



<b>Title of Risk Assessment:</b>	<b>Volunteer risk assessment – to be used in conjunction with volunteer guidance notes</b>	<b>This risk assessment is generic:</b> It is recommended that this Risk Assessment is reviewed by a competent person at the start of the task or activity. Any tasks or activities outside the scope of this risk assessment will require a task or site-specific assessment to be conducted prior to work being undertaken. The Line Manager / Supervisor is responsible for this.
<b>Workplace / Location:</b>	Various locations within the Councils' districts	<b>Key for who could be harmed:</b> AP = Apprentices, AW = Agency Workers, C = Contractors, E = Employees, EM = Elected Members, P = Public, V = Visitors, VO = Volunteers, YP = Young Persons
<b>List task/s or activities:</b>	Litter picking of light weight discarded items from verges/hedges etc. within Babergh & Mid Suffolk districts	<b>Date of risk assessment:</b> Jan 2020
		<b>Review date:</b> Jan 2021
		<b>Name and job title/s of risk assessor/s:</b> Sarah Carter Public Realm Officer

Hazards	Who could be harmed?	How could they be harmed?	Inherent Risk Score		Control measures in place to avoid / reduce risk	Residual Risk Score		Control measures adequate? Y/N. If No, state action needed, by who & by when	
			L	I		L	I		
Vehicles/visibility (of litter pickers to road users)	P/VO	Collision with vehicle	8	4	-Collect litter only from verge sides and pavements using a litter pick stick, -Use signs wherever possible – advising that a community litter pick is taking place -Where there are no paths only litter pick towards the traffic keeping on the verge side -Do not litter pick on road bends where there is no pavement -Wear hi-vis waistcoat or alternative hi-vis clothing at all times -Only litter pick in day light hours and when visibility is good -Weather conditions to be taken into consideration as inclement weather can reduce visibility for the picker and drivers Litter picking not to be conducted at the onset of dusk	4	1	4	yes
Syringes (sharps) and/or drug paraphernalia/asbestos	P/VO	Wounded by sharp implement or potential contamination	6	3	-Volunteers should not attempt to collect syringes, sharps or any substance /item which you suspect might be asbestos) in any circumstances -Litter Pickers to familiarise themselves with what drug paraphernalia looks like by referring to the volunteer guidance notes.	3	1	3	yes

Syringes, sharps and asbestos continued					<ul style="list-style-type: none"> <li>-Locations of drug paraphernalia or asbestos should be given to the group leader who will contact public realm asap so that removal can be arranged <a href="mailto:public.realm@babergthmidssuffolk.gov.uk">public.realm@babergthmidssuffolk.gov.uk</a></li> <li>-In the event of an accidental puncture wound from a syringe or suspected syringe               <ul style="list-style-type: none"> <li>* Don't suck the wound</li> <li>* Squeeze it to make it bleed</li> <li>* Rinse it and dress it</li> <li>* Go to accident and emergency immediately (within 2 hours if possible)</li> </ul> </li> </ul>	<p>3</p> <p>1 3</p> <p>Yes</p>	
Unidentified chemicals/liquids in containers	P/VO	Bottles could leak and break open when picked up causing the liquid within to come into contact with skin	<p>6</p> <p>2 3</p>	<ul style="list-style-type: none"> <li>-Volunteers should pinpoint location of any items details of which should be passed via the group leader to public realm for removal <a href="mailto:public.realm@babergthmidssuffolk.gov.uk">public.realm@babergthmidssuffolk.gov.uk</a></li> </ul>	<p>3</p> <p>1 3</p> <p>Yes</p>		
Dead animals	P/VO	Contamination from rotting corpse	<p>6</p> <p>2 3</p>	<ul style="list-style-type: none"> <li>-Volunteers should pinpoint location of any dead animals and details of which should be passed via the group leader to public realm for removal <a href="mailto:public.realm@babergthmidssuffolk.gov.uk">public.realm@babergthmidssuffolk.gov.uk</a></li> </ul>	<p>3</p> <p>1 3</p> <p>Yes</p>		
Soiled clothing, broken glass and general litter	P/VO	Contamination or cuts	<p>6</p> <p>3 2</p>	<ul style="list-style-type: none"> <li>-Items should not be handled; litter pick sticks or brush and shovel should be used for every removal</li> <li>-volunteers should observe personal hygiene after litter picking and before eating, drinking or smoking by washing hands or using wipes</li> <li>-Gloves - gardening type or disposable to be worn</li> </ul>	<p>4</p> <p>2 2</p> <p>Yes</p>		
Exposure to weather extremes	P/VO	Sunburn or hypothermia	<p>6</p> <p>3 2</p>	<ul style="list-style-type: none"> <li>-Do not pick in extreme cold or extreme hot weather</li> <li>-Wear a hat in cold weather for warmth and in hot weather to prevent heat stroke</li> <li>-Cover exposed skin to prevent sunburn</li> <li>- wear suitable clothing: waterproof in wet weather and light weight clothing in warm weather</li> <li>-have ready access to hot/cold drinks</li> </ul>	<p>4</p> <p>2 2</p> <p>Yes</p>		
Uneven ground	P/VO	Slips trips and falls	<p>6</p> <p>3 2</p>	<ul style="list-style-type: none"> <li>-Do not step into long grass/overgrown vegetation where potholes, rabbit burrow, where obstacles may not be visible</li> <li>-Wear suitable footwear for litter picking activities: well-fitting and flat</li> </ul>	<p>4</p> <p>2 2</p> <p>Yes</p>		
Insect stings/bites	P/VO	Stings/bites	<p>6</p> <p>3 2</p>	<ul style="list-style-type: none"> <li>-Do not disturb insect nests</li> <li>-those volunteers who have an allergy should inform the organiser so that it can be decided if they can safely litter pick</li> </ul>	<p>2</p> <p>2 1</p> <p>Yes</p>		



Lone working	P/VO	Problem occurring when working alone	4	<ul style="list-style-type: none"> <li>-All litter pickers to work in pairs or larger groups. We do not advise that you conduct litter picking on your own</li> <li>-Mobile phone to be carried at all times so that assistance can be called in the event of an emergency</li> <li>-Litter Picking should be restricted to light weight items such as bottles, wrappers etc.</li> <li>-Do not lift any item if it cannot easily be done so using the Litter pick stick</li> <li>-Do not attempt to lift heavy objects</li> <li>-Do not over fill bags</li> </ul>	2	yes
			2		1	
Manual handling	P/VO	Back/lifting issues	6	<ul style="list-style-type: none"> <li>-Volunteer guidance notes and risk assessment to be shared with all litter pickers</li> <li>-A safety briefing by the organiser is to be provided to the volunteers before the litter pick event commences</li> <li>-Wherever possible an attendance register should be used for volunteers to record their attendance and confirm they have understood the safety briefing and risk assessment</li> <li>-The organiser should gain permission from the parents/guardian of those under 18 years of age who are to take part</li> <li>-Under 18 year will need to be accompanied by an adult</li> <li>The organiser should decide if the under 18's have the necessary awareness of the risks</li> <li>-Volunteers to conduct a visual inspection &amp; assessment of any potential risks prior to the area being picked</li> </ul>	4	yes
			3		2	
Lack of awareness of risks	P/VO	Any number	12		4	
			3		1	

I confirm I have shared a copy of this risk assessment and given a safety briefing to all volunteers	
Signed:	<i>Sarah Fletcher</i>
Print Name:	SARAH FLETCHER
Date:	19/2/24

To be completed by the  
organiser of the Litter Pick  
or another responsible  
person