

# Bradwell with Pattiswick Parish Council

## Risk Management Policy and Risk Register

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<b>Author</b>	Parish Clerk & Responsible Financial Officer
<b>Reviewed by</b>	Parish Councillors
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## 1. DEFINITION

Bradwell with Pattiswick Parish Council recognises its responsibilities for providing a safe and healthy working environment for all its Councillors, employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

Risk is an expression of the likelihood and impact of an event with the potential to influence the achievement of an organisation's objectives.

## 2. WHAT IS RISK MANAGEMENT?

"Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements." © *Audit Commission*

The Parish Council is more likely to achieve its objectives if it manages risk properly and risk management applies to every aspect of the Council's work and is not just about Health & Safety. Risks can be classified into various types but direct financial losses may have less impact than the indirect costs such as disruption of normal working.

Not all these risks are insurable and for some the premiums would not be cost effective, so the emphasis should be on eliminating or reducing risk and should not be merely a defensive response.

The examples below are high profile but are not exhaustive:

Health & Safety Risk - The Council will adhere to the requirements of the Health and Safety at Work Act 1974 and other relevant health and safety legislation and codes of practice.

Strategic Risk - The long term adverse impacts from poor decision making or poor implementation. Damage to the reputation of the Parish Council, loss of public confidence, and in a worst case scenario Government Intervention.

Compliance Risk - The failure to comply with legislation, particularly Freedom of Information or Data Protection, as well as financial regulations or other adopted policies or the lack of documentation to prove compliance. Exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts.

Financial Risk - Fraud and corruption, waste, excess demand for services, bad debts.

Risk of additional audit investigation, objection to accounts, reduced service delivery,  
dramatically increased council tax levels/impact on Parish Council reserves.

Operating Risk - Failure to deliver services effectively, hazards to users (playing field equipment), the general public, members or staff. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

### **3. WHY THE COUNCIL NEEDS A RISK MANAGEMENT POLICY**

Risk management strengthens the ability of the Parish Council to achieve its objectives and enhance the value of services provided. It helps the Parish Council to have an understanding of 'risk' and to adopt a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

Whilst it is acknowledged that risk cannot be totally eliminated, it is accepted that much can be done to reduce the extent of injury, damage or financial loss. Therefore, the Parish Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost effective.

The Council will seek to identify, assess and manage risks.

### **4. AIMS OF THE RISK MANAGEMENT POLICY**

The Council will:

- As far as is reasonably practicable, provide a safe place of work and a safe working environment,
  - Use risk management to promote innovation as well as help secure existing objectives,
  - Achieve a systematic and consistent approach to identifying and analysing risks which will be an integral part of all key management processes,
  - Establish an effective and explicit system of risk identification, analysis and control,
  - Embed risk management as an integral part of service, project planning and decision making
  - Make arrangements for considering, reporting and reviewing matters that may be subject to risk, whether physical or administrative working activities.

The Parish Council will ensure that at least one member or the Clerk will attain a level 2 Risk Assessment qualification.

### **5. ARRANGEMENTS AND RESPONSIBILITIES FOR RISK MANAGEMENT**

The roles and responsibilities set out below, are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it.

## **Councillors**

Risk management is seen as a key part of Councillors' role and there is an expectation that they will lead and monitor risk management.

This will include:

- Approval of the Risk Management Policy.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- Consideration, and if appropriate, endorsement of a Statement of Internal Control.
- Assessment of risks whilst setting the budget and agreeing annual audit.

## **Parish Clerk and Responsible Finance Officer**

The Clerk & RFO will act as the lead officer on risk management and will:

- Keep informed of any changes to administrative processes that could be subject to risk and advise on any health and safety implications of the chosen or proposed arrangements for projects.
- Provide advice on the implications of potential service actions for the Parish Council's aims and objectives.
- Undertake a monthly review of the Risk Register and advise members of any changes required.
- Publish the Risk Management Policy and Risk Register on the Council's website and update as necessary.
- Update Parish Council on the implications of new or revised legislation and advise the Council of any matters that may affect the Risk Management policy.
- Advise the Council immediately of any potential risk that needs to be reflected in the Council's insurance arrangements.
- Complete separate risk assessment annually to accompany the Annual Audit.
- Ensure that matters pertaining to risk management are discussed at meetings of the Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements and are made aware of any Risk Assessment that has been completed.
- Assess and implement the Parish Council's insurance requirements.
- Assess the financial implications of policy options.
- Provide assistance and advice on budgetary planning and control.

