

RISK ASSESSMENT FORM

Organisation		Location:	
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Activity/Process	Location of Activity/Process	Number of persons at risk	1	2-5	6-10	10 +
		Adults				
		Others				

Hazards involved with Activity/Process	Suggested Safety Measures/Controls	Score See Table Below	Additional controls that may be required	Responsibility (Name)	Signature on Completion
Physical Hazards present at site e.g. Drowning in river or falling down steep slope	1. Organiser should carry out a pre-site visit to ensure that the area is suitable and carry out a suitable risk assessment. Ensure any significant findings of the risk assessment are communicated to participants prior to carrying out activity. 2. All areas that are deemed unsuitable or dangerous to be cordoned off prior to litter pick	X =	1. Where there is a high level of risk, find a more suitable site to carry out the litter pick. 2. All volunteers should be advised of these areas, and dangers at pre briefing 3. Ensure adequate first aid arrangements have been provided (proportionate to the level of risk). 4. Ensure there is a facility for participants to sign in and out.		
				Target Date	Completion Date
				New Score	X =

Organiser		Name		Signature		Date	
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Risk Rating		Action Bands	
Likelihood	Severity of Injury	Rating Band	Action
1 = Most Unlikely	1 = Trivial Injury	1 - 2 = Minimal Risk	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3 - 4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6 - 8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9 - 12 - 16 = High Risk	Improve Control Measures immediately / Consider stopping work

Hazards involved with Activity/Process	Suggested Safety Measures/Controls	Score	Additional controls that may be required	Responsibility (Name)	Signature on Completion
Slips Trips and Falls e.g. Sprained Ankle from tripping over rough terrain	1. Anyone undertaking litter picks must follow instructions and be wearing correct PPE. 2. Participants should be informed beforehand of the need to wear sensible footwear (boots, Wellingtons) no open-toe footwear to be allowed.	X =			
				Target Date	Completion Date
				New Score	X =
Sharp Objects – Glass, needles, nails etc. e.g. Needle stick injury leading to Hepatitis B	1. Any hypodermic needles found should not be picked up or touched under any circumstances. 2. Participants should be informed beforehand of the need to wear sensible footwear (boots, Wellingtons) no open-toe footwear to be allowed. 3. Participants should be provided with correct Personal Protective Equipment (PPE) including protective Gloves, Litter Pickers and High Visibility Vests.	X =	Organiser should give pre-activity briefing session with all participants to include procedures/ instructions, including: <ul style="list-style-type: none"> Dealing with hypodermic needles Participants instructed not to pick up litter with hands - use Litter Picker at all times 		
				Target Date	Completion Date
				New Score	X =
Hygiene and potential contact with Hazardous Objects – chemicals, faeces etc.	1. Participants should be informed beforehand of the need to wear suitable outdoor clothing that does not expose bare areas of skin. 2. Participants should be instructed to wash hands and forearms before eating, drinking, smoking or going to the toilet. 3. Participants instructed to cover any cuts before starting litter picking.	X =	1. Organiser should give pre-activity briefing session with all participants to include instructions/information, including: <ul style="list-style-type: none"> General awareness of hazards (e.g. what they are and why they're dangerous) Instruction not to pick up or handle any hazardous material. 2. At least two members of the organisers should carry mobile phones with signal available at the location		
				Target Date	Completion Date
				New Score	X =

Hazards involved with Activity/Process	Suggested Safety Measures/Controls	Score	Additional controls that may be required	Responsibility (Name)	Signature on Completion
Manual Handling e.g. Back injury from people attempting to move objects	1. Participant's should be informed to assess the weight of the waste collection bags before handling. 2. Wear appropriate PPE 3. Minimise repetitive bending wherever possible.	X =	Organiser should give pre-activity briefing session with all participants to include instructions on manual handling, including: <ul style="list-style-type: none"> Not to lift unless comfortable in doing so Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift. 		
				Target Date	Completion Date
				New Score	X =
Weather Issues e.g. extremes of weather can cause injuries	1. Participants should be informed beforehand of the need to wear sensible outdoor clothing, as appropriate, to the weather conditions. 2. Organiser/team leader to cancel activity if there is extreme weather	X =	Organiser should consider briefing volunteers to bring adequate sun protection & drinks for the duration of the litter pick.		
				Target Date	Completion Date
				New Score	X =
Lone Working/ Aggressive People e.g. Assaulted by member of public	Participants should always work in teams and should not work alone at any time during the activity.	X =	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.		
				Target Date	Completion Date
				New Score	X =
Hand tools Cuts , bruises etc	All Participants involved to be given instruction on the correct use of hand tools	X =	Organiser should make sure all safety procedures are followed		
				Target Date	Completion Date
				New Score	X =

Hazards involved with Activity/Process	Suggested Safety Measures/Controls	Score	Additional controls that may be required	Responsibility (Name)	Signature on Completion
Young Persons and lack of awareness e.g. A young person taking unnecessary risks	1. Organiser to carry out a pre-site visit to ensure that the area is suitable for young persons. 2. Organisers to carry out a suitable risk assessment and ensure all participants (including young persons) are given health and safety instructions.	X =	Where young persons (16-18) and/or children (under 16) are involved the organizer must: A. Ensure that there is adequate supervision for the young persons or children. B. Take specific time to explain procedures and take particular care to describe and point out the potential hazards.		
				Target Date	Completion Date
				New Score	X =
Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests, e.g. Skin rash from plants, bee sting resulting in anaphylactic shock	1. Organiser should carry out a pre-site visit to ensure that the area does not contain any dangerous plants, wasp or bee nests. 2. Participants should be informed beforehand of the need to wear appropriate PPE and sensible outdoor clothing and footwear. 3. Participants should be instructed to wash hands and forearms before eating, drinking, smoking or going to the toilet.	X =	At least two members of the group should carry a mobile phone with signal available at the location in order to call for emergency assistance.		
				Target Date	Completion Date
				New Score	X =
Fly tipping e.g finding material dumped	1. Participants should be informed not to touch any fly tipped material. 2. Organisers should call Environmental services 01284 757320 should fly tipping or any hazardous material be discovered.	X =			
				Target Date	Completion Date
				New Score	X =

Review Date	Name	Signature	Date	Remarks

Additional Remarks:

NOTE; This risk assessment template is generic and has been produced as good practice guidance only. The content should be tailored to ensure that all hazards specific to your own team's activities have been identified and relevant controls put in place to adequately control the risks.

The scoring boxes are required to be completed to establish the risk of the activity/process (see risk rating & action bands on the first page) and ensure the risks are not excessive.

The risk assessment to be signed and dated by the organiser.

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