

## Risk Assessment – Community Litter Pick

Date:

Hazard	Risk	Controls	Measures to reduce effect in the event of an accident	Notes
Unaware of the event, e.g. where to meet, what to do?	<ul style="list-style-type: none"> <li>Confusion</li> <li>Arrive in the incorrect clothing</li> </ul>	<ul style="list-style-type: none"> <li>Posters to be displayed in the Community Centre / Café Bar / Pavillion advertising the event along with the terms and conditions of the litter pick.</li> <li>Advertise the litter pick on Grange Park and Unofficial Grange Park Facebook page – include poster and terms and conditions.</li> </ul>		
Volunteers claim for damage to self and belonging whilst on the Community Litter Pick	<ul style="list-style-type: none"> <li>Damage to clothing</li> <li>Damage to self</li> </ul>	<ul style="list-style-type: none"> <li>All participants need to sign to agree to the Terms and Conditions of the litter pick to agree that the community Litter Pick is not liability for any damage to clothing or personal injury.</li> <li>Parish Council has adequate Public Liability Insurance in place for the Community Litter Pick.</li> </ul>	<ul style="list-style-type: none"> <li>Andy or a representative from the Parish Council to complete a visual risk assessment prior to the Community Litter Pick.</li> <li>Any risks identified by Andy or a representative from the Parish Council to be discussed by the organisation team prior to the Community Litter Pick to ensure the risks identified are reduced.</li> </ul>	
Large volume of volunteers arrive to take part in the Community Litter Pick.	<ul style="list-style-type: none"> <li>Over crowding</li> <li>Disappointment</li> </ul>	<ul style="list-style-type: none"> <li>The Community Litter Pick has a limited equipment. If many volunteers turn up to assist, the organisation team to decide whether to send out two groups or to share the equipment.</li> </ul>		
Cancellation of the Community Litter Pick	<ul style="list-style-type: none"> <li>Server weather conditions</li> <li>Inadequate numbers of organisers attending</li> </ul>	<ul style="list-style-type: none"> <li>The decisions regarding cancellation of the event maybe short notice due to the sudden change of weather or sickness of a member of the organisation team.</li> <li>Post to be put up on Grange Park / Grange Park Unofficial Facebook page to inform the community that the Community Litter Pick is cancelled.</li> </ul>		
Lost Child	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	<ul style="list-style-type: none"> <li>All parents/guardians are responsible for children taking part in the Community Litter Pick, as outlined in the Terms and Conditions.</li> <li>All participants are provided with high-viz tabard.</li> <li>As stated in the Terms and Conditions, the ratio of adult to child allowed on the litter pick is 1 adult:2 children (maximum).</li> </ul>	<ul style="list-style-type: none"> <li>If a child is lost. The Litter pick is temporarily stopped, discussion with participants as to the last sighting of the child. If the child is not located with 15 minutes, the litter pick is cancelled, and the Emergency Services are informed of the situation. Organised groups of individuals to search for the lost child (no lone searches to take place – group searches only).</li> </ul>	
Broken glass	<ul style="list-style-type: none"> <li>Cuts</li> <li>Infections</li> </ul>	<ul style="list-style-type: none"> <li>All participants are advised in the Terms and Conditions to not pick up any broken glass.</li> <li>All participants are advised in the Terms and Conditions to wear suitable clothing and footwear and are provided with a litter picker</li> </ul>	<ul style="list-style-type: none"> <li>If any broken glass is located during the Community Litter Pick, organisers to take a photo of the broken glass and record the location. Photo and location of the</li> </ul>	

