

CLEAN NEW FOREST

RISK ASSESSMENT TEMPLATE

This Risk Assessment is to make sure the health, safety and welfare of any participants has been considered and that all reasonable precautions and controls are in place prior to litter pick/clean up activity taking place.

It is not a definitive listing of all potential hazards but is intended as a guide to enable activity organisers to complete their own task specific Risk Assessment.

PLEASE ensure that all participants are briefed on the day to ensure they keep safe. Please use the Clean New Forest Litter Pick Pack and this Risk Assessment to help you prepare your brief.

Also note that:

- Volunteers under 18 years must be accompanied by a parent or legal guardian or if left unattended the correct parental consent has been received.
- Any person with a known medical or other condition that may affect their own welfare or that of others should discuss with the organiser any special requirements they may have prior to the activity taking place.

Name of person organising this Event		Contact Number	
Location, date and times of litter pick			
Emergency contact names and phone numbers			
Risk Assessment carried out by	NAME:	SIGNED:	
Total number of volunteers involved		Number of volunteers under 18 who are not accompanied by an adult	
Was parental permission provided? Yes / No			
Main tasks and duties	To undertake litter picking / clean-up activities.		
ACTIVITY	HAZARDS	CONTROLS	TICK/CROSS CONTROLS THAT APPLY TO THIS EVENT
	General uncontrolled outcomes: Minor cuts, bruises, burns, lower back pain, verbal abuse, contracting disease, blisters, sunburn.	Groups at risk: Volunteers, workers, members of the public.	
General conservation activities	HAZARDS: Contact with plant sap Weather conditions Contact with hand tools Contact with micro-organisms such as tetanus Slip, trips and falls Manual handling Abuse from a member of the public	CONTROLS:	
		Keep area and materials tidy	<input type="checkbox"/>
		Plan any lifting and ensure bags of litter are easy to lift	<input type="checkbox"/>
		Wear sturdy footwear	<input type="checkbox"/>
		Wash hands before eating / drinking or use hand sanitizer	<input type="checkbox"/>
		Protect any cuts and avoid contact with stream/pond water	<input type="checkbox"/>
		Stop work when weather conditions deteriorate	<input type="checkbox"/>
		Park vehicles to enable quick access in case of emergency	<input type="checkbox"/>
Check phone signal at location in case of emergency or locate nearest working phone	<input type="checkbox"/>		
Advise participants to keep covered, use high factor sunscreen when required.	<input type="checkbox"/>		

Litter Pick	HAZARDS: Broken glass, sharp objects Drug paraphernalia and used personal waste items Dog faeces Finding hurt, stranded, lost or dead animals Conflict asking people not to drop litter Over filling rubbish sacks	CONTROLS:	
		Advise participants to only pick up litter with tools provided	<input type="checkbox"/>
		Provided tabards, bags and litter pickers	<input type="checkbox"/>
		Sharps only to be removed by trained adults/Council using appropriate PPE or equipment	<input type="checkbox"/>
		Avoid contact with dog faeces, provide sanitising gel as required	<input type="checkbox"/>
		Advise participants on what to pick up and not to pick up – see Litter Pick Pack and safety checklist	<input type="checkbox"/>
		Give organisers contact numbers to alert help for additional services – see Litter Pick Pack and useful contacts.	<input type="checkbox"/>
		Ask participants not to confront anyone littering	<input type="checkbox"/>
		Ask participants not to overfill bin bags and not to carry sacks against their body	<input type="checkbox"/>
People	HAZARDS: The landowner must have granted permission for the litter pick/clean up event Children and vulnerable adults may not be able to adequately access risks associated with the activity	CONTROLS:	
		Prior to any litter picking event the landowner should be visited/contacted by the organiser, the operation fully explained, an appointment for the event made and written consent obtained	<input type="checkbox"/>
		All children and vulnerable adults must be accompanied by a parent, legal guardian or carer at all times – unless consent has been obtained.	<input type="checkbox"/>
Vehicles on roads and car parks	HAZARDS: Contact with moving traffic Being hit by flying objects from moving vehicles	CONTROLS:	
		Do not litter pick on roads and no litter picking next to 40MPH roads. If you do, you do so at your own risk.	<input type="checkbox"/>
		Prior to any litter picking event organisers should assess the level of risk associated with any road or areas where vehicle movements are likely.	<input type="checkbox"/>
		Advise participants of the risks associate with this hazard and inform them of areas which should not be accessed.	<input type="checkbox"/>
		Do not pick when visibility is poor. Be aware of traffic at all times and stop picking to allow vehicles to pass.	<input type="checkbox"/>
		Consider the need for supervisors to monitor participants	<input type="checkbox"/>
		Wear Hi-Viz tabards - essential	<input type="checkbox"/>
Use of vehicles	HAZARDS: Any vehicle used in the course of litter clean up should have been regularly serviced and maintained to a high standard Only 4 wheel drive vehicles should be taken off road (with permission).	CONTROLS:	
		Volunteers may only use vehicles if they are trained and/or insured and appropriately authorised	<input type="checkbox"/>
Local/site specific	HAZARDS: Uneven land causing trips, slips and falls Overhead power lines Ponds, streams or sea	CONTROLS:	
		Organiser to identify any ground, hazards, power lines and water hazards prior to the event and advise participants on safety measures to be taken in relation to this	<input type="checkbox"/>

If you require insurance for your litter pick / clean up event please email a copy of your completed Risk Assessment to admin@cleannewforest.org.uk