

Risk assessment for volunteer litter clearance

(This form is to be completed by the leading volunteer prior to the commencement of each litter picking session. As the organiser of the event you will be responsible for informing volunteers of the identified risks prior to commencing litter clearance.)

Please return an initialled copy of this form to Tunbridge Wells Borough Council prior to the event and retain a copy for your records.

Name:		Telephone :	Date:	Location of clean-up:	
HAZARD A source of potential danger	PRECAUTIONS To remove hazard, reduce risk	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT		MANAGEMENT ACTIVITY	Initial to indicate you have read
Traffic	TWBC DO NOT Recommend litter picking by volunteers on any roads where the speed limit is 30mph or above. We will not give out equipment to groups who wish to litter pick on any road without a 30mph speed limit.	Be aware of oncoming traffic and other hazards. Ensure use of Personal Protective Equipment. Do Not use mobile phones or music players whilst on the highway.		One volunteer to act as 'Eyes and Ears' for traffic movements on behalf of the rest of the group.	
Animals, Domestic, Farm	Wear appropriate clothing. Beware of loose dogs. Avoid contact with animals.	Seek medical attention as soon as possible after being bitten or scratched.		Do not touch animals.	
Lifting heavy objects	Do not move or lift objects unless necessary. Use mechanical aids, or handle with an appropriate number of people. Break up the load into smaller parcels. Use good lifting technique.	Stop immediately if suffering any pain or discomfort. Seek medical attention if ill effects persist.		If your volunteers find large/heavy objects make a note and contact us to ask if we can remove them after the event.	
Chemicals	Do not approach or remove containers which could contain / have contained chemicals.	Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details.		Contact the Environment Agency 0800 80 70 60	

Cliffs, quarry faces, steep slopes	Avoid picking on or close to the edge of cliffs, quarries, steep slopes etc and below unstable cliffs & slopes. Take weather conditions and possible weather changes into account.	Seek medical treatment in the event of injury.	Instruct volunteers to stay away from these areas.	
Electric fences	Always assume electric fences are live. Avoid contact.		Warn volunteers not to touch fences.	
Ground conditions	Wear strong boots with ankle support. Avoid dangerous areas and choose the safest possible route over difficult ground.	Seek medical attention for any serious cuts, bruises or strains.	Instruct volunteers to wear suitable footwear.	
Hedges, fences, walls, ditches	Take care climbing stiles particularly in wet weather. Avoid climbing walls, ditches and fences.		Stay within the registered location.	
Water, marshes, bogs	Avoid banks, especially if they appear unstable. Always work in pairs if close to water.	Shower and change into warm dry clothing if immersed.	Never allow children to work in these areas. Adults should be cautious.	
Highways vehicles, bicycles, plant and machinery	Avoid close proximity if possible. Stay off the highway. Be alert to the potential presence of agricultural machinery. Wear high visibility clothing if necessary. Do not work on the roadside if the speed limit is 30mph or over.	Seek medical attention in the event of injury.	Be aware of the vehicles around you during the litter pick. Keep a look out.	
People, lone working	Be aware of aggressive and difficult people. Withdraw rather than face conflict. Do not work out of sight of others in the group. No school age children to be working on the highway. School age children working off highway to be fully supervised at all times.	Organiser to have mobile phone. Medical attention following any assault / injury.	Keep together and stay off private property.	
Refuse, litter	Pick up only general litter. Do not collect medical waste (e.g. needles/syringes) Always wear gloves and use a litter picker wherever practicable and available.	Seek medical attention where appropriate. Keep anti-tetanus injections up to date.	Volunteers must wear the safety clothing provided.	
PPE, Tools and equipment	All volunteers/attendees to wear hi-visibility tops. Team to be shown how to use equipment if appropriate. Allow sufficient working area for the correct and safe use of the tool. Use appropriate protection.	First aid training. Have first aid kit available. Obtain medical attention in the event of injury.	Volunteers must wear safety clothing provided and use the equipment provided and as instructed.	
Irritants, dangerous plants	Beware of dangerous plants and possible adverse reactions. Wash thoroughly on completion of such operations.	Seek medical attention for unusual or suspicious symptoms after contact with vegetation.	Wear the gloves provided.	

Trees, shrubs	Be alert to the risks and keep a look out for hazards.	Wear safety helmet in hazardous conditions. Obtain medical attention in the event of injury.	Be aware of low hanging branches and exposed tree and shrub roots.	
Weather	Adjust work programmes to avoid extremes. Cease work in inappropriate conditions. Avoid working in extreme conditions. Dress for conditions & carry additional clothing.	Seek shelter.	In the event of extreme weather conditions the litter pick should be postponed /suspended.	
Other Hazard(s) Not mentioned above – organiser to note				

Please return this form and the registration/equipment request form either by post to: Tunbridge Wells Borough Council, Contracts Unit, Environmental & Streetscene Services, Town Hall, Royal Tunbridge Wells, Kent. TN1 1RS or: e-mail Streetscene@tunbridgewells.gov.uk