		<p>and gloves.</p> <ul style="list-style-type: none"> <li>All participants are advised to not pick up any litter with their hands, use litter pickers provided only.</li> <li>All participants are informed at the briefing before the litter pick to not pick up broken glass and to inform a member of the organisation team if they locate broken glass whilst on the litter pick.</li> <li>All participants are advised to cover up any cuts prior to the litter pick.</li> </ul>	<p>broken glass to be passed onto the Parish Council to action.</p> <ul style="list-style-type: none"> <li>If someone does injury themselves, a travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick.</li> </ul>	
Needles	<ul style="list-style-type: none"> <li>Cuts</li> <li>Infections</li> </ul>	<ul style="list-style-type: none"> <li>All participants are advised in the Terms and Conditions to not pick up any needles.</li> <li>All participants are advised in the Terms and Conditions to wear suitable clothing and footwear and are provided with a litter picker and gloves.</li> <li>All participants are advised to not pick up any litter with their hands, use litter pickers provided only.</li> <li>All participants are informed at the briefing before the litter pick to not pick up any needles and to inform a member of the organisation team if they locate needles whilst on the litter pick.</li> <li>All participants are advised to cover up any cuts prior to the litter pick.</li> </ul>	<ul style="list-style-type: none"> <li>If any needles are located during the Community Litter Pick, organisers to take a photo of the needles and record the location. Photo and location of the needles to be passed onto the Parish Council to action.</li> <li>If someone does injury themselves, a travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick.</li> </ul>	
Hazardous Substances	<ul style="list-style-type: none"> <li>Potential danger</li> </ul>	<ul style="list-style-type: none"> <li>All participants are advised in the Terms and Conditions to not pick up any hazardous substances.</li> <li>All participants are advised in the Terms and Conditions to wear suitable clothing and footwear and are provided with a litter picker and gloves.</li> <li>All participants are advised to not pick up any litter with their hands, use litter pickers provided only.</li> <li>All participants are informed at the briefing before the litter pick to not pick up any hazardous substances and to inform a member of the organisation team if they locate hazardous substances whilst on the litter pick.</li> <li>All participants are advised to cover up any cuts prior to the litter pick.</li> </ul>	<ul style="list-style-type: none"> <li>If any hazardous substances are located during the Community Litter Pick, organisers to take a photo of the hazardous substances and record the location. Photo and location of the hazardous substances to be passed onto the Parish Council to action.</li> <li>If someone does injury themselves, a travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick.</li> </ul>	
Heavy to handle rubbish  Large items of rubbish	<ul style="list-style-type: none"> <li>Damage to back</li> <li>Pull muscle</li> <li>Strain</li> </ul>	<ul style="list-style-type: none"> <li>All participants are advised in the Terms and Conditions to wear suitable clothing and footwear and are provided with a litter picker and gloves.</li> <li>All participants are advised to not pick up any litter with their hands, use litter pickers provided only.</li> <li>Full bags of waste and recycling are to be placed in the cart.</li> <li>Participants are advised in the Terms and Conditions to not pick up any heavy items of litter (e.g. shopping trollies and tyres).</li> <li>All participants are advised to cover up any cuts prior to the litter pick.</li> </ul>	<ul style="list-style-type: none"> <li>If any large/heavy litter items are located during the Community Litter Pick, organisers to take a photo of the items and record the location. Photo and location of the large items to be passed onto the Parish Council to action.</li> <li>If someone does injury themselves, a travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick.</li> </ul>	