- Ensure that the budget monitoring documents allow effective budgetary control and informs financial decisions made by the Parish Council.
- Act as the contact and liaison point for any risk management matter.

#### **The Role of Internal Audit**

- The Independent Internal Auditor provides an important scrutiny role whilst carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant risks, both its financial and operational, are identified and being managed effectively.
- Internal Audit assists the Parish Council in implementing proper arrangements to manage risks, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.
- The Internal Audit Report, and any recommendations contained within it, will assist the Parish Council to achieve the status of a Quality Council through continuous service improvement and effective corporate governance and best practice.

#### **Contractors and voluntary helpers' responsibilities:**

- Co-operate fully with the aims and requirements of the Council's Risk Management Policy.
- Comply with Codes of Practice or work instructions for health and safety.
- Comply with any guidance provided following a Risk Assessment carried out in relation to any activity being undertaken.
- Report all accidents or incidents to the Clerk to the Council, or as soon as is reasonably practicable and to assist with the investigation of such.

## **6. The Risk Management Process**

Implementing the Policy involves identifying, analysing/prioritising, managing and monitoring risks.

## **7. Risk Identification**

Identifying and understanding the hazards and risks facing the Parish Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. Initial Identification of risks will be by individual Councillors, the Clerk, members of the public, contractors or volunteers.

## **8. Risk Analysis**

Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

## **9. Risk Prioritisation**

An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored low, medium, or high. High

scoring risks will be subject to detailed consideration and the preparation of an action plan to appropriately control the risk.

## **10. Risk Control**

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur.

## **11. Options for control of Risks**

Elimination - The circumstances from which the risk arises are removed so that the risk no longer exists.

Reduction - Measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer - Where the financial impact or risk is passed to others, for example, by revising contractual terms.

Sharing - By sharing the risk with another party or parties.

Insuring - Insuring against some or all of the risk to mitigate financial impact. See *Appendix A*

Acceptance - Documenting a conscious decision after assessment of areas where the Council accepts or tolerates a particular risk. See *Appendices B and C*

Risk Monitoring - The risk management process does not finish with putting risk control procedures in place.

# Bradwell with Pattiswick Parish Council

## Risk Register

<b>Author</b>	Parish Clerk & Responsible Financial Officer
<b>Reviewed by</b>	Parish Councillors
<b>Adopted</b>	12 <sup>th</sup> September 2022
<b>Minute</b>	
<b>Review date (Monthly):</b>	

Subject	Review	Risk(s) identified	H/M/L	Management / control of risk	Reference
Precept		Adequacy of precept in order for the council to carry out its statutory duties	L	To determine the precept amount, the council received monthly financial information.	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Existing procedure adequate</li> </ul>
Budget		Unexpected expenditure Under-calculation of requirements	M	Prepared and discussed by all councillors Due regard to previous year's expenditure	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Annual accounts/cash book</li> </ul>
Financial records		Inaccurate or inadequate records Financial irregularities	L L	Monthly financial reporting to council Adherence to Financial Regulations	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Existing procedure adequate</li> </ul>
Payments		Invalid invoices Wrong amount paid	L	All payments presented to council as part of monthly reporting process All cheques signed by two authorised signatories All invoices, including direct debit payments checked by RFO and signed by two authorised signatories	<ul style="list-style-type: none"> <li>Financial Regulations</li> </ul>
Bank and banking		Bank mistakes	L	Monthly reconciliation presented to council, signed by two authorised signatories	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Existing procedure adequate</li> </ul>
Reporting and auditing		Information communication	L	Financial information standing agenda item, financial reports received monthly by council, reports discussed, reviewed and approved at each meeting	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Council minutes</li> <li>Existing procedure adequate</li> </ul>
Grants - in		Grants included within budget but not received	M	Council receives no regular grant payments. Applications for grants not included in budget unless confirmed and used solely for purpose requested	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Council minutes</li> <li>Existing procedure adequate</li> </ul>
Grants – out		Grant funding not available  Power to pay  Authorisation of council to pay	L	Grants only awarded by unanimous vote of council and only if budget permits	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Grant Funding Policy</li> <li>Council minutes</li> <li>S.137 grants recorded separately</li> <li>Existing procedure adequate</li> </ul>
Project delivery		Insufficient funds available Unexpected additional costs Lack of support from community	L	No project undertaken without confirmation of funding either through grant or from reserves No project undertaken without full discussion at Parish Council meeting and vote of councillors No project commenced without support of residents gained through consultation All costs transparent to residents	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Council minutes</li> </ul>
Best value accountability		Work awarded incorrectly Overspend on services	L	More than one quotation for work above value of £300 undertaken. Work estimated to be in excess of £1,000 to be awarded by competitive tender	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Procurement policy</li> <li>Council minutes</li> <li>Existing procedure adequate</li> </ul>

