

Template Risk Assessment

Community Group:	FRIENDS OF GREAT ASHLEY	Date of Assessment:	17/12/2021
Name of Assessor:	V. ADAMHAMS	Date of Review:	12/12/2024

No	Hazard and Potential Consequences	Persons at Risk	Control Measures	Additional Control Measures Necessary	Risk Rating (High, Medium, Low)
1	Physical Hazards present at site e.g. Drowning in river or falling down steep slope	Participants	Organiser to carry out a pre-site visit to ensure that the area is suitable and carry out a suitable risk assessment. Litter picking should not be carried out in areas where there is a high risk to participants. Areas that would be unsuitable include: - Anywhere within unguarded access to deep or fast flowing water (e.g. rivers) - Highway or roadside areas without vehicle segregation (fencing) - Steep, slippery or unstable ground (including those with holes or excavations) - Areas around and within derelict (and potentially unstable) buildings	Where possible, use tape to cordon off any dangerous areas on site and ensure participants are informed that access to taped areas is prohibited. Where there is a high level of risk, find a more suitable site to carry out the litter pick. For further information and guidance, please refer to 'the Big Tidy Up' website: http://www.thebigtidyup.org/tidyups organise.aspx	
2	Sharp Objects - Glass, needles, nails etc. e.g. Needle stick injury leading to Hepatitis B	Participants	Anyone undertaking litter picks must follow correct procedure and instructions. If discovered, needles must not be picked up or touched under any circumstances. Location should be noted and inform NHDC to remove. Participants should be informed beforehand of the need to wear strong, sensible footwear (boots, Wellingtons) with adequate grip - no open-toe footwear should be allowed. Participants to be provided with correct Personal Protective Equipment including Gloves, Litter Pickers, High Visibility Vests.	Organiser/team leader to give pre-activity briefing session with all participants to include procedures/instructions, including: - Procedure for hypodermic needles - Participants instructed not to pick up litter with hands - use Litter Picker at all times	

No	Hazard and Potential Consequences	Persons at Risk	Control Measures	Additional Control Measures Necessary	Risk Rating (High, Medium, Low)
3	Hygiene and potential contact with Bio Hazards Objects - faeces, vomit and used condoms e.g. Dog Faeces potentially leading to infection i.e. 'toxocarasis' • Contraction of 'Weils disease' from rat urine.	Participants	Anyone undertaking litter picks must follow correct procedure and instructions. If discovered, volunteers should not attempt to clean up. Make a note of the location and report it to NHDC to remove. Participants should be informed beforehand of the need to wear suitable outdoor clothing that does not expose bare areas of skin. Participants to be instructed to wash hands and forearms before eating, drinking, smoking or going to the toilet. Participants instructed to cover any cuts, however minor, with surgical tape or waterproof plasters	Organiser/team leader to give pre-activity briefing session with all participants to include procedures/instructions/information, including: - General awareness of bio-hazards (e.g. what they are and why they're dangerous) - Instruction not to pick up or handle any bio-hazard. Ensure adequate first aid arrangements have been provided (proportionate to the level of risk). As a minimum a first aid kit with waterproof plasters should be available. At least one member of the group should have access to a phone in order to call for emergency assistance in the event of a group member being injured or falling ill.	
4	Contamination from chemicals onsite e.g. Poisoning from insecticides	Participants	Anyone undertaking litter picks must follow correct procedure and instructions. If discovered, do not attempt to clean up. Make a note of the location and report it to NHDC.	Organiser/team leader to give pre-activity briefing session with all participants to include procedures for the discovery of chemicals or chemical containers on site.	
5	Slips Trips and Falls e.g. Sprained Ankle from tripping over rough terrain	Participants	Organiser to carry out a pre-site visit to ensure that the area is suitable and carry out a suitable risk assessment. Anyone undertaking litter picks must follow correct procedure and be wearing correct PPE. Participants should be informed beforehand of the need to wear strong, sensible footwear (boots, Wellingtons) with adequate grip - no open-toe footwear should be allowed.	Ensure any significant findings of the risk assessment are communicated to participants prior to carrying out activity. Where possible, use tape to cordon off any dangerous areas, including slip/trip hazards on site and ensure participants are informed that access to this area is prohibited.	

