

Improving a Street, Greenspace or Local area – Risk Assessment Table

This form should be completed prior to the start of environmental volunteering activity to ensure that all volunteers know the identified significant risks and understand the safety guidelines before starting the activity.

Please be aware that volunteers should not take part in the activity until they have read the risk assessment and have the appropriate PPE and equipment.

This generic style risk assessment is not a definitive listing of all potential hazards but is intended as a guide to enable volunteers to complete their own task specific risk assessment and to ensure that prior to the activity consideration has been given to any variables that may be associated with the location.

Activity Planning Checklist

Activity	Notes
• Permission gained if non public highway	
• Number of volunteers/supervisors attending	
• Risk assessment and pre event inspection completed	
• First aid/Medical information for participants if needed	
• Disposal of any waste (arranged collection)	

Risk Assessment Table

Hazards, who may be harmed and how	Control measures in place	What further action is necessary?
<p>Accidents and incidents -</p> <p>Volunteers, members of the public, road users.</p>	<ul style="list-style-type: none"> • Ensure adequate first aid provision for the event. • Mobile phone – ensure charged. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Report any accidents/incidents to Lead volunteer (if appropriate). • Make a first aid kit available.
<p>Adverse weather E.g. Thunder storms, hot or cold weather -</p> <p>Volunteers. Various health issues.</p>	<ul style="list-style-type: none"> • Adjust programme to avoid extreme weather conditions. • Avoid, cease or postpone working in extreme conditions. • Dress appropriately for conditions and carry additional clothing. • Avoid excessive exposure to sunlight by wearing appropriate clothing and using sun creams. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Seek medical attention where appropriate. • If working in the sun – Cover up. Wear a hat with a brim or a flap that covers the ears and the back of the neck and long sleeved shirts to protect against sunburn. Stay in the shade whenever possible, during your breaks and especially at lunch time. Use a high factor sunscreen of at least SPF15 on any exposed skin. Drink plenty of water to avoid dehydration.
<p>Animals – Domestic, farm and wild. -</p> <p>Volunteers. Lyme Disease carried by animal ticks and bites/scratches from animals.</p>	<ul style="list-style-type: none"> • Not to disturb animals or damage plants. • Not remove 'natural' rubbish like logs, stones and weeds as these can be home to animals. • Not try to release entangled animals; call the RSPCA if you come across any. • Wear appropriate clothing. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Wash hands immediately after contact with faeces. • Seek medical attention as soon as possible after being bitten or scratched. • Beware of loose dogs. • Avoid contact with animals. • Avoid contact with animal faeces.
<p>Broken glass, sharp/rusty edges -</p>	<ul style="list-style-type: none"> • Undertake a pre activity inspection of the area to identify potential hazard(s). • If found, leave alone and report to event organiser to report 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Thoroughly wash any cuts or abrasions as soon as possible, however minor.

Hazards, who may be harmed and how	Control measures in place	What further action is necessary?
Volunteers. Cuts and infections	<p><u>to council for removal.</u></p> <ul style="list-style-type: none"> • Wear gloves provided. • Volunteers to wear suitable heavy duty footwear (e.g. boots, shoes or wellingtons) regardless of the weather conditions, which provide adequate protection to the foot and ankle and have a coarse tread on the sole. 	<ul style="list-style-type: none"> • Seek medical attention where appropriate.
<p>Cliffs and steep slopes</p> <p>-</p> <p>Volunteers. Falls leading to sprains, muscle damage and broken bones.</p>	<ul style="list-style-type: none"> • Undertake a pre activity inspection of the area to identify potential hazard(s). • Not to conduct clean up activity on or close to the edge of cliffs, quarries, steep slopes, etc., and below unstable cliffs and slopes. • Take weather conditions and possible weather changes into account. • Volunteers to wear suitable heavy duty footwear (e.g. boots, shoes or wellingtons) regardless of the weather conditions, which provide adequate protection to the foot and ankle and have a coarse tread on the sole. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Seek medical treatment in the event of injury. • Seek medical attention where appropriate.
<p>Dog, cat or fox faeces</p> <p>-</p> <p>Volunteers. Toxocariasis</p>	<ul style="list-style-type: none"> • Do not touch animal faeces particularly dog, cat or fox faeces. • <u>If found, leave alone and report to event organiser to report to council for removal.</u> • Wear gloves. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Thoroughly clean or wash any cuts or abrasions as soon as possible, however minor.
<p>Electric fences</p> <p>-</p> <p>Volunteers. Electric shock</p>	<ul style="list-style-type: none"> • Undertake a pre activity inspection of the area to identify potential hazard(s). • Always assume electric fences are live. • Do not to touch electric fences 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Seek medical attention in the event of injury.
<p>Ground conditions. Unsuitable, uneven, slippery, etc., ground conditions. (Pot holes, rabbit holes, tree roots, etc.)</p> <p>-</p> <p>Volunteers. Slip, trip and falls. Bone fractures, sprains and strains, cuts</p>	<ul style="list-style-type: none"> • Awareness of potential for potholes, uneven ground or rabbit holes. • Undertake a pre activity inspection of the area to identify potential hazard(s). • Avoid potentially dangerous areas and choose the safest possible route over difficult ground. • Wear suitable heavy duty footwear (e.g. boots, shoes or wellingtons) regardless of the weather conditions, which provide adequate protection to the foot and ankle and have a coarse tread on the sole. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Thoroughly clean or wash any cuts or abrasions as soon as possible, however minor. • Have first aid kit available and advise volunteers that a first aid box available, if required. • Seek medical attention for any serious cuts, bruises or strains.