Subject	Review	Risk(s) identified	H/M/L	Management / control of risk	Reference
Salaries and associated costs		Salary paid incorrectly Inland Revenue deadlines missed Unpaid tax to Inland Revenue	L	HMRC PAYE software used Salary levels set according to NJC and approved by Employment Committee	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Employment Committee and council minutes</li> <li>Existing procedure adequate</li> </ul>
Employees		Fraud by staff Health & Safety Absence	L	All Parish Council business conducted on specific PC owned by council Files available to members on request	<ul style="list-style-type: none"> <li>Insurance</li> <li>Financial Regulations</li> <li>Health &amp; Safety Policy</li> <li>Employment Act 2002</li> <li>Equality &amp; Diversity Policy</li> <li>Equality Act 2010</li> </ul>
VAT		Reclaim	L	Part of Annual Account/Annual Return procedure VAT amounts due for repayment recorded as part of monthly financial reporting	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>HMRC rules</li> </ul>
Annual Return		Accurate completion Year-end account balances Submission within time limits	L	Accounts, governance statements and Annual Return submitted to Internal Auditor for report and signing. Governance statements and Annual Return signed at annual meeting, sent to External Auditor within timescales	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>LGA 1972</li> <li>Accounts &amp; Audit Regulations 2011</li> <li>Audit Commission Act 1998</li> </ul>
Legal Power		Illegal activity or payments	L	All activities and payments made are within powers of the Parish Council and agreed/ resolved at council meetings	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Code of Conduct</li> <li>Localism Act 2011</li> <li>Standing Orders (LGA 1972 Sch12, Para 42)</li> </ul>
Minutes and Agenda Statutory Notices Documents Meetings		Accuracy and legality Unruly or inappropriate behaviour or business conduct by members or public	L	Minutes and agenda produced in the prescribed format and adhere to legal requirements Minutes displayed according to legal requirements after meeting then approved and signed at next meeting Agenda and Minutes displayed on website Agenda issued and displayed according to legal requirements Business conducted at meeting managed by Chairman	<ul style="list-style-type: none"> <li>Standing Orders (LGA 1972 Sch12, Para 42)</li> <li>Code of Conduct</li> <li>Localism Act 2011</li> <li>LGA 1972 Sch 12</li> <li>Public Bodies (Admission to Meetings) Act 1960</li> <li>Transparency Code</li> <li>LGA 1972 S 228</li> </ul>
Meetings inquorate		Inability to meet deadlines for payment of accounts or return of documents Unable to pass resolutions	M	Members required to advise Clerk if they are unable to attend a meeting Additional meeting may be called if there are items on the agenda and payments to be made, according to Standing Orders	<ul style="list-style-type: none"> <li>Standing Orders</li> </ul>

