

***Wakes Colne Parish Council
Management of Health and Safety at Work Regulations 1999
Risk Assessment Record***

Work Activity: Litter Picking within Wakes Colne Parish
Date of Assessment: May 2020
Next Review Date: May 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
Moving vehicles On the highway	Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups. Struck by moving vehicle causing, fracture to bones in the body, cuts, and bruises.	HI Vis – Jackets /vest provided by ECC which must be worn when working on the road or grass verge. Volunteers must wear suitable footwear, clothing and gloves. Identify roads within the Parish that should not be litter picked but passed to ECC eg. Colchester Road from Wakes Hall to the entrance sign to the village. Undertake litter picking on rural roads outside of peak usage.	Litter Picker to access the road prior to undertaking the litter picking activity and on high speed roads (above 30mph) speed limit where there is a high volume of traffic, no pavement or grass verge. Where the litter picking activity is adjacent to roads, ECC to provide suitable warning signs that can be placed on approaches to the area that is to be litter picked.			
Slips trips and falls	Members of the Parish Council undertaking the work. Members of the Public Volunteers from	Check weather forecast prior to undertaking work activity and do not undertake work during wet/windy/severe weather.	Check the mobile phone signal prior to undertaking work to ensure assistance can be summoned in the event of an emergency.			

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Slips trips and falls (continued)	Community Groups Cuts, bruises and fracture to bones in the body. Sprains and strains from falling, tripping or slipping on grass verges, pot holes in the highways, mud on the road, pavement or gradient of path or verge,	Wear suitable protective clothing, footwear, gloves, trousers etc Note potholes, potential trip and slip hazards from tree roots, vegetation, rabbit holes etc.	Check Met office weather warnings on line prior to undertaking work activity.			
Manual handling	Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups Injury to back, pulled muscles in parts of the body. Cuts, bruises to the body Fracture to parts of the body	Vegetation left at the side of the paths to compost into the ground. Bags filled with debris must not be overfilled and assistance sort to carry bags back to the vehicle for disposable. Protective clothing must be worn, gloves, long trousers, long sleeve shirt	Parish Council to check that Manual Handling training has been undertaken by contractor and/or Members of the Parish Council.			

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Lone Working	<p>Members of the Parish Council undertaking the activity.</p> <p>Members of the Public Volunteers from Community Groups</p> <p>Verbal or physical abuse from householders and members of the community.</p> <p>Injury whilst undertaking the work activity,</p>	<p>Always carry a mobile phone & check the mobile phone signal prior to undertaking work to ensure assistance can be summoned in the event of an emergency.</p> <p>Inform a member of the Parish Council date and times and when litter picking activity is to be undertaken.</p> <p>Contact the member of the Parish Council once the work activity is completed.</p> <p>If a member of the public/landowner/householder becomes verbally or physically abusive leave the area and refer to them to the Chair or Vice Chair of the Parish Council.</p> <p>Contact the police for advice</p>	<p>Consider if it is appropriate to undertake lone working.</p> <p>Arrange for an additional person to accompany when litter picking.</p> <p>Undertake Litter picking with a buddy or in groups where ever possible.</p>			
Hazardous Waste (e.g Asbestos)	<p>Members of the Parish Council undertaking the work.</p> <p>Members of the Public Volunteers from Community Groups</p>	<p>Wear suitable protective clothing, footwear, gloves, trousers etc</p> <p>Leave hazardous waste in situ and inform Colchester Borough Council.</p>	<p>All hazardous waste is to be collected and stored in the correct containers and disposed through the appropriate channels on the advice and direction of Colchester Borough Council.</p>			

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Needle Stick Injuries, broken glass/sharp objects	Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups Staff may receive injuries from broken glass and sharp objects.	Wear suitable protective clothing, footwear, gloves, trousers etc Collect sharp objects with the litter picker provided. Place sharp objects in the bag provided by ECC.	Where a dis-regarded needle or sharp object has been observed make a note of the position of the object and alert CBC Waste Team.			
Working during periods of hot weather or cold/wet weather	Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups Adverse weather to include; Snow/Ice/Rain/Wind Chill/Fog/Water Spray/ Hot Weather/Low Sun/Bad Light	Protective clothing must be worn, gloves, long trousers, long sleeve shirt and a suitable hat to protect the head from the sun. Suitable sunglasses/eye protection. Waterproof clothing during wet weather. Warm clothing during cold weather. Wear layers rather than thick jumpers/coats. Wear suitable warm gloves/hats. Suitable footwear eg wellies/protective boots. Carry bottles of water. Take regular breaks in the shade. Flask of warm liquid during cold weather	Check the Met Office weather warnings which can be accessed on-line prior to undertaking work activity. Work activities may have to be cancelled due to weather conditions. Wear high factor sun protection during hot weather,			

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Working during periods of hot weather or cold/wet weather (continued)		<p>Flask or container of war liquid/soup/coffee/teas etc during cold weather</p> <p>During hot weather plan work activity to ensure that work does not have to be undertaken in direct sun during the hottest hours of the day 11.00 until 15.00 (work in the shade) during hot weather whenever possible.</p> <p>Ensure there are areas to shelter to retain a suitable body temperature during periods of cold/wet weather</p>				

Risk Rating – Likelihood x Severity = Risk Rating		
<u>Risk Ratings</u>		
Likelihood	<u>Risk Rating</u>	<u>Priority</u>
1. Low (Seldom)	1	No Action
2. Medium (Frequently)	2	Low Priority Action
3. High (Certain or Near Certain)	3/4	Medium Priority Action
	6	High Priority Action
Severity 9		Urgent Action

<ol style="list-style-type: none"> 1. Slight (Off Work for up to 3 days) 2. Serious (Off work for over 3 days) 3. Major (Death/Major Harm) 							
Likelihood	1	Severity	2	Risk	2	Priority	LOW

Re-Adopted

Date 6th May 2020

Minute reference 20/079 Item 29

SignedChairman

Review Date: May 2021