No	Hazard and Potential Consequences	Persons at Risk	Control Measures	Additional Control Measures Necessary	Risk Rating (High, Medium, Low)
6	Manual Handling e.g. Back injury from people attempting to move heavy objects such as Branches	Participants	Participants should be informed of the dangers of manual handling and instructed to assess the load before handling. Wear appropriate PPE including gloves, trousers and sturdy footwear to protect hands, legs and feet. Minimise repetitive bending wherever possible and ensure participants take regular breaks. Prior to activity make arrangements with Council on collection points of rubbish, wherever possible minimising manual handling for participants by suitably locating collection points.	Organiser/team leader to give pre-activity briefing session with all participants to include instructions on manual handling, including: - Not to lift unless comfortable in doing so - Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights. - All lifting by young persons to be supervised. - Wherever possible, lift items with assistance rather than alone - Be aware and careful in case sharp objects are protruding from sacks.	
7	Weather Issues e.g. extremes of weather can cause injuries such as wind blown debris	Participants	Participants should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate. Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc) Ensure there is an adequate supply of water to prevent dehydration.	Organiser/team leader to give pre-activity briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn)	
8	Aggressive People e.g. Assaulted by member of public	Participants	Participants should be informed to cease litter picking if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously and report back to the organiser/team leader. Participants should always work in teams and should not work alone at any time during the activity.		
9	Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests,	Participants	Organiser to carry out a pre-site visit to ensure that the area does not contain any dangerous plants or wasp or bee nests. Participants should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor	Ensure adequate first aid arrangements have been provided (proportionate to the level of risk). As a minimum a first aid kit with waterproof plasters should be available. At least one member of the group should have access to	

No	Hazard and Potential Consequences	Persons at Risk	Control Measures	Additional Control Measures Necessary	Risk Rating (High, Medium, Low)
	e.g. Skin rash from plants, bee sting resulting in anaphylactic shock		clothing and footwear, keeping hands, arms and legs covered. Participants to be instructed to wash hands and forearms before eating, drinking, smoking or going to the toilet.	a phone in order to call for emergency assistance in the event of a group member being injured or falling ill as a result of an allergic reaction.	
10	Vehicle Movements e.g. Fatality or major injury caused by moving vehicle	Participants	Litter Picking should not be undertaken on highway or within close, unguarded proximity to roads or areas where there are moving vehicles. Participants should be informed beforehand of the need to wear appropriate PPE including fluorescent high-visibility vests.		
11	Lone Working e.g. Anyone lone working sustaining an injury may not receive medical assistance, and thus condition may worsen as team are unaware they have been injured.	Participants	Participants should always work in teams and should not work alone at any time during the activity.	Ensure there is a facility for participants to sign in and out.	

No	Hazard and Potential Consequences	Persons at Risk	Control Measures	Additional Control Measures Necessary	Risk Rating (High, Medium, Low)
12	Young Persons and lack of awareness e.g. A young person taking unnecessary risks resulting in injury	Participants, particularly young persons	Organiser to carry out a pre-site visit to ensure that the area is suitable for young persons. Organiser to carry out a suitable risk assessment and ensure all participants (including young persons) are given health and safety checklist and instructions. Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are participating, there should be adequate supervision at all times (e.g. a minimum of 1 responsible adult to every 10 young persons). There should be no groups of children under the age of 16 working in an area without direct supervision of an adult.	Where young persons and/or children are involved, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.	
13	Use of graffiti wipes	Participants	Only adult participants should be undertaking graffiti removal. Anyone using the graffiti wipes are to be wearing protective gloves provided in the equipment. Graffiti removal should be agreed with an NHDC officer. No removal will be approved if it cannot be reached from the ground without the use of a ladder to avoid falls from heights. Graffiti removal is not to be done alone, volunteers should work as part of a team.		

On the day:

Arrive early as the organiser to check the area around hasn't had any major changes to be aware of such as a large fly-tip.

Take some before photos to show what you were doing

Welcome your volunteers and do a safety briefing highlighting any areas to stay clear of and what to look out for.

Count out the equipment to volunteers

Take photos of the hardworking volunteers and interesting items they find

Thank everyone for coming or congratulate young people on how hard they have worked

Count back in all the equipment

Leave the sacks in the agreed location. Please ensure they do not obstruct paths or roads and that they are located away from private property. Collection by the contractor will normally be the next working day

List of activities not to be undertaken whilst litter picking:

Please report these to the Council instead: Phone: 0800 328 6023 or use the online report it forms on our website: www.north-herts.gov.uk

- Broken Glass
- Dog Fouling
- Dumped rubbish
- Full litter bin
- Full dog waste bin
- Fly posters
- Dead animals
- Removal of fly tips
- Disturbing potentially hazardous material, e.g. asbestos
- Drug/health related waste/needles

NHDC do not recommend that community groups undertake the removal of fly tipped or large amounts of dumped rubbish, as these could require specialist equipment, contain hazardous waste and may also be subject to investigation by NHDC Environmental Crime Officers. If groups come across waste of this kind, please note location and description of the waste, and either report it to the NHDC officer working with you, or through our customer contact centre on 0800 328 6023.

After your tidy up:

- Return your borrowed litter picking equipment to the Council.
- Send photos of your event to the NHDC officer you have been working with.
- Record details of the event such as number of people, number of sacks collected, weather etc. and send this with photos to your local community magazine/ parish council for an article in the magazine or newsletter.
- Publicise the good work you all did.
- Organise another one in the future.