Subject	Review	Risk(s) identified	H/M/L	Management / control of risk	Reference
Members' interests		Conflict of interest Register of Members' Interests incomplete or inaccurate	M	Declarations of interest called for at every meeting Register updated at annual meeting Published by Monitoring Officer on Braintree District Council website	<ul style="list-style-type: none"> <li>• Standing Orders (LGA 1972 Sch12, Para 42)</li> <li>• Code of Conduct</li> <li>• Localism Act 2011</li> <li>• Agenda and Minutes</li> <li>• Annual meeting Agenda and Minutes</li> </ul>
Insurance		Adequacy Cost Compliance Fidelity Guarantee	M	Annual review of cover undertaken, to include Employer's and Employee's liability Premium review/comparison Assets valuation	<ul style="list-style-type: none"> <li>• Financial Regulations</li> <li>• Best Value</li> </ul>
Data protection and Freedom of Information		Non-compliance with policies Personal information made available to unauthorised parties	L	Registration with Information Commissioner's Office/Data Protection Agency Personal data protected Compliance with internal policies	<ul style="list-style-type: none"> <li>• Freedom of Information Act 2000 S1,12,19</li> <li>• Freedom of Information and Publication Scheme Policy</li> <li>• Data Protection Policy</li> <li>• Retention of Documents and Records Policy</li> </ul>
Assets		Assets under-valued Loss or damage Risk to third parties	M	Annual review as part of Annual Return process Adequate insurance	<ul style="list-style-type: none"> <li>• Financial Regulations</li> </ul>
Notice Board		Risk of damage Misuse	M	Notice boards inspected as part of process for displaying minutes and agenda, twice per month Only approved items displayed Keys held by Clerk and one councillor	<ul style="list-style-type: none"> <li>• Procedure adequate</li> </ul>
Meeting locations		Suitable premises Health & safety Lone worker (Clerk setting up)	L	Village Hall used, licensed bar closed and locked Moving of equipment subject to informal risk assessment	<ul style="list-style-type: none"> <li>• Standing orders (LGA 1972)</li> <li>• Health &amp; Safety Policy</li> <li>• Risk Management Policy</li> </ul>
Council records		Loss through theft, fire or damage (including corruption of electronic files)	M	Records retained at home of Clerk or Chairman, considered to be at less risk of theft than if held in an off-site office All electronic files backed up weekly and held separately Archived files held at Essex Record Office	<ul style="list-style-type: none"> <li>• Retention of documents and records policy</li> </ul>
Personal injury on playing field		Falls Damaged equipment		Playing field formally inspected monthly and report provided to council Any damage reported attended to immediately and restored All equipment compliant with RoSPA requirements Compliance to BS EN standards for both equipment and surfaces	<ul style="list-style-type: none"> <li>• Playing field inspected monthly</li> <li>• RoSPA inspection annually</li> </ul>

**12. Appendix A - Insurance schedule – Aon UK Limited, Policy no. LC/M/002926**

<b>Section</b>	<b>Limit of Indemnity</b>		<b>Note:</b>
Property damage	Not covered		The Parish Council does not own or have tenancy of any property
Money	<ul style="list-style-type: none"> <li>□ Crossed cheques</li> <li>□ In transit or council's premises during business hours or in bank night safe</li> <li>□ In a locked safe out of business hours</li> <li>□ In dwelling house of a councillor or clerk</li> </ul>	<p>£250,000</p> <p>£2,500</p> <p>£300</p> <p>£350</p> <p>£350</p>	
Personal Accident	<ul style="list-style-type: none"> <li>□ Whilst at exhibitions or fetes</li> <li>Employee injured as a result of theft or attempted theft:</li> <li>□ Death</li> <li>□ Loss of limb, hearing, sight or speech</li> <li>□ Permanent total disablement</li> <li>□ Temporary total disablement</li> <li>□ Temporary partial disablement</li> <li>□ Clothing and personal effects</li> <li>□ Professional Counselling</li> </ul>	<p>£25,000</p> <p>£25,000</p> <p>£25,000</p> <p>Per week: £100</p> <p>Per week: £50</p> <p>£250</p> <p>£30 per hour</p> <p>£1,000 person</p> <p>£5,000 in the aggregate during the period of insurance</p>	
Business interruption	Not covered		The Parish Council would not be affected by any business interruption as its business can be carried on from any location with internet access
Employer's liability	£10,000,000		
Public and Products liability	£10,000,000	Any one occurrence	In the aggregate for the period of the insurance
Pollution liability	£10,000,000	Any one occurrence	
Fidelity Guarantee	£100,000	Any one occurrence	
No claims' discount and application of excess protection	Not covered		
Libel and slander	£250,000	Any one claim	In the aggregate for the period of the insurance. Great Britain, N. Ireland, the Channel Islands and the Isle of Man only.
Officials Indemnity	£500,000	Any one claim	In the aggregate for the period of the insurance. Great Britain, N. Ireland, the Channel Islands and the Isle of Man only.
Personal accident	Not covered		
Legal expenses	£250,000		

