

BROADSTONE TOWN COUNCIL

Risk Assessment

Title:	Litter Picking
Location:	Broadstone Parish
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A. Important Information

This risk assessment covers ad-hoc litter picking undertaken by Broadstone Town Council volunteers, Members and Friends of groups throughout the year, in various locations across the Parish. Litter picking will only be undertaken where it can be carried out safely. Volunteers, Members and Friends of groups must not undertake activities or enter areas where there is a significant risk to their health or safety.

Anyone under the age of 18 must be accompanied and supervised by a responsible adult at all times.

This risk assessment reflects the circumstances at the time of assessment and may be amended if the location, weather conditions or arrangements change.

An Event Manager must be appointed for each event. The Event Manager will normally liaise with the Town Council in advance of the event and will act as the main point of contact. If the nominated Event Manager is unavailable on the day of the event, another responsible member of the group must be appointed as the Event Manager and take on these responsibilities for the duration of the event

B. Risk Matrix and Guidance Notes

The methodology used in this risk assessment is a combination of quantitative risk assessment (numerically assessing probabilities and consequences), qualitative risk assessment (judgmental assessment based on event analysis

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
Severity (y-axis)	Minor	A1	A2	A3	A4	A5
	Moderate	B1	B2	B3	B4	B5
	Major	C1	C2	C3	C4	C5
	Severe	D1	D2	D3	D4	D5
	Critical	E1	E2	E3	E4	E5

Severity. (the terms Impact, consequence can also be used) – Choose the level of severity found on the vertical (y-axis) on the left-hand side of the matrix. This donates the severity of the outcome, that the risk would have if it materialised. The following table provides the definition of severity based on the example of personal injury categories.

Severity (y-axis)	Definition
Minor	Single injury of a non-specific or non-life threatening, non-permanent nature and requiring first aid only.
Moderate	- Single specified injury (which is non-life threatening, non-permanent nature and / or has a short-term impact on normal way of / quality of life). - Single injury / illness of a non-specific injury (for example moderate heat illness or hypothermia requiring more than just first aid).
Major	- Single specific injury (which is life threatening and / or causes a permanent disability). - Specified injuries to multiply individuals' injuries of a non-life threatening, non-permanent nature and / or have a short-term impact on normal way of / quality of life.
Severe	- Single fatality - Specific injuries to multiple individuals (which are life threatening and / or cause permanent disability).
Critical	Multiple fatalities

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Likelihood (the terms frequency or probability can also be used) – Choose a descriptor, found on the horizontal (x-axis on the top of the matrix). This denotes the likelihood that the safety risk will occur and thus become an event.

Likelihood	Probability	Description
Very unlikely (Very Low)	< 5%	Is not likely to occur
Unlikely (Low)	5% - 29%	Is likely to occur on a small number of occasions
Possible (Medium)	30% - 49%	Is likely to occur on several occasions
Likely (High)	50% - 74%	Is likely to occur many times
Very likely (Very high)	>75%	Is likely to be a common occurrence.

Risk rating – Is a measure of exposure to possible loss (or harm) and it combines the severity of loss (how bad) and the likelihood of suffering that loss (or harm) and how often.

The corresponding actions below relate to the risk rating derived from the colour coding of the x and y axis.

Very High	Rigorous scrutiny of control measures required to make sure it is tolerable, by improved control measures
High	
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures.
Very Low	

C. Risk Assessment Form

Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerable Yes/No ?
1	Road traffic / working near roads	Road traffic / working near roads	- Volunteers and Members to remain on pavements or other safe areas wherever possible. - Volunteers to work in pairs, with one person able to act as a lookout. - No person to enter the carriageway to collect litter. - Volunteers to remain aware of surrounding. - Litter picking to stop if traffic conditions make the activity unsafe. - High-visibility clothing to be worn when working close to roads where appropriate	Medium	Yes
2	Sharps / needles / hazardous waste	Volunteers and Members. Risk of puncture wounds, cuts, infection or exposure to hazardous substances.	- Litter to be collected using litter pickers rather than by hand. - Gloves to be worn. - Needles, syringes, broken glass or other hazardous items must not be handled by volunteers. - Hazardous items to be reported to the Town Council or appropriate authority for safe removal. - Volunteers to wash hands after litter picking.	Medium	Yes

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Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerabl e Yes/No ?
3	Unknown or suspicious items	Volunteers, Members and members of the public. Risk of injury from potentially dangerous or unidentified objects.	- Unidentified or suspicious items must not be touched or moved. - Volunteers to move away from the item and report it to the appropriate authority. 999 to be contacted where there is an immediate threat to safety.	Medium	Yes
4	Broken glass / sharp objects	Volunteers and Members. Risk of cuts or puncture injuries.	- Litter pickers to be used rather than hands. - Suitable gloves to be worn. - Broken glass to be treated as hazardous litter and not handled directly. - Appropriate containers/equipment to be used where available. - Any item that cannot be safely collected to be reported.	Medium	Yes
5	Slips, trips and falls	Volunteers, Members and members of the public. Uneven ground, kerbs, potholes, vegetation, wet leaves or other obstructions may cause falls.	- Area to be visually assessed before work begins. - Suitable footwear to be worn. - Volunteers to take care on uneven or slippery surfaces. - Volunteers not to enter areas where ground conditions are considered unsafe. - Equipment and collected rubbish to be kept clear of pedestrian routes.	Low	Yes
6	Manual handling / carrying rubbish	Volunteers and Members. Risk of strains or other injury from lifting or carrying bags or other items.	- Bags should not be overfilled or become excessively heavy. - Volunteers not to lift items beyond their capabilities. - Team lifting to be used where appropriate. - Heavy or bulky items to be left and reported for appropriate removal.	Low	Yes
7	Dog fouling / animal waste	Volunteers and Members. Risk of infection or contamination from animal waste.	- Dog waste to be avoided where possible. - Volunteers must not handle animal waste directly. - Litter pickers and suitable gloves to be used. - Hands to be washed thoroughly after litter picking. - Contaminated equipment to be cleaned appropriately.	Low	Yes
8	Animals / insects / vegetation	Volunteers and Members. Risk of bites, stings, scratches or contact with harmful vegetation.	- Volunteers to avoid disturbing animals, nests or habitats. - Care to be taken when working near bushes, long grass and vegetation. - Volunteers not to reach into areas they cannot see clearly. - Appropriate clothing and gloves to be worn. - Work to stop if an immediate hazard is identified.	Low	Yes

