

Litter Picking in Melbourn - Risk Assessment (Parish Council Staff and Service Providers)

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 Parish Council Staff and/or Service Provider Site location: Melbourn Village					Name of assessor: Abigail Williams Date of assessment:
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
Use of eBike and trailer – injury associated with using the eBike on the highway (other traffic) or falling from the bike	3	1	3	Ensure Service Provider is competent, willing and able to use the eBike. Service Provider to be responsible for using protective equipment (helmet) at all times when using the eBike. Ensure the bike is in good order and condition. PC to be responsible for rectifying any defects immediately. Ensure Service Provider wears hi-viz when using the eBike on the highway. eBike not currently being used.	If the Service Provider reports any defects with the eBike, the Parish Council will rectify such defects at its expense. The eBike will NOT be used until any defects have been rectified. The Service Provider is responsible for ensuring that they have appropriate safety equipment, to include a helmet and hi-viz, which must be used at all times. The Service Provider will confirm that they are capable and willing to use the eBike. If they do not feel comfortable using the equipment, they must notify the parish office without delay. The Service Provider understands that they are responsible for safe and responsible use of the eBike and other equipment when working on behalf of the Parish Council.
Contamination/back strain from collecting general litter (paper/plastic/unbroken glass/cardboard etc.)	1	1	1	Ensure staff and/or Service Provider use hand-operated litter pick tools to collect general litter and use gloves	Avoid constant bending and possible back strain by using the litter pick tools. Equipment is available from the Parish Office.
Strain from carrying heavy bags of collected litter.	1	1	1	Ensure bags are not overloaded and lift using legs not back. Village warden’s van can be used for roadside collection. Alternatively, the Parish Office can request collection by SCDC refuse operatives.	Individuals to take care not to attempt to carry very heavy bags, for example to the Village Warden’s vehicle Report any large items to the office for collection.

Impact from passing motor traffic and bicycles	4	1	4	High-visibility clothing must be worn when working at roadside locations. Hi viz vests are available from the Parish Office.	Make sure working locations have sufficient off-road working space for safe operation.
Tripping/twisting due to uneven ground	1	2	2	Be aware of potentially unseen obstacles and depressions in pavements and verges.	Staff and/or Service Provider to report significant obstacles and avoid especially difficult to access areas
Eye level twigs and branches	1	2	2	Staff and/or Service Provider to exercise caution when working near shrubs and trees.	Protective eyewear to be provided if required.
Sharp objects such as metal lids and glass	1	2	2	Exercise caution and avoid kneeling 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	Exercise caution when picking up or touching needles or syringes. Gloves are available from the Parish Office.	Ensure that appropriate gloves are worn to prevent injury from sharps. Ensure that sharps are appropriately disposed of (sharps box).
Unattended tools	1	2	2	Ensure that tools are not left unattended at any time.	
Exposure to cold weather	2	2	4	Be aware of bad weather (cold, icy, wet conditions particularly)	Ensure appropriate clothing for the weather. No expectation of work to be carried out during adverse weather.
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. Advise Parish Clerk of concern of contamination.
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.	Arrange with Parish Clerk for collection by SCDC or other appropriate authority.

Contamination from dog fouling and subsequent problems such as eye damage	2	1	2	Exercise caution and avoid coming into contact with dog waste.	Ensure appropriate hand protection is worn
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Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 22 April 2026

Review every 12 months