Ground Conditions	<ul style="list-style-type: none"> <li>• Pull muscle</li> <li>• Strain</li> <li>• Broken bone</li> </ul>	<ul style="list-style-type: none"> <li>• The Community Litter Pick will be cancelled due to server weather.</li> <li>• All participants are advised in the Terms and Conditions to wear suitable clothing and footwear and are provided with a litter picker and gloves.</li> <li>• All participants are advised in the Terms and Conditions to inform the organisers of any accidents or near misses (e.g. slips, trips).</li> </ul>	<ul style="list-style-type: none"> <li>• Andy or a representative from the Parish Council to complete a visual risk assessment prior to the Community Litter Pick</li> <li>• Any risks identified by Andy or a representative from the Parish Council to be discussed by the organisation team prior to the Community Litter Pick to ensure the risks identified are reduced</li> <li>• Any accidents and near misses to be recorded at the end of each litter pick. Any issues highlighted from the findings of the accident and near misses to be considered for forthcoming litter picks.</li> <li>• If someone does injury themselves, a travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick.</li> </ul>	
Road users	<ul style="list-style-type: none"> <li>• Collision with moving vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Young people to be restricted to the path areas around the estate (pedestrian areas only) – minimising conflict between road vehicles and young people.</li> <li>• As agreed in the Terms and Conditions, all participants agree to wear hi viz throughout the Community Litter Pick.</li> <li>• One of the organisers will be on traffic watch whilst taking part in the road side litter pick.</li> <li>• All participants attend a briefing before the Community Litter Pick and are informed that basic highway awareness will be required and extra vigilance and team work required whilst litter picking by the road side.</li> </ul>	<ul style="list-style-type: none"> <li>• Andy or a representative from the Parish Council to complete a visual risk assessment prior to the Community Litter Pick</li> <li>• Any risks identified by Andy or a representative from the Parish Council to be discussed by the organisation team prior to the Community Litter Pick to ensure the risks identified are reduced</li> <li>• Facebook post added to the Grange Park and Unofficial Grange Park Facebook pages to inform the local community to be mindful as a community litter pick is taking place.</li> </ul>	
Dog Mess	<ul style="list-style-type: none"> <li>• Illness</li> </ul>	<ul style="list-style-type: none"> <li>• All participants are advised in the Terms and Conditions to not pick up any dog mess.</li> <li>• All participants are advised in the Terms and Conditions to wear suitable clothing and footwear and are provided with a litter picker and gloves.</li> <li>• All participants are advised to not pick up any litter with their hands, use litter pickers provided only.</li> <li>• All participants are informed at the briefing before the litter pick to not pick up any dog mess and to inform a member of the organisation team if they locate of the dog mess whilst on the litter pick.</li> </ul>	<ul style="list-style-type: none"> <li>• If any dog mess is located during the Community Litter Pick, organisers to take a photo of the hazardous substances and record the location. Photo and location of the dog mess to be passed onto the Parish Council to action.</li> </ul>	
Dogs	<ul style="list-style-type: none"> <li>• Bites</li> </ul>	<ul style="list-style-type: none"> <li>• All participants are advised in the Terms and Conditions that friendly</li> </ul>	<ul style="list-style-type: none"> <li>• If someone does injury themselves, a</li> </ul>	