**13. Appendix B - Example of risk assessment for village litter pick**

HAZARD	RISK	CONTROLS	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	RISK H/L/M
Highways vehicles, bicycles, plant and machinery	Collision with moving traffic	<ul style="list-style-type: none"> <li>• Children should not work roadside</li> <li>• Children to remain under supervision and in sight of a responsible adult at all times</li> <li>• If accompanied by a dog, the dogs must be kept under close restraint and not allowed to run loose</li> <li>• At all times be mindful of your environment and the traffic conditions, pedestrian and vehicular, in which you are working.</li> <li>• Work facing traffic</li> <li>• Avoid close proximity to traffic if possible</li> <li>• Stay off the carriageway. Do not approach within 0.5m of the roadside if the speed limit is 40mph or over on a single carriageway</li> <li>• Be alert to the potential presence of agricultural machinery</li> <li>• Wear high visibility clothing of the relevant standard if on or near the highway. The highway includes footpaths and verges</li> <li>• Be aware of the vehicles around you during the litter pick</li> <li>• Keep a look out</li> </ul>	Seek medical attention in the event of injury	
Needles, sharps and syringes	Cuts and infections	<ul style="list-style-type: none"> <li>• Do not touch, leave alone and report to event organiser to dispose of in sharps container using litter grabber, or report to council for removal</li> </ul>	Any accidental piercing by syringe must be treated immediately, either by first aider or Accident & Emergency service. Seek medical attention where appropriate	

Broken glass, sharp/rusty edges	Cuts and infections	<ul style="list-style-type: none"> <li>• Suitable gloves to be worn at all times</li> <li>• Use litter grabbers to pick up sharp litter</li> <li>• Broken glass or other sharp objects should be swept onto a shovel or picked up with a scoop or litter picker.</li> </ul>	Seek medical attention where appropriate. Thoroughly wash any cuts or abrasions as soon as possible, however minor	
Heavy/awkward to handle rubbish/items	Pulled muscles and strains	<ul style="list-style-type: none"> <li>• Assess the weight of any load before handing. Extreme care to be taken, use good lifting practices and share the load with an appropriate number of people</li> <li>• If too heavy to handle leave the object in place and report it to the organiser to arrange removal by the council</li> <li>• Do not leave sacks of litter or sweepings where they will be a danger</li> </ul>	Stop immediately if suffering any pain or discomfort Seek medical attention if the ill effects persist	
Batteries, asbestos and miscellaneous chemicals	Potentially dangerous depending on condition	<ul style="list-style-type: none"> <li>• Do not approach or remove any potentially hazardous waste</li> <li>• Report to the council for disposal</li> <li>• Hazardous chemicals, suspicious drums, materials or containers with contents not identifiable to be left untouched and reported to Environment Agency Pollution Hotline (0800 731 2453)</li> </ul>	Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details	
Ground conditions	Sprains, muscle damage & broken bones.	<ul style="list-style-type: none"> <li>• Avoid dangerous areas and choose the safest possible route over difficult ground</li> <li>• Instruct volunteers to wear suitable footwear.</li> <li>• Be wary of uneven ground and trip hazards, including trailing vegetation</li> </ul>	Thoroughly wash any cuts or abrasions as soon as possible, however minor. Seek medical attention for any serious cuts, bruises or strains	
People, lone working	Physical or verbal assault	<ul style="list-style-type: none"> <li>• Be aware of aggressive and difficult people</li> <li>• Withdraw rather than face conflict</li> <li>• Do not work out of sight of others in the group</li> </ul>	Seek medical attention following any assault/injury	

