

Doddington and Whisby Parish Council

Improving a Street, Greenspace or Local area – Risk Assessment Table

This risk assessment is to make sure the health, safety and welfare of any participants has been considered and that all reasonable precautions and controls are in place prior to any activity.

Any person with a known medical or other condition that may affect their own welfare or that of others should discuss with the organisers any special requirements they may have prior to the activity taking place.

This generic style risk assessment is not a definitive listing of all potential hazards but is intended as a guide to enable activity organisers to complete their own task specific risk assessment.

Name	Contact details	Location of activity	Date of activity	Time of activity (to and from)

I have completed the following Risk Assessment Table and adequate control measures are now in place.

Signature:

Activity Planning Checklist

Activity	Notes
<input type="checkbox"/> Permission gained (Landowners, Local Authorities, etc.)	
<input type="checkbox"/> Number of volunteers/supervisors attending	
<input type="checkbox"/> Consent form for children	
<input type="checkbox"/> Risk assessment and pre-event inspection completed	
<input type="checkbox"/> First aid/Medical information for participants if needed	
<input type="checkbox"/> Disposal of waste (arranged collection)	

--	--

Risk Assessment Table

Hazards, who may be harmed and how	Control measures in place	What further action is necessary?	Responsibility for action	Action by when	Date done
Accidents and incidents - Volunteers, members of the public, road users.	<ul style="list-style-type: none"> • Lead volunteer to ensure adequate first aid provision for the event. • Mobile phone – ensure charged. 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. • Report any accidents/incidents to Lead volunteer. • Make a first aid kit available. • If a qualified first aider is not available or required, the Lead Volunteer should take the role of an 'appointed person' which includes looking after the first-aid equipment and facilities and calling the emergency services when required. 	Lead Volunteer/All Lead volunteer to report any accidents/incidents to Parish Council.	Before start of litter pick and during litter pick	
Adverse weather E.g. Thunder storms, hot or cold weather - Volunteers. Various health issues.	<ul style="list-style-type: none"> • Adjust programme to avoid extreme weather conditions. • Avoid, cease or postpone working in extreme conditions. • Dress appropriately for conditions and carry additional clothing. • Avoid excessive exposure to sunlight by wearing appropriate clothing and using sun creams. 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. • Seek medical attention where appropriate. • If working in the sun – Cover up. Wear a hat with a brim or a flap that covers the ears and the back of the neck and long-sleeved shirts to protect against sunburn. Stay in the shade whenever possible, during your breaks and especially at lunch time. Use a high factor sunscreen on any exposed skin. Drink plenty of water to avoid dehydration. 	Lead volunteer/All	Before start of litter pick	

<p>Animals – Domestic, farm and wild. - Volunteers. Lyme Disease carried by animal ticks and bites/scratches from animals.</p>	<ul style="list-style-type: none"> • Not to disturb animals or damage plants. • Not remove 'natural' rubbish like logs, stones and weeds as these can be home to animals. • Not try to release entangled animals; call the RSPCA if you come across any. • Wear appropriate clothing. 	<ul style="list-style-type: none"> • Remind volunteers of the safety guidelines. • Wash hands immediately after contact with faeces. • Seek medical attention as soon as possible after being bitten or scratched. • Beware of loose dogs. • Avoid contact with animals. • Avoid contact with animal faeces. 	Lead Volunteer/All	Before start of litter pick	
<p>Broken glass, sharp/rusty edges - Volunteers. Cuts and infections</p>	<ul style="list-style-type: none"> • Undertake a pre activity inspection of the area to identify potential hazard(s). • <u>If found, leave alone and report to event organiser to report to council for removal.</u> • Wear gloves provided. • Instruct volunteers to wear suitable heavy-duty footwear (e.g. boots, shoes or wellingtons) regardless of the weather conditions, which provide adequate protection to the foot and ankle and have a coarse tread on the sole. 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. • Thoroughly wash any cuts or abrasions as soon as possible, however minor. • Seek medical attention where appropriate. 	Lead Volunteer/All	Before start of litter pick	
<p>Cliffs and steep slopes - Volunteers. Falls leading to sprains, muscle damage and broken bones.</p>	<ul style="list-style-type: none"> • Undertake a pre activity inspection of the area to identify potential hazard(s). • Not to conduct clean up activity on or close to the edge of cliffs, quarries, steep slopes, etc., and below unstable cliffs and slopes. • Instruct volunteers to stay away from these areas. • Take weather conditions and possible weather changes into account. • Instruct volunteers to wear suitable heavy-duty footwear (e.g. boots, shoes or wellingtons) regardless of the weather conditions, which provide adequate protection to the foot and ankle and have a coarse tread on the sole. 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. • Seek medical treatment in the event of injury. • Seek medical attention where appropriate. 	Lead Volunteer/All	Before start of litter pick	
<p>Dog, cat or fox faeces</p>	<ul style="list-style-type: none"> • Do not touch animal faeces particularly dog, cat 	<ul style="list-style-type: none"> • Remind volunteers of safety 	Lead Volunteer/All	Before	