Hazards, who may be harmed and how	Control measures in place	What further action is necessary?
<p>and abrasions.</p> <p>Hand tools, equipment</p> <p>-</p> <p>Volunteers. Faulty equipment. Misuse of equipment. Sprains and strains, cuts, abrasions and bruises from inappropriate use of tools.</p>	<ul style="list-style-type: none"> • Pre-use check for obvious defects. • Use suitable gloves at all times. • Use any other appropriate protection depending on equipment in use. • Allow sufficient working area for the correct and safe use of the tool. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Have first aid kit available and advise volunteers that a first aid box available, if required. • Seek medical attention for any serious cuts, bruises or strains. • Power tools should not be used.
<p>Hazardous substances – batteries (most batteries contain harmful heavy metals), asbestos, lead and miscellaneous chemicals</p> <p>-</p> <p>Volunteers. Chemical burns, poisoning, ill health, Potentially dangerous depending on condition.</p>	<ul style="list-style-type: none"> • Undertake a pre activity inspection of the area to identify potential hazard(s). • <u>Do not approach or remove any potentially hazardous waste.</u> • <u>Report to the district council for disposal.</u> • <u>Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details.</u> • Do not approach or remove containers which contain/contained chemicals. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details.
<p>Heavy/awkward to handle rubbish</p> <p>-</p> <p>Volunteers. Manual handling, slip trip and falls. Sprains and strains.</p>	<ul style="list-style-type: none"> • Only light items to be litter picked, i.e. paper, crisp packets, cigarette ends, discarded food, polystyrene containers, plastic bottles and food containers, drinks cans, etc. • Do not overfill bags. • When carrying, hold sacks away from the body. • Extreme care to be taken, use good lifting practices and share the load with an appropriate number of people. • If too heavy to handle leave the object in place and report it to the organiser to arrange removal by the council. • Stop immediately if suffering any pain or discomfort. • Do not leave sacks of litter or sweepings where they will cause obstruction or other hazard. • Do not disturb, move or touch any waste that has been fly-tipped as it could contain harmful material or substances. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Seek medical attention if the ill effects persist. • If volunteers find any large/heavy fly tipped waste, please make a note and report it to the district council for removal after the event.

Hazards, who may be harmed and how	Control measures in place	What further action is necessary?
<p>Hedges, fences, walls and ditches</p> <p>-</p> <p>Volunteers. Hypothermia, Slip, trip and falls, falls from height. Bone fractures, sprains and strains, cuts and abrasions.</p>	<ul style="list-style-type: none"> • Take care when climbing stiles particularly in wet weather. • Avoid climbing walls, ditches and fences. • Stay within the nominated location. • Wear suitable heavy duty footwear (e.g. boots, shoes or wellingtons) regardless of the weather conditions, which provide adequate protection to the foot and ankle and have a coarse tread on the sole. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Seek medical attention in the event of injury.
<p>Highways, vehicles, bicycles, plant and machinery</p> <p>-</p> <p>Volunteers, other road users. Collision with moving vehicles or pedestrians.</p>	<ul style="list-style-type: none"> • At all times be mindful of your environment and the traffic conditions, pedestrian and vehicular, in which you are working. • Do not approach within 0.5m of the live carriageway if the speed limit is 40 mph or less on a single carriageway. • Awareness of other users e.g. pedestrians and bicycles. • Wear high visibility clothing of the relevant standard if on or near the highway. The highway includes the carriageway, footpaths and verges. • One volunteer to act as a look out. • Face oncoming traffic. • Avoid crossing roads. If necessary use a pedestrian crossing. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • On agricultural land, be alert to the potential presence of agricultural machinery. • Seek medical attention in the event of injury. • <u>Only volunteer in areas with a 40mph limit or less, where there is a footpath. Stay on the footpath at all times. Never conduct your activity on the carriageway (road).</u>
<p>Hygiene and welfare facilities</p> <p>-</p> <p>Volunteers. Various health issues</p> <p>The following hierarchy of choice of hand hygiene methods should be applied:</p> <ul style="list-style-type: none"> • Washing hands with soap and clean warm water; 	<ul style="list-style-type: none"> • Clean or wash hands thoroughly before commencing comfort breaks and before eating, drinking, smoking, driving, going to the toilet, etc. • Wearing gloves will reduce contamination to hands. • Light soiling (when hands are visibly clean) can be cleaned by the use of moistened wipes or hand rub gel. • Significant contamination of the hands will require washing with soap and warm water. • Establish location of nearest toilet /washing facilities. • Seek out and request support from local businesses. • If no facilities nearby, reduce working time. • Provide hand wipes/gel if running water is not available. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Thoroughly wash and dry hands with soap and warm water at earliest opportunity.