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Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerable Yes/No ?
9	Adverse weather	Volunteers and Members. Risk of cold, heat, dehydration, slips or other weather-related illness.	- Weather conditions to be considered before litter picking begins. - Suitable clothing and footwear to be worn. - Drinking water to be available where appropriate. - Litter picking to be postponed during severe weather. - Additional care to be taken during wet weather.	Medium	Yes
10	Interaction with members of the public	Volunteers, Members and members of the public. Risk of confrontation, distraction or accidental collision.	- Volunteers to remain courteous and professional when approached. - Volunteers should not engage in confrontation or arguments. - Any concerns or incidents involving members of the public to be reported to the Town Council. - Volunteers working in pairs or groups wherever reasonably practicable.	Low	Yes
11	Pedestrians / obstruction of footpaths	Pedestrians, wheelchair users, people with mobility difficulties and volunteers. Risk of trips, collision or obstruction.	- Volunteers to remain aware of pedestrians at all times. - Litter bags and equipment not to obstruct footpaths. - Volunteers to allow pedestrians to pass safely. - Collected rubbish to be positioned safely away from pedestrian routes.	Low	Yes
12	Lifting or reaching into inaccessible areas	Volunteers and Members. Risk of strains, falls or contact with hazardous items.	- Volunteers must not climb fences, walls, trees, banks, structures or other objects to retrieve litter. - Volunteers must not reach into areas where the contents cannot be clearly seen. - Litter that cannot be safely reached using normal litter-picking equipment should be left and reported.	Low	Yes
13	Use of litter-picking equipment	Volunteers and Members. Risk of minor injury through incorrect use or damaged equipment.	- Equipment to be checked before use. - Damaged equipment not to be used. - Volunteers to be shown how to use litter pickers and other equipment safely where necessary. - Equipment to be stored safely when not in use.	Low	Yes
14	Waste bags / collected litter	Volunteers, Members and members of the public. Risk of bags splitting, leaking or creating trip hazards.	- Bags to be suitable for the waste being collected. - Bags to be securely closed. - Collected waste to be placed at an agreed safe collection point. - Waste not to be left where it creates an obstruction or additional hazard.	Low	Yes

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Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerable Yes/No ?
15	Working alone / isolated locations	Volunteers and Members. Risk of delayed assistance following an accident or incident.	- Volunteers encouraged to work in pairs or small groups. - Volunteers to inform the relevant person of the area in which they intend to work where appropriate. - Mobile phones to be carried where practicable. - Volunteers to avoid isolated areas where there is an identified increased risk.	Low	Yes
16	Contamination / hygiene	Volunteers and Members. Risk of illness through contact with contaminated litter	- Litter pickers and gloves to be used. - Eating, drinking and smoking to be avoided while handling litter. - Hands to be washed thoroughly after litter picking and before eating or drinking. - Cuts or broken skin to be covered with waterproof dressings.	Low	Yes
Assessor:		Assessment date:			

D. Supervision

- Volunteers and Members are responsible for taking reasonable care of their own safety and the safety of others while undertaking litter picking.
- Volunteers should work in pairs or small groups wherever reasonably practicable.
- The area should be assessed before work begins and volunteers should identify any obvious hazards.
- Volunteers must not undertake any activity they consider unsafe.
- Litter that cannot be safely collected using normal litter-picking equipment should be left and reported.
- Any accident, incident or near miss should be reported to the Town Council.
- The Town Council may suspend litter-picking activity where weather, location or other circumstances make the activity unsafe.

E. Emergency Procedures

The Event Manager will:

- In the event of an injury or medical emergency, 999 should be contacted where necessary.
- Any serious accident or incident should be reported to the Town Council as soon as reasonably practicable.
- In the event of a sharp's injury, the affected person should seek appropriate medical attention promptly.
- Volunteers should not attempt to deal with dangerous or suspicious items themselves.

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F. Personal Protective Equipment (PPE)

- Suitable gloves should be worn when litter picking.
- Suitable footwear should be worn, appropriate to the terrain and weather.
- High-visibility clothing should be worn where working close to roads where appropriate.
- Weather-appropriate clothing should be worn.
- Other PPE may be required depending on the location or nature of the work.

G. Review

- This risk assessment should be reviewed annually or whenever there is a significant change to the activity or circumstances.
- The assessment should also be reviewed following any significant accident, incident or near miss.
- Volunteers and Members should report any new hazards identified during litter-picking activities to the Town Council.
- The Town Council may amend the arrangements where reasonably necessary to maintain a safe system of work.