<p>- Volunteers. Toxocariasis</p>	<p>or fox faeces.</p> <ul style="list-style-type: none"> • <u>If found, leave alone and report to event organiser to report to council for removal.</u> • Wear gloves provided. 	<p>guidelines.</p> <ul style="list-style-type: none"> • Thoroughly clean or wash any cuts or abrasions as soon as possible, however minor. 		<p>start of litter pick</p>	
<p>Electric fences - Volunteers. Electric shock</p>	<ul style="list-style-type: none"> • Undertake a pre activity inspection of the area to identify potential hazard(s). • Always assume electric fences are live. • Warn volunteers not to touch electric fences 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. • Seek medical attention in the event of injury. 	<p>Lead Volunteer /All</p>	<p>Before start of litter pick</p>	
<p>Ground conditions. Unsuitable, uneven, slippery, etc., ground conditions. (Potholes, rabbit holes, tree roots, etc.) - Volunteers. Slip, trip and falls. Bone fractures, sprains and strains, cuts and abrasions.</p>	<ul style="list-style-type: none"> • Awareness of potential for potholes, uneven ground or rabbit holes. • Undertake a pre activity inspection of the area to identify potential hazard(s). • Avoid potentially dangerous areas and choose the safest possible route over difficult ground. • Instruct volunteers to wear suitable heavy-duty footwear (e.g. boots, shoes or wellingtons) regardless of the weather conditions, which provide adequate protection to the foot and ankle and have a coarse tread on the sole. 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. • Thoroughly clean or wash any cuts or abrasions as soon as possible, however minor. • Have first aid kit available and advise volunteers that a first aid box available, if required. • Seek medical attention for any serious cuts, bruises or strains. 	<p>Lead Volunteer /All</p>	<p>Before start of litter pick</p>	
<p>Hand tools, equipment - Volunteers. Faulty equipment. Misuse of equipment. Sprains and strains, cuts, abrasions and bruises from inappropriate use of tools.</p>	<ul style="list-style-type: none"> • Pre-use check for obvious defects. • Volunteers must use the equipment provided and as instructed. • Team to be shown how to use equipment if appropriate. • Use refuse sacks supplied. • Use suitable gloves <u>at all times.</u> • Use any other appropriate protection depending on equipment in use. • Defective equipment not to be used and returned to the Parish Council via Lead Volunteer. • Allow sufficient working area for the correct and safe use of the tool. 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. • Have first aid kit available and advise volunteers that a first aid box available, if required. • Seek medical attention for any serious cuts, bruises or strains. • Power tools are not required and must not be used for this activity. 	<p>Lead Volunteer/All Lead Volunteer/All</p>	<p>Before and during litter pick Before litter pick After litter pick</p>	
<p>Hazardous substances – batteries (most batteries</p>	<ul style="list-style-type: none"> • Undertake a pre activity inspection of the area to identify potential hazard(s). 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. 	<p>Lead Volunteer</p>	<p>Before start of</p>	

<p>contain harmful heavy metals), asbestos, lead and miscellaneous chemicals</p> <p>- Volunteers. Chemical burns, poisoning, ill health, Potentially dangerous depending on condition.</p>	<ul style="list-style-type: none"> • <u>Do not approach or remove any potentially hazardous waste.</u> • <u>Report to the council for disposal.</u> • <u>Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details.</u> • Do not approach or remove containers which contain/contained chemicals. 	<ul style="list-style-type: none"> • Group Leader to refer hazardous substances to District Council. • Volunteers to advise Lead Volunteer if aware of any hazardous substances. • Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details. 	<p>All volunteers</p>	<p>litter pick</p> <p>When advised</p> <p>During and at end of litter pick</p>	
<p>Heavy/awkward to handle rubbish</p> <p>- Volunteers. Manual handling, slip trip and falls. Sprains and strains.</p>	<ul style="list-style-type: none"> • Only light items to be litter picked, i.e. paper, crisp packets, cigarette ends, discarded food, polystyrene containers, plastic bottles and food containers, drinks cans, etc. • Do not overfill bags. • When carrying, hold sacks away from the body. • Extreme care to be taken, use good lifting practices and share the load with an appropriate number of people. • If too heavy to handle leave the object in place and report it to the organiser to arrange removal by the council. • Stop immediately if suffering any pain or discomfort. • Do not leave sacks of litter or sweepings where they will cause obstruction or other hazard. • Do not disturb, move or touch any waste that has been fly-tipped as it could contain harmful material or substances. 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. • Seek medical attention if the ill effects persist. • If volunteers find any large/heavy fly tipped waste, please make a note and report it to the District Council for removal after the event. 	<p>Lead Volunteer</p> <p>Lead Volunteer/All</p>	<p>Before start of litter pick</p> <p>At end of litter pick</p>	
<p>Hedges, fences, walls and ditches</p> <p>- Volunteers. Hypothermia, Slip, trip and falls, falls from height. Bone fractures, sprains and strains, cuts and abrasions.</p>	<ul style="list-style-type: none"> • Take care when climbing stiles particularly in wet weather. • Avoid climbing walls, ditches and fences. • Stay within the nominated location. • Instruct volunteers to wear suitable heavy-duty footwear (e.g. boots, shoes or wellingtons) regardless of the weather conditions, which provide adequate protection to the foot and 	<ul style="list-style-type: none"> • Remind volunteers of the safety guidelines. • Seek medical attention in the event of injury. 	<p>Lead Volunteer/All</p> <p>Lead Volunteer/All</p>		

