

COVID 19: Please note the following additional precautions which must be taken during the current pandemic.

All volunteers are required to sign in and provide their name and a contact number. These details will be retained by the Parish Council for 2 weeks. Volunteers must let the Parish Council know if they develop Covid symptoms within 14 days of an organised litter picking event.

- **Risk of infection** : Volunteers must ensure that they adhered to current guidelines with regard to social distancing and face coverings. The most up to date source for guidance is the Gov.uk website.
 - Volunteers who have or have been in contact with someone who has Covid symptoms **must not** attend the litter pick.
 - **Equipment** : Volunteers **must not** share equipment. Any equipment used by you must be returned to the organiser for cleaning **before** use by another volunteer.
 - **Gloves** : Volunteers **must** wear the gloves provided when litter picking. This protects against injury but also from risk of infection.
 - Volunteers must use the litter picking equipment when picking up masks, gloves or other items which may carry the Covid virus.
- Caution must be used at all times to ensure that volunteers do not put themselves at risk of infection through contact with discarded masks or other PPE**

Litter Picking in Melbourn - Risk Assessment (Volunteer)

RISK ASSESSMENT MATRIX

Risk = Hazard Severity(A) x Likelihood of occurrence(B) (Probability)

(A) Hazard Severity Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)



(B) Likelihood of occurrence (probability) Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

Judgement of Risk Factors

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

NB – the matrix does not need to be completed afresh for each event, as the task profiles are similar for every worker or work party

Activity: Litter Picking by Volunteers Site location: Melbourn Village – various streets depending on work assigned					Name of assessor: John Travis Date of assessment: 15/01/2017
Description of hazard	Severity of hazard (A) score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
General	N/A	N/A	N/A	Before starting the task ensure that the site has been walked prior to any volunteers arriving Gloves to be worn at all times	Check all paths are accessible, that no unforeseen obstructions exist such as fallen branches or excavations
<u>Supervision of young people</u>	<u>5</u>	<u>3</u>	<u>3</u>	<u>All volunteers under the age of 16 MUST to accompanied and supervised by a responsible adult at all times.</u> <u>It is not advised that children under the age of 5 are permitted to participate in litter picking events.</u> <u>Protective equipment such as gloves, hi-viz, litter pickers will be made available.</u> <u>Young people MUST NOT be allowed to collect litter alone and</u>	<u>Parents/carers are responsible for ensuring that young people accompanying them are fully supervised at all times.</u> <u>In the event of an accident, parents/carers must make the organiser aware immediately so that appropriate action may be taken.</u>

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				<u>must be closely supervised to ensure that they are not picking up items that may be harmful.</u>	
Access to meeting point outside The Community Hub, 30 High Street, Melbourn <u>or at a location to be advised</u>	2	1	2	Meet volunteers in front of the Hub. Ensure people are off road and assembled away from the road <u>If volunteers are to meet at an alternative location, the organiser should ensure there is a safe area away from the road</u>	Ensure arriving cars do not conflict with people waiting to begin work <u>Organiser to identify a safe and suitable location for the group to congregate prior to the litter pick</u>
Contamination/back strain from collecting general litter (paper/plastic/unbroken glass/cardboard etc.)	1	1	1	Ensure volunteers use hand-operated litter pick tools to collect general litter and use gloves	Advise people to avoid constant bending and possible back strain by using the litter pick tools. <u>Litter grabbers, gloves, bags, bag rings and hi-viz equipment is available to borrow from the Parish Office.</u>
Strain from carrying heavy bags of collected litter	1	1	1	Ensure people are not overloaded and lift using legs not back. Leave bags on roadside for collection <u>and advise Parish Office of the location including what-3-words identifier if possible.</u>	Advise people to move methodically and walk steadily while working. <u>Litter grabbers and bag rings should assist in limiting the amount of bending required.</u>
Impact from passing motor traffic and bicycles	4	1	4	Advise volunteers that high-visibility tabards must be worn when working at roadside locations	Make sure working locations have sufficient off-road working space for safe operation. <u>Hi-viz vests are available to borrow from the Parish office.</u>
Tripping/twisting due to uneven ground	1	2	2	Advise people of potentially unseen obstacles and depressions in pavements and verges	Ask volunteers to report significant obstacles and avoid especially difficult to access areas
Eye level twigs and	1	2	2	Advise people to exercise caution	

branches				when working near shrubs and trees	
Sharp objects such as metal lids and glass	1	2	2	Advise not to kneel while working. Separate glass and metal from other litter and collect in buckets not black bags.	Use litter pick-up tools wherever possible
Needles and syringes	4	2	8	Advise volunteers NOT to pick up or touch needles or syringes.	Litter found in this category to be notified to work party leader for marking and separate disposal
Unattended tools	1	2	2	Instruct people to tool leave tools safely grouped together and ensure safety	Watch for people leaving tools unattended and discretely remind them
Exposure to cold weather	2	2	4	Consider stopping task if weather is very bad (prolonged wet and cold)	Keep watch for any volunteer who is inappropriately dressed
Weil's diseases	1	1	1	Advise all of symptoms of Weil's disease and action to be taken	Cover cuts with waterproof plasters Have clean water available for washing cuts Have clean water available for washing hands prior to eating or touching eyes Wet wipe tissues should also be available
Disposal of collected litter and waste	2	1	2	Ensure consolidated litter is stacked safely and on a site with reasonable protection from children and public. Make prompt arrangements for central collection and disposal	Make advance arrangements with SCDC from collection and disposal prior to booked work-party dates. <u>This can be done through the Parish Office. Bags should be left so as not to cause obstruction to members of the public. What-3-words identifier is useful to advise SCDC of precise location.</u>
Contamination from dog fouling and subsequent problems such as eye damage	2	1	2	Advise volunteers look out for and to avoid touching dog waste and to ignore this material during litter collection	

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