

RISK ASSESSMENT FORM

Assessors name: Natalie Naor	Date of Assessment:	Activity/Task: Community Litter Pick by resident volunteers
Directorate: Neighborhoods	Service: Waste & Recycling Group: Public Realm	3rd Tier Manager: Jacki Ager

Residents and community groups are encouraged to conduct their own litter picking and clean up events around the Borough. They can borrow litter picking kits and additional equipment such as brooms, rakes and shovels to assist with their event. These can be requested through the Street Cleansing team.

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Disease, virus or Pandemic	Volunteers, Members of the public.	<p>All volunteers to be given a safety talk/briefing prior to litter pick. This should include details of the virus symptoms to be aware of such as high temperature, continuous cough or a loss of, or change to their sense of smell.</p> <p>Any person showing symptoms of Coronavirus should not attend the event and should isolate at home following the Government guidelines.</p> <p>Any person that has been in contact with someone displaying potential symptoms of Coronavirus should not attend the event and should isolate at home following the government guidelines.</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>If person should become unwell whilst carrying out work activities, they MUST inform the group leader and seek medical advice IMMEDIATELY</p> <p>If symptoms persist contact NHS111</p> <p>Any members of the group that have been in contact with the volunteer should also leave immediately and isolate until the person they have been in contact with has been tested negative for the illness, this will differ depending on the illness.</p>	<p>Likelihood: 2</p> <p>Consequence: 2</p> <p>Risk Level: 4</p>	<p>Event/Group Leader</p> <p>Every litter pick event</p>	

		<p>All persons MUST keep to the Social Distancing Guidelines (2 meters) as per Government Guidance when litter picking.</p> <p>Gloves to be worn at all times and disposed of responsibly afterwards as recommended by the Government/NHS. Wearing a face mask is optional.</p> <p>Each piece of equipment should be appropriately cleaned at the beginning and end of each shift.</p>		Volunteers with EXISTING health conditions should not attend the event or if chosen to do so, must inform the group leader.			
Personal Hygiene	<p>Volunteers, Members of the public.</p> <p>Lack of personal hygiene potentially spreading the Covid19 virus</p> <p>Infections, Respiratory Difficulties, Coughs, Flu like Systems</p>	<p>Volunteers, Members of the public to maintain personal hygiene at all times.</p> <p>Washing hands for 20 seconds, use their own supplied hand wipes/sanitizer at every opportunity and wash hands for 20 seconds if the facility is available.</p> <p>If civilian clothes are worn then when returning home these should be removed immediately and washed</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	Volunteers, Members of the public to discuss with organiser if there is a problem with clothing.	<p>Likelihood: 2</p> <p>Consequence: 2</p> <p>Risk Level: 4</p>	<p>Manager Supervisor Operatives</p> <p>As of June 2020 & Ongoing</p>	
High Risk Persons	Volunteers, Members of the public. - BAME (Black, Asian, Minority, Ethnicity)	<p>Volunteers, Members of the public. identified within this group will be triaged using risk variables, starting with shielded list and then in the following order:</p> <ul style="list-style-type: none"> • Pre-existing conditions • Age • Ethnicity 	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	Volunteers, Members of the public identified within this group would have probably had experience with this, therefore may not be able to assist with this work.	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	<p>Manager Supervisor Operatives</p> <p>As of June 2020 & Ongoing</p>	

	High proportion of BAME staff at higher risk of infection	<ul style="list-style-type: none"> • Gender • Pregnancy • Risk from transport • Allergies 		Volunteers, Members of the public with existing health condition should not take part within this work.			
Being struck by motor vehicles	Volunteers, Members of the public.	<p>All volunteers to be given a safety talk prior to litter pick.</p> <p>Briefing to include warning on roads, speed limits and any known hazards</p> <p>Briefing to include warning to always focus when crossing streets and be aware of surroundings at all times</p> <p>Be aware of cars, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles</p> <p>Volunteers must always wear the appropriate Personal Protective Equipment (PPE), High Viz jacket and gloves.</p> <p>Children to remain under supervision and in sight of a responsible adult at all times</p> <p>Children not to pick litter from the road but to remain on pavements and paths</p> <p>Tabards or hi-vis to be worn at all times</p> <p>Be aware at all times of motor vehicles using adjacent highway</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>Try to carry out tasks away from adjacent highways.</p> <p>If working is close to highway one member of volunteers to be allocated responsibility for safety marshal to ensure anyone working close to road with moving traffic is properly supervised. This responsibility can be taken by several people during the course of the day. i.e. rotation of duties</p> <p>Wherever possible working direction should be facing oncoming traffic.</p> <p>Person are NOT to wear headphones/headsets whilst carrying out litter picking.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level:9</p>	Group Leader on the day.	

<p>Cuts from sharp objects, glass, tins, syringes</p>	<p>Volunteers, Members of the public.</p>	<p>All volunteers to be given a safety talk prior to litter pick.</p> <p>Any volunteers with First Aid training should be identified to the group. It is recommended that a First Aid kit is available during the activity, and volunteers are advised of the location of this.</p> <p>All participants should be made aware of the local NHS walk in centre or Hospital details, and the emergency medical numbers in case of any accidents.</p> <p>No unprotected feet – wear stud shoes, boots or trainers.</p> <p>Wear suitable clothing, appropriate for the time of year.</p> <p>All volunteers to use litter-pickers to collect rubbish - NEVER scoop up items by hand</p> <p>Be wary of uneven ground and trip hazards including trailing vegetation</p> <p>Must not pick up any sharp or dangerous objects. If seen, immediately notify the Group. All work must then cease in this particular area</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level:9</p>	<p>Any sharp objects including needles, tins, glass MUST not be picked up but brought to the attention of the group leader.</p> <p>Any accidental piercing by syringe should be immediately treated at medical practice or A & E</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level:9</p>	<p>Group Leader on the day.</p>	
<p>Dust</p>	<p>Volunteers, Members of the public.</p>	<p>If anybody has existing health problems do not exceed doctor's recommendations.</p>	<p>Likelihood: 4</p> <p>Consequence: 1</p>	<p>No further action required</p>	<p>Likelihood: 4</p> <p>Consequence: 1</p>	<p>Group Leader in advance of activity day.</p>	

