

<b>Community Group:</b>	<b>Bredgar Parish Council Spring Clean Sub Committee</b>	<b>Date of Assessment:</b>	<b>9<sup>th</sup> September 2020</b>
<b>Name of Assessor:</b>	<b>Brian Clarke</b>	<b>Date of Review:</b>	<b>10<sup>th</sup> September 2020</b>

No	Hazard and Potential Consequences	Persons at Risk	Control Measures	Additional Control Measures Necessary	Risk Rating (High, Medium, Low)
1	<p>COVID 19 / Coronavirus.</p> <p>Spread of the virus leading to serious illness or death of participants or other vulnerable people in the community.</p>	Participants	<p>The Bredgar Litter Pick will be executed to strictly adhere to government rules and guidelines.</p> <p>Gatherings of participants will be limited to six maximum.</p> <p>Distribution of bags, litter picker tools and safety equipment will be done outside.</p> <p>Anti-bacteria sprays and cleansing products will be used to sanitise any equipment that is re-distributed to other persons.</p> <p>Safety gloves and clothing will only be used by one person and will be stored for a period of at least 3 days after use.</p>	<p>It will not be possible to gather all participants for a pre-activity briefing session. Therefore all participants will have to be briefed individually and separately in advance of the event.</p> <p>To support the individual briefings the event instructions and procedures will be published on noticeboards, PC website and circulated electronically.</p> <p>Participants will be asked to register their attendance and to agree their litter pick location in advance with the event organiser.</p>	High

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2	Physical Hazards present at site	Participants	<p>The organisers <b>Bredgar Parish Council Spring Clean sub committee</b> (BPC-SC) will conduct a pre-site visit to ensure the area is suitable.</p> <p>Litter picking will not be carried out in areas where there is a high risk to participants. Areas that would be unsuitable include:</p> <ul style="list-style-type: none"> <li>▪ Anywhere within unguarded access to deep or fast flowing water (e.g. rivers)</li> <li>▪ Steep, slippery or unstable ground (including those with holes or excavations)</li> <li>▪ Areas around and within derelict buildings and construction sites</li> </ul> <p>The 'site' for this litter picking is the verges alongside the roads and lanes within the parish of Bredgar. Many of these roads do not have footpaths or segregated fencing. Measures to mitigate the risks of oncoming vehicles are listed under item 10 of the document.</p> <p>This litter pick will be conducted on 27<sup>th</sup> September 2020 from 10:30am to 2:00pm. This area has been approved by <b>BPC-SC</b>.</p>	<p>Perform a visual check for any new / unexpected hazards on the day of the event and in advance of the start time.</p> <p>Where possible, tape will be used to cordon off any dangerous areas on site and the organiser <b>BPC-SC</b> will ensure participants are informed that access to taped areas is prohibited.</p>	Low
3	Sharp Objects – Glass, needles, nails etc.	Participants	<p>Anyone undertaking litter picks must follow correct procedure and instructions. This should include a 'Sharps Procedure' that should be communicated to participants; if discovered, needles must not be picked up or touched under any circumstances. Location should be noted and reported to Swale Borough Council on 01795 417888.</p> <p>Participants should be informed beforehand of the need to wear strong, sensible footwear (boots, Wellingtons) with adequate grip – no open-toe footwear should be allowed.</p> <p>Participants to be provided with correct Personal Protective Equipment (PPE) Litter Pickers and High Visibility Vests.</p> <p>Participants will be asked to provide their own heavy duty protective gloves.</p>	<p>Organiser/team leader to give pre-activity communication with each participant to include procedures/ instructions, including:</p> <ul style="list-style-type: none"> <li>▪ Procedure for hypodermic needles</li> <li>▪ Participants instructed not to pick up litter with hands - use Litter Picker at all times</li> </ul>	High