	<ul style="list-style-type: none"> <li>Scratches</li> </ul>	<ul style="list-style-type: none"> <li>dogs on short leads can join the litter pick.</li> <li>Be mindful of loose dogs.</li> </ul>	<ul style="list-style-type: none"> <li>travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick</li> </ul>	
Wild Animals	<ul style="list-style-type: none"> <li>Bites</li> <li>Disturbing wild animals and their habitat</li> </ul>	<ul style="list-style-type: none"> <li>Participants are informed in the Terms and Conditions and debrief to stay away from local wildlife and to not disturb wild animals or their habitats.</li> </ul>	<ul style="list-style-type: none"> <li>If someone does injury themselves, a travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick.</li> </ul>	
Water (ponds, streams, brook)	<ul style="list-style-type: none"> <li>Fall or slip into the water</li> <li>Drowning</li> <li>Hypothermia</li> </ul>	<ul style="list-style-type: none"> <li>The participants will be advised at the briefing before the litter pick that they must not litter pick near water.</li> <li>All participants are informed at the briefing before the litter pick to not litter pick on the banks of the brook, in water or beside pond. If they see any litter in these areas to advise the organisers.</li> </ul>	<ul style="list-style-type: none"> <li>If any litter in or around waterways is located during the Community Litter Pick, organisers to take a photo of the hazardous substances and record the location. Photo and location of the litter to be passed onto the Parish Council to action.</li> <li>If someone does injury themselves, a travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick.</li> </ul>	
Hedges/trees/ bushes	<ul style="list-style-type: none"> <li>Injury to self</li> <li>Damage to equipment and clothing</li> </ul>	<ul style="list-style-type: none"> <li>The participants are informed in the Terms and Conditions to not get themselves entangles in a hedge, bush or tree. Damage to personal belongings, equipment and injury to self.</li> </ul>	<ul style="list-style-type: none"> <li>If someone does injury themselves, a travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick.</li> </ul>	
Equipment	<ul style="list-style-type: none"> <li>Damage to equipment</li> <li>Loss of equipment</li> </ul>	<ul style="list-style-type: none"> <li>Participants are provided with a litter picker, high viz and gloves.</li> <li>All participants are to return the equipment at the end of the litter pick.</li> <li>Responsible use of the equipment outlined at the briefing before the litter pick.</li> </ul>	<ul style="list-style-type: none"> <li>An equipment log is updated after each litter pick.</li> <li>All equipment is stored in a safe place only accessible by the Parish Council.</li> </ul>	
Plants	<ul style="list-style-type: none"> <li>Injury to self – rash</li> <li>Damage to environment</li> </ul>	<ul style="list-style-type: none"> <li>No participant to remove any flowers or plants whilst litter picking.</li> <li>At the briefing before the litter pick the participants are made aware to avoid any nettles.</li> </ul>	<ul style="list-style-type: none"> <li>If someone does injury themselves, a travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick.</li> </ul>	
Bicycles, scooters, mobility scooters	<ul style="list-style-type: none"> <li>Collison</li> </ul>	<ul style="list-style-type: none"> <li>All participants taking part in the community litter pick are to wear hi viz.</li> </ul>	<ul style="list-style-type: none"> <li>Message to be posted on social media to advise the local residents when the community litter pick is.</li> </ul>	
Walkers, pedestrians	<ul style="list-style-type: none"> <li>Collison</li> <li>Conflict</li> </ul>	<ul style="list-style-type: none"> <li>All participants taking part in the community litter pick are to wear hi viz.</li> <li>All participants at the brief to be advised to not confront any person(s) whom they see littering.</li> </ul>	<ul style="list-style-type: none"> <li>Message to be posted on social media to advise the local residents when the community litter pick is.</li> </ul>	
Carts	<ul style="list-style-type: none"> <li>Collisions</li> <li>Injury to participants and public</li> </ul>	<ul style="list-style-type: none"> <li>The Cart along with the equipment, when not in uses, are stored and only accessible by the Parish Council.</li> <li>The Carts are to be operated by a member of the Organisation Team ONLY.</li> </ul>	<ul style="list-style-type: none"> <li>If someone does injury themselves, a travel first aid kit is available whilst on the litter pick. Accident book to be completed on return from the litter pick.</li> </ul>	

		<ul style="list-style-type: none"> <li>No individuals to climb or to be pushed around whilst in the cart.</li> <li>No brake on the carts, a member of the organisation team to be in control and charge of a cart during the litter pick.</li> <li>All the above points to be raised at the briefing before the litter pick.</li> </ul>		
Private Property	<ul style="list-style-type: none"> <li>Conflict</li> </ul>	<ul style="list-style-type: none"> <li>No litter picking to be conducted on private property as outlined in the briefing.</li> </ul>	<ul style="list-style-type: none"> <li>Andy to contact the management company whom own the pedestrian area by the shops and doctors. To inform the management company about the proposed litter pick.</li> </ul>	
Disposal of Litter (non-recyclable)	<ul style="list-style-type: none"> <li>Attracts pests</li> <li>Protect environment</li> </ul>	<ul style="list-style-type: none"> <li>The waste litter is to be collected into bags (litter rings placed on the bags). At the end of the litter pick the litter will be taken down to the warehouse to be disposed off. - TO CONFIRM</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
Disposal of recycling	<ul style="list-style-type: none"> <li>Attracts pests</li> <li>Protect environment</li> </ul>	<ul style="list-style-type: none"> <li>The recycling to be collected into bags (litter rings placed on the bags). At the end of the litter pick the litter will be taken down to the warehouse to be disposed off - TO CONFIRM and TO CONFIRM if recycling needs to be separated into groups or is mixed recycling.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	

Near Miss and Accident Book will be available at the end of the Community Litter Pick.

**Allocated First Aider:**

**Disposer of litter and recycling:**

All participants on the Community Litter Pick are to be given a complimentary voucher for a free hot drink at the end of the litter pick within the Café Bar.

Julie to bring the equipment to the first litter pick in March – need to establish where the equipment will be stored after the litter pick.