			Risk Level: 4		Risk Level: 4		
Noise.	Volunteers, Members of the public.	If anybody has existing health problems do not exceed doctor's recommendations. Wear protective hearing aids/noise cancelling headphones.	Likelihood: 2 Consequence: 2 Risk Level: 4	No further action required	Likelihood: 2 Consequence: 1 Risk Level: 4	Group Leader in advance of activity day.	
Weather conditions, i.e. fog, rain, sun and ice.	Volunteers, Members of the public.	Be aware of ground conditions. Volunteers must always wear the appropriate Personal Protective Equipment (PPE), High Viz jacket and gloves.	Likelihood: 4 Consequence: 2 Risk Level: 8	Abort activity if severe weather warnings or ground is dangerous.	Likelihood: 2 Consequence: 2 Risk Level: 4	Group Leader on the day.	
Inadequate lighting	Volunteers, Members of the public.	Be aware of ground conditions. Be aware of other volunteers and members of the public. Use extra lighting aids if necessary.	Likelihood: 2 Consequence: 2 Risk Level: 4	Activity to be undertake during daylight and finish by dusk.	Likelihood: 4 Consequence: 1 Risk Level: 4	Group Leader on the day.	
Tripping and/or stumbling	Volunteers, Members of the public.	Wear supportive and slip-resistant footwear Take care when negotiating property steps. Observe ground and aware of potential trip hazards. If in doubt don't carry on if an area looks slippery or dangerous	Likelihood: 3 Consequence: 3 Risk Level: 9	No further action required	Likelihood: 3 Consequence: 2 Risk Level: 6	Group Leader on the day.	
Manual Handling	Volunteers, Members of the public	Volunteers advised to be aware of their own limitations by the Group Leader during the briefing and not	Likelihood: 3	No further action required	Likelihood: 2	Group Leader on the day.	

		<p>lift heavy items found during the cleanup.</p> <p>Volunteers with pre-existing injuries are not to lift bags or heavy items</p> <p>No more than one bag at a time to be carried.</p> <p>A trolley to be used where bags or other items are too heavy to lift safely</p>	<p>Consequence: 2</p> <p>Risk Level: 6</p>		<p>Consequence: 1</p> <p>Risk Level: 2</p>		
Dog Fouling		<p>Advise on issue of dog fouling during the briefing</p> <p>Do not touch dog fouling</p> <p>If a volunteer steps in dog Feaces, clean shoes if possible ensure gloves are worn at all times</p> <p>If found warn others in the vicinity</p>	<p>Likelihood: 3</p> <p>Consequence: 2</p> <p>Risk Level: 6</p>	No further action required	<p>Likelihood: 3</p> <p>Consequence: 2</p> <p>Risk Level: 6</p>	Group Leader on the day.	
Hazardous Chemicals		<p>Any suspicious drums, materials or containers, asbestos not identifiable to be left untouched.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	Any suspicious chemical found MUST be reported to the Environment Contact Centre on 01708 432563.	<p>Likelihood: 4</p> <p>Consequence: 2</p> <p>Risk Level: 8</p>	Group Leader on the day.	
Safeguarding Children		<p>All children and any vulnerable adults MUST be accompanied by responsible adult (parent, carer or teacher) in approved ratios</p> <p>No child to be out of sight of a responsible adult</p> <p>Where DBS is required for individuals this is in place</p>	<p>Likelihood: 2</p> <p>Consequence: 2</p> <p>Risk Level: 4</p>	In the event of an incident, immediately inform the local Police and any other relevant agencies	<p>Likelihood: 2</p> <p>Consequence: 2</p> <p>Risk Level: 2</p>	Group Leader in advance of the activity.	

		<p>All staff on site to maintain vigilance where members of the public not participating in the event are using the same public space</p> <p>All event volunteers to wear event tabards to allow easy identification</p>					
Violence and Aggression (including aggressive animals)		<p>Avoid areas if any evidence of aggressive behavior by other person and animals</p> <p>Volunteers to maintain vigilance for dogs off leads</p> <p>Dog Walkers in vicinity to be advised by group leader of the litter pick and to keep dogs under control</p> <p>Children to remain under adult supervision and within sight of adults at all times</p> <p>Adopt recommended posture if confronted by a dog – do not look in eyes, look down, do not run, pull limbs into body</p> <p><input type="checkbox"/> Retreat slowly</p> <p><input type="checkbox"/> Visit A&E if bitten or attacked</p> <p><input type="checkbox"/> Report attack to the Police</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	Avoid confrontational situations with other persons (walk away and report to police if required)	<p>Likelihood: 3</p> <p>Consequence: 2</p> <p>Risk Level: 6</p>	Group Leader on the day.	

Review date:	Date communicated to staff:		
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">Is a safe system of work required</td> <td style="border: none;">Yes / No</td> </tr> </table>		Is a safe system of work required	Yes / No
Is a safe system of work required	Yes / No		

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					