

Clean Kent Campaign – Kent County Council

Risk assessment for volunteer litter clearance

(This form is to be completed by the leading volunteer prior to the commencement of each litter picking session.
As the organiser of the event you will be responsible for informing volunteers of the identified risks prior to commencing litter clearance.)

Name of person completing form:
Contact telephone:

Date:

Location of pick:

HAZARD A source of potential danger	PRECAUTIONS To remove hazard, reduce risk	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	MANAGEMENT ACTIVITY	Tick to indicate you have read
Animals Domestic & Farm	Wear appropriate clothing. Beware of loose dogs. Avoid contact with animals.	Seek medical attention as soon as possible after being bitten or scratched.	Do not touch animals.	
Lifting heavy objects	Do not move or lift objects unless necessary. Use of mechanical aides, or by handling with a number of people. Break up the load into smaller parcels. Use good lifting technique.	Stop immediately if suffering any pain or discomfort. Seek medical attention if ill effects persist.	If your volunteers find large/heavy objects make a note and ask your local council to remove them after the event.	
Chemicals	Do not approach or remove containers which contain/contained chemicals.	Seek medical attention if exposed to pesticides, insecticides or other chemicals - record any label details.	Contact the Environment Agency 0800 80 70 60.	
Cliffs, quarry faces, steep slopes	Avoid picking on or close to the edge of cliffs, quarries, steep slopes etc and below unstable cliffs & slopes. Take weather conditions and possible weather changes into account. Take account of tides.	Seek medical treatment in the event of injury.	Instruct volunteers to stay away from these areas.	
Electric fences	Always assume electric fences are live. Avoid contact.		Warn volunteers not to touch fences.	
Ground conditions	Wear strong boots with ankle support. Avoid dangerous areas and choose the safest possible route over difficult ground.	Seek medical attention for any serious cuts, bruises or strains.	Instruct volunteers to wear suitable footwear.	
Hedges Fences Walls Ditches	Take care climbing stiles particularly in wet weather. Avoid climbing walls, ditches and fences.		Stay within the registered location.	
Water, marshes & bogs	Avoid banks, especially if they appear unstable. Always work in pairs if close to water.	Shower and change to warm dry clothing if immersed.	Never allow children to work in these areas. Adults should be cautioned.	
Vehicles, bicycles, plant and	Avoid close proximity if possible. Stay off the highway. Be alert to the potential presence of agricultural machinery.	Seek medical attention in the event of injury.	Be aware of the vehicles around you during the	

HAZARD	PRECAUTIONS	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	MANAGEMENT ACTIVITY	Tick to indicate you have read
A source of potential danger machinery	To remove hazard, reduce risk Wear high visibility clothing if necessary. Do not work on the roadside if the speed limit is 40mph or over.		litter pick. Keep a look out.	
People & lone working	Beware of aggressive and difficult people. Withdraw rather than face conflict. Do not work out of sight of others in the group.	Leader to have mobile. Medical attention following any assault.	Keep together and stay off private property.	
Refuse, litter	Pick up only general litter. Do not collect medical waste (e.g. needles etc) Wear gloves and use a litter picker wherever practicable and available.	Seek medical attention for any cuts. Keep anti-tetanus injections up to date.	Volunteers must wear the safety clothing provided.	
Tools & equipment	Team to be shown how to use equipment if appropriate. Allow sufficient working area for the correct and safe use of the tool. Use appropriate protection.	First aid training. Have first aid kit available. Obtain medical attention in the event of injury.	Volunteers must use the equipment provided and as instructed.	
Trees and shrubs	Be alert to the risks and keep a sharp look out for hazards.	Wear safety helmet in hazardous conditions. Obtain medical attention in the event of injury.	Be aware of low hanging branches and exposed tree/ shrub roots.	
Irritant and dangerous plants	Beware of dangerous plants & possible adverse reactions. Wash thoroughly on completion of such operations.	Seek medical attention for unusual or suspicious symptoms after contact with vegetation.	Wear the gloves provided.	
Weather	Adjust work programmes to avoid extremes. Cease work in inappropriate conditions. Avoid over exertion in hot and cold extremes. Dress for conditions & carry additional clothing.	Seek shelter.	In the event of extreme weather conditions the litter pick should be postponed / suspended.	
Other Hazard(s) not mentioned above - Leader to note				

Please return this form and the Registration form using the enclosed freepost envelope to:
Clean Kent Campaign, KCC SPD Environment & Economy, FREEPOST MA629, Maidstone, ME14 1BR.