

PAPPLEWICK PARISH COUNCIL

RISK ASSESSMENT LITTER-PICKING



Adopted: September 2019

HEALTH AND SAFETY POLICY

The Parish Council's Health and Safety Policy and Health and Safety Policy Statement applies and those supervising and carrying out work and activity on behalf of the Parish Council are expected to abide by it.

HEALTH AND SAFETY PROCEDURES

REPORTING ACCIDENTS

All accidents, no matter how small, must be reported in the first instance to the Parish Councillor Supervisor and details entered in the Accident Book. Email: clerk@papplewick.org

Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairman, or in his/her absence the Deputy Chairman, should be informed immediately.

REPORTING OF HAZARDOUS EVENTS, INSTANCES, DEFECTIVE EQUIPMENT OR FACILITIES

All matters which may present a health and safety risk, no matter how small, must be reported in the first instance to the Clerk and details recorded. Email: clerk@papplewick.org

Thereafter, all such matters will be brought to the attention of the Council and its nominated Safety Representative.

SAFETY BRIEFING

A Safety Briefing will take place at the start of each litter-picking session. Only those who have attended will be allowed to participate.

All participants will provide their name and address and contact telephone number and allow Papplewick Parish Council to retain these details for the purposes of record keeping in accordance with GDPR.

The telephone number of the Parish Council lead councillor will be provided. This individual will carry a First Aid Kit.

Event First Aider to be identified and made known to those present at briefing

All participants to sign out before leaving.

All minors to be accompanied by a parent/adult relation or safe guarding approved adult. No minors to be left alone with an adult who is not an immediate family member.

Parish Councillor Supervisor: _____

Tel: _____

Date: _____

Significant Hazard	Risk Posed	H/M/L	Precautions to be Taken (Controls)	H/M/L	Comments/future actions
Live traffic	<p>Participants being hit by vehicle</p> <p>Trip</p> <p>Walking into path of traffic</p> <p>Crossing roads and gateways</p>	H	<p>No lone working, minimum number - pairs</p> <p>No to work to be carried out on the live carriageway.</p> <p>Participants to wear high visibility clothing at all times including footwear.</p> <p>Participants not to work outside daylight hours.</p> <p>Participants to work facing oncoming traffic.</p> <p>One person to act as look out and stand behind those working in the direction of travel and to give verbal warning of approaching traffic and ensure no one steps into carriageway.</p> <p>When walking between locations continue to wear Hi Viz clothing and follow the rules for pedestrians in The Highway Code.</p>	L	Monitoring

Collecting Litter	Sharps,	H	All persons to be provided with litter picker, PPE (cut resistant gloves) and bag to carry litter.	L	Monitoring
	Chemicals and unknown fluids	H			
	Abrasive and sharp objects	H	No illegal drug related objects to be picked up – location noted and reported to supervisor who will report via Parish Clerk to Gedling Borough Council.		
	Heavy objects	H	Do not collect anything which may result in harm or injury		
Manual Handling	Back Injury, injury to feet and other strains and sprains.	M	No items heavier than 5Kg to be handled.	L	Monitoring
Adverse Weather	Road traffic incident due to poor visibility /conditions	M	Activity to cease if weather is too adverse and unsafe to continue.	L	Lead Councillor to liaise with participants.
Use of hand or powered tools	Personal Injury	M	No power tools to be used	L	
Cuts/injury picking up broken glass or tins	Personal Injury	M	Participants to litter pick with picker device and wear stab proof gloves.	L	Clerk to arrange and provide PPE.
Cuts or risk of infection picking up syringes or needles	Personal injury or infection Hepatitis or HIV from drug users and discarded needles.	H	Syringes must not be picked up and must be reported to GBC/Parish Council.	L	Report to lead Councillor

Attack by member of the public	Personal Injury.	M	Lengthsman to carry a mobile phone at all times.	L	Report to lead councillor & police
Use of vehicles on Parish Council Duties	Road traffic incident	M	Driving Licence, vehicle maintenance and Business Insurance	L	Clerk to ensure that insurance cover is adequate.
	Parking vehicles, exiting, approaching and working around vehicle e.g. loading and unloading tools. Pedestrians, traffic in vicinity of vehicle	M	Assess parking area, try and park off road in safe location away from moving traffic. Do not park where vehicle may impede pedestrians or other traffic that is anticipated. If parked on highway display flashing warning lights where appropriate e.g. when parked in lone locations or away from other parked vehicles.	M	
Slipping/Tripping	Personal Injury	M	Make visual assessment of work area before commencing work. Make adjustments or apply necessary measures to reduce risk as required. Participants to wear suitable footwear.	L	
Electrocution	Personal injury, safety of others	L	No electrical equipment to be used. Do not approach or get close to any unshielded electrical cables or unsafe/damaged equipment	M	
Falls from Height	Personal Injury	H	All work to be a ground level. No work at height to be carried out.	L	

Signed:
Chairman of Papplewick Parish Council

Dated:

ATTENDANCE RECORD

Date:

Name	Post code	Tel Number	Permission for PC* to keep contact details on file? Y/N	Minor	Time out

* Parish Council

ATTENDANCE RECORD

Date:

Name	Post code	Tel Number	Permission for PC* to keep contact details on file? Y/N	Minor	Time out

* Parish Council