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4	Hygiene and potential contact with Bio Hazards Objects - faeces, vomit and used condoms	Participants	<p>Anyone undertaking litter picks must follow correct procedure and instructions. This should include a 'Bio-hazards Procedure', which should be communicated to participants; E.g. If discovered, do not attempt to clean up. Make a note of the location and report it to Swale Borough Council on 01795 4171888.</p> <p>Participants should be informed beforehand of the need to wear suitable outdoor clothing that does not expose bare areas of skin.</p> <p>Participants to be instructed to wash hands and forearms before eating, drinking, smoking or going to the toilet.</p> <p>Participants instructed to cover any cuts, however minor, with surgical tape or waterproof plasters</p>	<p>Organiser/team leader to give pre-activity communication with each participant to include procedures/ instructions/information, including:</p> <ul style="list-style-type: none"> <li>▪ General awareness of bio-hazards (e.g. what they are and why they're dangerous)</li> <li>▪ Instruction not to pick up or handle any bio-hazard.</li> <li>▪ Contact details of the Clean Team</li> </ul> <p>Ensure adequate first aid arrangements have been provided (proportionate to the level of risk). As a minimum a first aid kit with waterproof plasters should be available. At least one member of the group should have access to a phone in order to call for emergency assistance in the event of a group member being injured or falling ill.</p>	Low
5	Contamination from chemicals onsite	Participants	<p>Anyone undertaking litter picks must follow correct procedure and instructions. This should include a 'Chemicals Procedure', which should be communicated to participants; E.g. If discovered, do not attempt to clean up. Make a note of the location and report it to Swale Borough Council on 01795 4171888.</p>	<p>Organiser/team leader to give pre-activity communication to each participant to include procedures for the discovery of chemicals or chemical containers on site.</p>	Low
6	Slips Trips and Falls	Participants	<p>Organiser <b>BPC-SC</b> to carry out a pre-site visit to ensure that the area is suitable and carry out a suitable risk assessment.</p> <p>Anyone undertaking litter picks must follow correct procedure and be wearing correct PPE.</p> <p>Participants should be informed beforehand of the need to wear strong, sensible footwear (boots, Wellingtons) with adequate grip - no open-toe footwear should be allowed.</p>	<p>Ensure any significant findings of the risk assessment are communicated to participants prior to carrying out activity.</p> <p>Where possible, use tape to cordon off any dangerous areas, including slip/trip hazards on site and ensure participants are informed that access to this area is prohibited.</p>	Medium
7	Manual Handling	Participants	<p>Participants should be informed of the dangers of manual handling and instructed to assess the load before handling.</p>	<p>Organiser/team leader to give pre-activity communication to each participant to include</p>	Low

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			<p>Wear appropriate PPE including protective gloves, trousers and sturdy footwear to protect hands, legs and feet.</p> <p>Minimise repetitive bending wherever possible and ensure participants take regular breaks.</p> <p>Prior to activity make arrangements with Council on collection points of rubbish, wherever possible minimising manual handling for participants by suitably locating collection points.</p>	<p>instructions on manual handling, including:</p> <ul style="list-style-type: none"> <li>▪ Not to lift unless comfortable in doing so</li> <li>▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights.</li> <li>▪ All lifting by young persons to be supervised.</li> <li>▪ Wherever possible, lift items with assistance rather than alone</li> <li>▪ Be aware and careful in case sharp objects are protruding from sacks.</li> <li>▪ To leave filled sacks in safe, visible locations on the verges for later collection and transport to Biffa collection points by car/trailer.</li> </ul>	
8	Weather Issues	Participants	<p>Participants should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate.</p> <p>Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc)</p> <p>Ensure there is an adequate supply of water to prevent dehydration.</p>	<p>Organiser/team leader to give pre-activity communication to each participant to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn).</p>	Medium
9	Aggressive People	Participants	<p>Participants should be informed to cease litter picking if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously and report back to the organiser/team leader.</p> <p>Participants should always work in teams and should not work alone at any time during the activity.</p>	<p>Report any incidents to the police. For an immediate threat or emergency use 999. For a non emergency please use 101 to report the incident.</p>	Low
10	Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests,	Participants	<p>Organiser to carry out a pre-site visit to ensure that the area does not contain any dangerous plants or wasp or bee nests.</p> <p>Participants should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered.</p>	<p>Ensure adequate first aid arrangements have been provided (proportionate to the level of risk). As a minimum a first aid kit with waterproof plasters should be available.</p> <p>At least one member of the group should have access to a phone in order to call for emergency assistance in the event of a group member being</p>	Medium

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			Participants to be instructed to wash hands and forearms before eating, drinking, smoking or going to the toilet.	injured or falling ill as a result of an allergic reaction.	