	ankle and have a coarse tread on the sole.				
<p>Highways, vehicles, bicycles, plant and machinery</p> <p>-</p> <p>Volunteers, other road users. Collision with moving vehicles or pedestrians.</p>	<ul style="list-style-type: none"> • Prior to any clean up event on or near the highway, the lead volunteer must assess the level of risk associated with any road or areas where vehicle movements are likely. • At all times be mindful of your environment and the traffic conditions, pedestrian and vehicular, in which you are working. • Do not approach within 0.5m of the live carriageway if the speed limit is 40 mph or less on a single carriageway. • Awareness of other users e.g. pedestrians and bicycles. • Wear high visibility clothing of the relevant standard if on or near the highway. The highway includes the carriageway, footpaths and verges. • One volunteer to act as a look out. • Face oncoming traffic. • Avoid crossing roads. If necessary, use a pedestrian crossing. 	<ul style="list-style-type: none"> • Volunteers must not proceed with their activity if traffic management is required. • Remind volunteers of safety guidelines. • On agricultural land, be alert to the potential presence of agricultural machinery. • Seek medical attention in the event of injury. • <u>Only volunteer in areas with a 40mph limit or less, where there is a footpath. Stay on the footpath at all times. Never conduct your activity on the carriageway (road).</u> 	Lead Volunteer/All	<p>Before start of litter pick</p> <p>During litter pick</p>	
<p>Hygiene and welfare facilities</p> <p>-</p> <p>Volunteers. Various health issues</p> <p>The following hierarchy of choice of hand hygiene methods should be applied:</p> <ul style="list-style-type: none"> • Washing hands with soap and clean warm water; • Washing hands with soap and clean cold water; 	<ul style="list-style-type: none"> • Clean or wash hands thoroughly before commencing comfort breaks and before eating, drinking, smoking, driving, going to the toilet, etc. • Wearing gloves will reduce contamination to hands. • Light soiling (when hands are visibly clean) can be cleaned by the use of moistened wipes or hand rub gel. • Significant contamination of the hands will require washing with soap and warm water. • Establish location of nearest toilet /washing facilities. • Seek out and request support from local businesses. • If possible, provide a list of premises where 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. • Thoroughly wash and dry hands with soap and warm water at earliest opportunity. 	<p>Lead Volunteer/All</p> <p>All volunteers</p>	<p>Before and during litter pick</p> <p>During and after litter pick</p>	

<ul style="list-style-type: none"> • Rinsing hands with clean water alone; • Wiping hands with moistened wipes; • Using hand rubs or gels. <p>Alcohol based gels and rubs should only be used when the hands are visibly (i.e. physically) clean.</p> <p>Only washing-off using soap and running water will reliably remove chemical contamination.</p>	<p>welfare facilities are available e.g. larger retail premises.</p> <ul style="list-style-type: none"> • Any agreed arrangements should be provided to volunteers. • If no facilities nearby, reduce working time. • Provide hand wipes/gel if running water is not available. 				
<p>Ill health or injury</p> <p>- Volunteers. Various health issues.</p>	<ul style="list-style-type: none"> • Cease work in inappropriate conditions. • Avoid working in extreme conditions. • Dress appropriately for conditions and carry additional clothing. • Instruct volunteers to wear suitable footwear, e.g. strong boots or shoes. 	<ul style="list-style-type: none"> • Seek medical attention where appropriate. 	All volunteers		
<p>Irritants, hazardous plants, trees and shrubs</p> <p>- Volunteers. Poisoning, skin irritations or allergic reactions. Trips, fractures, cuts, abrasions and penetrating injuries to the eye(s).</p> <p>Most plants in the UK are harmless but some sting, scratch or are poisonous.</p>	<ul style="list-style-type: none"> • Awareness of risk and keep look out for potential hazards e.g. low branches. • Awareness of dangerous/irritant plants and possible adverse reactions. • Awareness of thorny/prickly plants. • Use gloves provided at all times. • Wear appropriate clothing; keep exposed skin covered and thoroughly clean or wash hands after contact and before eating, drinking, smoking, driving, going to the toilet, etc. • Seek medical attention for unusual or suspicious symptoms following contact with vegetation. 	<ul style="list-style-type: none"> • Remind volunteers of safety guidelines. • Lead Volunteer to refer hazardous substances to Parish Council. • Volunteers to advise Lead Volunteer if aware of any substances. • Parish Council to advise if any known of dangerous/irritant plants in area of work. • Seek medical attention in the event of injury or for unusual or suspicious symptoms after contact with vegetation. • Volunteers must wear the safety clothing provided. 	Lead Volunteer All volunteers	Before start of litter pick During Litter pick	

