues	6			4		yes

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		3	2	<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 	2	2	
Lack of awareness of risks	Any number	12		<ul style="list-style-type: none"> -Volunteer guidance notes and risk assessment to be shared with all litter pickers -A safety briefing by the organiser is to be provided to the volunteers before the litter pick event commences -Wherever possible an attendance register should be used for volunteers to record their attendance and confirm they have understood the safety briefing and risk assessment -The organiser should gain permission from the parents/guardian of those under 18 years of age who are to take part -Under 18 year will need to be accompanied by an adult 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	

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To be completed by the organiser of the Litter Pick or another responsible person	I confirm I have shared a copy of this risk assessment and given a safety briefing to all volunteers	
	Signed:	
	Print Name:	
	Date:	