		<ul style="list-style-type: none"> <li>• Organiser/section leader to have mobile phone</li> <li>• Keep together and stay off private property</li> </ul>		
Animals – Domestic, wild and farm	Lymes Disease carried by animal ticks and bites/scratches from animals	<ul style="list-style-type: none"> <li>• Wear appropriate clothing</li> <li>• Beware of loose dogs</li> <li>• Avoid contact with animals.</li> <li>• Avoid contact with animal faeces</li> <li>• Children to remain under supervision of responsible adult at all times</li> </ul>	Seek medical attention as soon as possible after being bitten or scratched. Wash hands immediately after contact with faeces. Avoid touching eyes or mouth	
Waterborne diseases	Weil's Disease from rat's urine	<ul style="list-style-type: none"> <li>• Do not touch dead animals</li> <li>• Cover any cuts or sores with a waterproof plaster before carrying out a litter pick</li> <li>• Avoid getting hands wet in rivers, ponds or canals</li> </ul>	Seek medical attention where appropriate Thoroughly wash any cuts or abrasions as soon as possible, however minor	
Dog fouling	Toxocara canis	<ul style="list-style-type: none"> <li>• Do not touch dog faeces</li> <li>• Always wear gloves and use a shovel when removing dog faeces</li> <li>• Be watchful of ground surface and do not step into dog faeces</li> </ul>	Do not touch dog faeces Always wear gloves and use a shovel when removing dog faeces	
Adverse weather E.g. Thunder storms	Various health issues	<ul style="list-style-type: none"> <li>• Cease work in inappropriate conditions</li> <li>• Avoid working in extreme conditions.</li> <li>• Dress for conditions and carry additional clothing</li> <li>• In the event of extreme weather conditions the litter pick should be postponed or abandoned</li> </ul>	Seek medical attention where appropriate	
Electric fences	Electrocution	<ul style="list-style-type: none"> <li>• Always assume electric fences are live</li> <li>• Warn volunteers not to touch electric fences</li> </ul>	Seek medical attention where appropriate	
Water, marshes, bogs	Hypothermia, drowning	<ul style="list-style-type: none"> <li>• Avoid banks, especially if they appear unstable. Always work in pairs if close to water</li> <li>• Shower and change into warm dry clothing if immersed</li> </ul>	Seek medical attention where appropriate	

		<ul style="list-style-type: none"> <li>• Never allow children to work in these areas</li> <li>• Adults should be cautious and any non-swimmer must not litter pick near water</li> </ul>		
Hedges, fences, walls, ditches		<ul style="list-style-type: none"> <li>• Take care when climbing stiles particularly in wet weather</li> <li>• Avoid climbing walls, ditches and fences</li> <li>• Stay within the nominated location</li> </ul>		
Tools, equipment		<ul style="list-style-type: none"> <li>• Team to be shown how to use equipment if appropriate</li> <li>• Allow sufficient working area for the correct and safe use of the tool</li> <li>• Use appropriate protection</li> <li>• First aid training • Have first aid kit available</li> <li>• Volunteers must use the equipment provided and as instructed</li> </ul>	Obtain medical attention in the event of injury	
Trees, shrubs	Trips, cuts and eye injuries	<ul style="list-style-type: none"> <li>• Be alert to the risks and keep a look out for hazards</li> <li>• Be aware of low hanging branches and exposed tree and shrub roots</li> </ul>	Obtain medical attention in the event of injury	
Irritants, dangerous plants	Poisoning, skin irritations or allergic reactions	<ul style="list-style-type: none"> <li>• Wear the gloves provided</li> <li>• Beware of dangerous plants and possible adverse reactions</li> <li>• Wash thoroughly on completion of such operations</li> </ul>	Seek medical attention for unusual or suspicious symptoms after contact with vegetation	
Nettle/insect stings		<ul style="list-style-type: none"> <li>• Wear suitable clothing and footwear: long sleeves and trousers, sturdy boots, gloves at all times.</li> </ul>		
Sunburn		<ul style="list-style-type: none"> <li>• In hot weather, wear a hat and use sunblock when needed.</li> <li>• Have bottled water accessible – ensure top is removed with clean hands and is not touched with gloves or dirty hands.</li> </ul>		