<p>Lone working - Volunteers. Physical or verbal assault, illness.</p>	<ul style="list-style-type: none"> Do not work alone – keep in sight of other volunteers. Be aware of potentially aggressive and/or difficult people. Withdraw rather than face conflict. Lead volunteer to carry working mobile phone. Keep off private property. 	<ul style="list-style-type: none"> Remind volunteers of safety guidelines. 	<p>Lead Volunteer All volunteers</p>	<p>Before and during litter pick</p>	
<p>Needles (syringes, drug litter and paraphernalia) - Volunteers. Cuts and infections</p>	<ul style="list-style-type: none"> Undertake a pre activity inspection of the area to identify potential hazard(s). If found, leave alone and report to event organiser to mark the location of needles on sketch/map. The organiser to report to council for removal. <p>Needle Injuries:</p> <ul style="list-style-type: none"> Don't suck the wound. Encourage bleeding. Clean/wash with soap and water. Cover with waterproof plaster. Report the incident to Lead Volunteer. Seek medical help, as soon as possible, by attendance at Accident and Emergency. 	<ul style="list-style-type: none"> Remind volunteers of safety guidelines. Report any accidents/incidents to Lead volunteer. 	<p>Lead Volunteer to provide emergency first aid and refer injured person for medical attention if required. Lead volunteer to report any accidents/incidents to District Council.</p>	<p>Before start of litter pick During Litter pick</p>	
<p>Washing street name plates and benches - Volunteers. Skin irritations, cuts and abrasions. Working at height.</p>	<ul style="list-style-type: none"> Undertake a pre activity inspection of the area to identify potential hazard(s). If sharp edges, rust or hazardous materials are found on the bench/name plate or within the posts of the name plate, volunteers should leave alone and report to lead volunteer to report to council. Wear gloves provided to reduce effect of accidental contact. Before cleaning benches or street name plates check that it is secure and stable, if not report to the event organiser to report to the Council. Use warm water with a soft sponge to gently wash away any dirt. Only clean benches and street name plates that are below shoulder height and accessible from floor level only. Only wash street names plates that are located at the rear of the footway away 	<ul style="list-style-type: none"> Remind volunteers of safety guidelines. If volunteers notice graffiti on the street name plate, bench or any other type of street furniture please report to the lead volunteer to report to Parish Council. 	<p>Lead Volunteer All volunteers</p>	<p>Before and during litter pick</p>	

	from any live carriageway.				
<p>Water, marshes, bogs, etc.</p> <p>- Volunteers. Slip, trip and falls, drowning.</p>	<ul style="list-style-type: none"> Do not conduct your activity on, or near, water. Avoid banks, especially if they appear unstable. Avoid marsh and boggy areas. Avoid and do not walk on frozen water. Always work in pairs if close to water. Shower and change into warm dry clothing if immersed. 	<ul style="list-style-type: none"> Remind volunteers of control measures. Seek medical attention where appropriate. 	Lead Volunteer	Before start of litter pick	
<p>Waterborne diseases</p> <p>- Volunteers. Weil's Disease (Leptospirosis) is a very rare infection carried in rats' urine and can be fatal.</p> <p>Symptoms include high temperature, severe headache, flu-like illness or muscle pains. They will appear 3 to 19 days after exposure to contaminated water. It must be treated early.</p>	<ul style="list-style-type: none"> Wear gloves provided. Do not touch dead animals. Cover any cuts or sores with a waterproof plaster before carrying out a litter pick. Avoid getting hands wet in open water and, watercourses, e.g. lakes, ponds, rivers, canals, etc. Thoroughly clean or wash any cuts or abrasions as soon as possible, however minor. 	<ul style="list-style-type: none"> Remind volunteers of safety guidelines. Seek medical attention where appropriate. 	Lead Volunteer	Before start of litter pick	

This document was adopted by Doddington and Whisby Parish Council 04 November 2024.

This document will be reviewed as required.