Kingsclere Parish Council Risk Assessment

This document has been produced to enable the Parish Council to assess the risks it faces and satisfy itself that adequate steps have been put in place to minimise those risks. The Council is aware that although some risks can never be fully eliminated but it has a strategy in place that provides a structured, systematic and focused approach to managing the risks it can affect.

Event: Annual Village Spring Clean

Event Description: Meet in the centre of the Village usually the Churchyard, for Safety debrief and obtain PPE, Wands and Bags – identify area to be covered. Pairs then litter pick the area and report back to meeting point and sign out.

Low Risk	No action is required, and documentary records need to be kept
Medium Risk	Efforts should be made to reduce the risk but the cost of prevention should be carefully measured and limited. Measures should be introduced within a reasonable time period.
High Risk	Activity should cease until the Risk has been removed. Measures should be introduced as soon as possible

Prior to litter picking ALL VOLUNTEERS taking part must read the Health and Safety Sheet, or it can be read to them, copies are available to take away. The sheet contains Emergency Contact Number. Volunteers then sign to say they have read and understood the advice. The Sheet is published on Social Media platforms ahead of the event. Posters advertising the event advise wearing suitable clothing and footwear for the task and weather conditions. The event will not take place in extremes of weather.

Subject	Risk Identified	Score H/M/L	Management / Control of Risk	Document Review date
Lack of information and awareness	Volunteers not understanding task and safety advice	M	Prior to litter picking ALL taking part have to read the Health and Safety Sheet – THEN SIGN to say they have read and understood it. All volunteers will be made aware of the First Aider located at the start point in St Marys Churchyard.	Spring Clean Annually

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Safeguarding children and Vulnerable Adults	Harm in some way to Children and Vulnerable Adults due to lack of supervision	L	All children up to the age of 18 and any vulnerable adults to be accompanied by responsible adult (parent, carer, or teacher) any children coming to the start point will need adult supervision.	Spring Clean Annually
Aggression / Abuse from members of the public	Risk of conflict with member of the public		Safety Briefing Sheet We do not recommend that you approach members of the public to challenge inappropriate behaviour such as dog fouling or littering. Do not trespass onto private property whilst litter picking	Spring Clean Annually
Extreme Weather	Volunteers risk sunstroke, sunburn, dehydration, and heat exhaustion due to hot weather Lightning strikes, heavy rain making ground slippery	L	Safety Briefing on the day Volunteers advised to dress appropriately for weather conditions. If Lightning occurs event to be called off immediately On the posters and in Safey Briefing on the day	Spring Clean Annually
Collection of litter – Manual Handling	Volunteers risk injuries or back pain from handling heavy loads	L	Safety Briefing Sheet on the day Volunteers instructed not to over-fill bags or try to carry heavy items. Volunteers advised to be aware of their own limitations by the event organiser during the briefing and not lift heavy items found during the clean-up – reminder this is litter pick not rubbish collection	Spring Clean Annually
Collection of litter – toxic materials / hazardous chemicals	Volunteers risk coming into contact with toxic or hazardous material.	L	Volunteers instructed to never approach suspicious looking containers with or without hazard warning badges.	Emergency Number to be

			Any suspicious drums, materials, or containers with contents not identifiable to be left untouched. Safety Briefing Sheet on the day Report to Agency Pollution Hotline (Tel 0800 7312453)	checked Annually
Collection of litter – sharps, syringes, and medical waste	Volunteers risk injury from sharp items, infection	M	Safety Briefing Sheet on the day. Volunteers finding syringes should not touch them but immediately notify the event organiser. Any accidental piercing by syringe should be immediately treated at medical practice or A&E. All volunteers to use litter pickers and gloves. Volunteers instructed never to put sharp objects in bags. Broken glass to be collected, only if safe to do so. Volunteers advised not to handle sharps, i.e. needles, syringes, unless trained to do so.	Spring Clean Annually
Slips, Trips, and Falls	Volunteers risk slips, trips, and falls	M	Volunteers advised to wear supportive, protective, slip resistant footwear and no sandals or flip flops. Take care when negotiating steps. Volunteers advised to take extra care on overgrown, wet, or muddy areas. Volunteers instructed to take extra care when carrying heavy bags. If in doubt, don't continue if an area looks slippery or dangerous.	Spring Clean Annually
Trees, Shrubs, Brambles and Nettles	Volunteers Trips, cuts & eye pokes, Stings, scratches	L	Safety Briefing Sheet on the day Where appropriate footwear, no open sandals, ensure legs and ankles are covered and protected. Beware of low hanging branches and tree roots	Spring Clean Annually

			Volunteers are made aware of First Aider Location	
Proximity to water, contact with water	Potential for drowning or Potential for bacterial infection - Leptospirosis (Weil's disease)	M	Safety Briefing Sheet on the day Volunteers advised not to litter pick near water. Children and vulnerable adults to be supervised by adult at all times. Advise volunteers to wear Nitrile gloves these are supplied or plasters to cover any existing cuts on hands.	Spring Clean Annually
Irritant and dangerous plants	Volunteers risk injury from irritant and dangerous plants, e.g. Giant Hogweed	M	Safety Briefing Sheet on the day First aider on site with access to First Aid kit. Volunteers advised not to touch any potential irritant and dangerous plants. Gloves and long sleeves to be worn	Spring Clean Annually
Animals – Domestic, wild & farm	Lyme Disease carried by animal ticks & bites/scratches, stings from animals/ shock	L	Safety Briefing Sheet on the day First aider on site with access to First Aid kit. Avoid contact with animals. Avoid contact with animal faeces. Avoid moving through long grass, bracken or vegetation while wearing shorts or short sleeved shirts. Beware of adders, do not pick up or touch any snakes.	Spring Clean Annually