Hazards, who may be harmed and how	Control measures in place	What further action is necessary?
<ul style="list-style-type: none"> • Washing hands with soap and clean cold water; • Rinsing hands with clean water alone; • Wiping hands with moistened wipes; • Using hand rubs or gels. <p>Alcohol based gels and rubs should only be used when the hands are visibly (i.e. physically) clean.</p> <p>Only washing-off using soap and running water will reliably remove chemical contamination.</p>		
<p>Ill health or injury</p> <p>-</p> <p>Volunteers. Various health issues.</p>	<ul style="list-style-type: none"> • Cease work in inappropriate conditions. • Avoid working in extreme conditions. • Dress appropriately for conditions and carry additional clothing. • Wear suitable footwear, e.g. strong boots or shoes. 	<ul style="list-style-type: none"> • Seek medical attention where appropriate.
<p>Irritants, hazardous plants, trees and shrubs</p> <p>-</p> <p>Volunteers. Poisoning, skin irritations or allergic reactions. Trips, fractures, cuts, abrasions and penetrating injuries to the eye(s).</p> <p>Most plants in the UK are</p>	<ul style="list-style-type: none"> • Awareness of risk and keep look out for potential hazards e.g. low branches. • Awareness of dangerous/irritant plants and possible adverse reactions. • Awareness of thorny/prickly plants. • Use gloves at all times. • Wear appropriate clothing; keep exposed skin covered and thoroughly clean or wash hands after contact and before eating, drinking, smoking, driving, going to the toilet, etc. • Seek medical attention for unusual or suspicious symptoms 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Seek medical attention in the event of injury or for unusual or suspicious symptoms after contact with vegetation. • Volunteers must wear the appropriate safety clothing.

Hazards, who may be harmed and how	Control measures in place	What further action is necessary?
harmless but some sting, scratch or are poisonous.	following contact with vegetation.	
Lone working - Volunteers. Physical or verbal assault, illness.	<ul style="list-style-type: none"> • Do not work alone – keep in sight of other volunteers. • Be aware of potentially aggressive and/or difficult people. • Withdraw rather than face conflict. • Keep off private property. 	<ul style="list-style-type: none"> • Be aware of safety guidelines.
Needles (syringes, drug litter and paraphernalia) - Volunteers. Cuts and infections	<ul style="list-style-type: none"> • Undertake a pre activity inspection of the area to identify potential hazard(s). • If found, leave alone and report to event organiser to mark the location of needles on sketch/map. The organiser to report to district council for removal. <p>Needle Injuries:</p> <ul style="list-style-type: none"> • Don't suck the wound. • Encourage bleeding. • Clean/wash with soap and water. • Cover with waterproof plaster. • Seek medical help, as soon as possible, by attendance at Accident and Emergency (e.g. Leicester Royal Infirmary) 	<ul style="list-style-type: none"> • Be aware of safety guidelines.
Violence, aggressive and difficult people, lone working - Volunteers. Physical or verbal assault.	<ul style="list-style-type: none"> • Be aware of aggressive and difficult people. • Withdraw rather than face conflict. • Do not work out of sight of others in the group. • Make sure there is easy access to a mobile phone. • Keep together and stay off private property. • Children or any vulnerable people should never be left to work alone. Ensure that they stay with their parents/guardians/carers. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Report any incidents to Police and Leicestershire County Council. • Seek medical attention following any assault/injury.
Water, marshes, bogs, etc. -	<ul style="list-style-type: none"> • Do not conduct your activity on, or near, water. • Avoid banks, especially if they appear unstable. 	<ul style="list-style-type: none"> • Remind volunteers of control measures. • Seek medical attention where appropriate.

Hazards, who may be harmed and how	Control measures in place	What further action is necessary?
<p>Volunteers. Slip, trip and falls, drowning.</p>	<ul style="list-style-type: none"> • Avoid marsh and boggy areas. • Avoid and do not walk on frozen water. • Always work in pairs if close to water. • Shower and change into warm dry clothing if immersed. 	
<p>Waterborne diseases</p> <p>-</p> <p>Volunteers. Weil's Disease (Leptospirosis) is a very rare infection carried in rats' urine and can be fatal.</p> <p>Symptoms include high temperature, severe headache, flu-like illness or muscle pains. They will appear 3 to 19 days after exposure to contaminated water. It must be treated early.</p>	<ul style="list-style-type: none"> • Wear gloves. • Do not touch dead animals. • Cover any cuts or sores with a waterproof plaster before carrying out a litter pick. • Avoid getting hands wet in open water and, watercourses, e.g. lakes, ponds, rivers, canals, etc. • Thoroughly clean or wash any cuts or abrasions as soon as possible, however minor. 	<ul style="list-style-type: none"> • Be aware of safety guidelines. • Seek medical attention where appropriate.

Additional hazards not identified in Risk Assessment Table

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