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11	Vehicle Movements	Participants	<p>Participants should be informed beforehand of the need to wear appropriate PPE including florescent high-visibility vests.</p> <p>Due to the landscape and geography of Bredgar Parish it is unsatisfactory to limit the litter pick to roads where the speed limit is under 30mph. It is in the roads with higher limit where most litter is dropped. Therefore this risk analysis mitigates the risks of vehicle movements in detail for each road or lane.</p> <p><b>Swanton Street [up to The Warren] (30,40, 60)</b> A long road, with verges, hedges and sections with limited visibility of oncoming traffic. Apply control measures A, B, C &amp; D.</p> <p><b>Primrose Lane/Bredgar Road [north of M2] (40, 60)</b> Some sections of pavement exist, but much of this road has no pavement. There is good visibility for drivers to see Litter Pickers on this section of road. Apply control measures A, B &amp; D.</p> <p><b>Primrose Lane [south of M2] (30), Gore Road (30), The Street (30), Bush Close, Travers Garden, Medlar Close, Rookery Close</b> Some sections of pavement exist, but parts of these roads have no pavement. There is good visibility for drivers to see Litter Pickers on these roads and it is within the main village. Apply control measure A.</p> <p><b>Wrens Road [to M2] (30, 60)</b> Drivers will have a clearer view of Litter Pickers in the sections of the road covered by national speed limit. The 30mph section has concealed sections and high hedges. Apply control measures A, B &amp; D.</p> <p><b>Bashford Barn Road (60)</b> Due to the removal of all hedgerows and the open fields alongside the road drivers should easily see Litter Pickers, despite the national speed limit. Apply control measure A &amp; D.</p>	<p><b>Control Measure A</b> - Litter Pickers on any roads will be advised to wear High Visibility Vests and to work in at least pairs.</p> <ul style="list-style-type: none"> <li>• Children to remain under supervision and in sight of a responsible adult at all times, preferably by a parent or guardian.</li> <li>• Children not to pick litter from the road but to remain on pavements and paths</li> <li>• Prior to event, the organiser to advise volunteers that vehicles will be present.</li> </ul> <p><b>Control Measure B</b> - Litter Pickers will be advised to have one person whose main responsibility is to monitor oncoming traffic and to make sure they are safely seen by motorists.</p> <p><b>Control Measure C</b> - Triangle warning signs will be put up to alert oncoming traffic that there may be litter pickers in the road.</p> <p><b>Control Measure D</b> - Young persons (18 and under) will be advised not to Litter Pick this lane or road.</p>	High

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			<p><b>Hawks Hill Lane (60)</b> A narrow country lane with hedgerows limiting visibility. Traffic volume not high. Apply control measures A &amp; D.</p> <p><b>Blind Mary's Lane (60)</b> A narrow country lane with hedgerows limiting visibility for a small section near Silver Street. Traffic volume low. Apply control measures A &amp; D.</p> <p><b>Silver Street (30)</b> Partly residential within the village, changing into country lane with a short section of limited visibility after Maple Dean. Low to medium traffic volume. Apply control measures A &amp; D.</p> <p><b>Deans Hill Road, Deans Hill, Little Pett Road (60)</b> Narrow country lanes with hedgerows and sections of limited visibility. Low to medium traffic volume. Apply control measures A, B &amp; D.</p> <p><b>Bexon Lane [to Wilborough Hill] (30, 60)</b> Wider country lane, with hedgerows and sections with limited visibility. Medium traffic volumes. Apply control measures A, B &amp; D.</p> <p><b>Ruins Barn Road [top end] (60)</b> Wider country lane, with hedgerows but straight and with good sight lines for drivers to see Litter Pickers. Medium traffic volumes. Apply control measures A &amp; D.</p>		
12	Lone Working	Participants	Participants should always work in teams and should not work alone at any time during the activity.	Ensure there is a facility for participants to sign in and out. One person with mobile phone will be stationed at a central location (possibly the Village Hall) keeping a list of participants and coordinate activities. Participants will be asked to inform when they start/finish and where they are litter picking.	Low

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13	Young Persons and lack of awareness	Participants, particularly young persons	<p>Organiser to carry out a pre-site visit to ensure that the area is suitable for young persons.</p> <p>Organiser to carry out a suitable risk assessment and ensure all participants (including young persons) are given health and safety checklist and instructions.</p> <p>Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are participating, there should be adequate supervision at all times (e.g. a minimum of 1 responsible adult to every 5 young persons). There should be no groups of children under the age of 16 working in an area without direct supervision of an adult.</p>	Where young persons and/or children are involved, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.	
14	Safeguarding children	Children and vulnerable adults	<ul style="list-style-type: none"> <li>• All children up to the age of 18 and any vulnerable adults to be accompanied by responsible adult (parent, carer or teacher) in approved ratios</li> <li>• No child to be out of sight of a responsible adult</li> <li>• All hosts on site to maintain vigilance where members of the public not participating in the event are using the same public space</li> <li>• All event volunteers to wear event tabards to allow easy identification</li> <li>• In the event of an incident, immediately inform the local Police and any other relevant agencies</li> </ul>	<p>Check for unaccompanied children and confirm supervision ratios are satisfactory.</p> <p>Use the NSPCC ratios as a guide:</p> <ul style="list-style-type: none"> <li>• 0 - 2 years - 1 adult to 3 children.</li> <li>• 2 - 3 years - 1 adult to 4 children.</li> <li>• 4 - 8 years - 1 adult to 6 children.</li> <li>• 9 - 12 years - 1 adult to 8 children.</li> <li>• 13 - 18 years - 1 adult to 10 children.</li> </ul>	Low

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