Safeguarding children and vulnerable adults		<ul style="list-style-type: none"> <li>• All children and any vulnerable adults to be accompanied by responsible adult (parent or carer)</li> <li>• Children to remain within sight of a responsible adult at all times</li> <li>• All volunteers to maintain vigilance where members of the public not participating are using the same public space</li> <li>• All volunteers to register with organiser prior to start of litter pick</li> </ul>		
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**On Completion of the Litter Pick Ensure:**

- Everyone washes their hands thoroughly as soon as possible after the litter pick and before taking any food or drink
- Any wounds are redressed after cleaning and disinfecting if there has been any contact with water
- Volunteers carry out a personal inspection for cuts, grazes, etc.
- That the area covered is inspected to see if there is any hazardous material still present. If so record for reporting to the Council
- All volunteers have reported back and all equipment is collected back in
- All rubbish for collection has been left in the arranged pick up site
- Any bags containing sharp material, e.g. broken glass, have been marked using the spray can

## 14. **Appendix C - BASIC GUIDANCE FOR VOLUNTEER LITTER PICKERS DO NOT ENTER INTO PRIVATE LAND, GARDENS OR PROHIBITED AREAS**

### **Protective Clothing and Equipment**

- Reflective hi-visibility waistcoats to be worn at all times.
- Use litter pickers to avoid direct contact with litter and repetitive bending.
- Wear gloves to minimise contact with any noxious or dangerous materials.
- Wear suitable footwear/clothing

**Noxious and Dangerous Materials** - The following materials may be encountered during litter picks and should be treated with caution:

**Broken Glass and nails** – remove using litter picker, avoid contact by hand, and dispose of in a sturdy container.

**Drug Related Litter/Hypodermics** – these must not be picked or touched under any circumstances. Note the location and report to the Parish Clerk.

**Suspect Materials and Fly Tipping** – items that are possibly dangerous such as unknown liquids in containers, batteries, chemicals, building materials or asbestos should not be moved. Note the location and report to the Parish Clerk to arrange for specialist removal.

**If there is any doubt about an item, leave it, and let the Parish Clerk know  
(Only items on publicly accessible land)**

**Avoid reaching into hedges or undergrowth** in such a way as to expose the face, eyes and skin to scratches from thorns or branches. If an item of litter cannot be safely reached with a litter picker, leave it and report its location to the Parish Clerk.

**Avoid working close to rivers or on steep slopes**, as there is an increased risk of slips and falls. When working close to ditches, avoid reaching into the ditch to remove litter, unless it can be safely reached with a litter picker.

**If you can't reach the litter with your litter picker then leave it.**

**Be mindful of wildlife**, birds and be wary of wasp and bee nests.

Volunteers have a duty towards themselves, fellow volunteers and the public to work safely. If there is any doubt about the safety of a site or material, then it should be avoided.

**Lifting and Handling Materials** – do not attempt to lift and carry heavy materials.

To avoid injury, the following basic principles of manual handling should be applied: Use litter pickers to prevent constant bending and stretching. Make sure an item is safe to handle with no sharp edges or noxious contents. Decide if an item can be safely moved either by one or two people. Only try to move an item if this can be done so without straining. When lifting an item, bend the legs and keep the back straight.

**Young Volunteers** - A parent/guardian must supervise those taking part under the age of 18.

### **Hygiene**

- Wear gloves at all times
- Cover any cuts or grazes with surgical tape or waterproof plasters
- Avoid rubbing the mouth and eyes whilst working
- Wash hands and forearms before eating, drinking, smoking or going to the toilet.

**Carrying out a volunteer litter pick is at your own risk. Bradwell with Pattiswick Parish Council do not take responsibility for any accidents or injuries caused during the litter pick.**