

Thank you for volunteering with us, we really value your support. Whilst you are litter picking as part of the scheme, ensure that you follow the below guidance and related Risk Assessment to stay safe. You have a responsibility to keep yourself and those around you free from harm and risk. If you have children (defined within the scheme as under 18 years of age), you are responsible for their safety, as well as others that you have signed up to the scheme on behalf of e.g., a household, community group etc. You hereby agree to:

1. Understanding and following this guidance and the Risk Assessment attached whilst litter picking as part of the Clean Champions scheme, delivered by Nottingham City Council.
2. Always wearing the Personal Protective Equipment (PPE) provided to you which includes all items at all times (hi-visibility jacket and gloves), whilst using the litter picker and bags provided. **Do not** touch or handle any litter, particularly anything that is biohazardous, chemical or sharp.
3. Always wearing sturdy and closed toed footwear, regardless of season.
4. Being aware of your surroundings and **not** litter picking:
 - or near busy roads (over 40mph zones)
 - near or on railway tracks, tramlines
 - on the highway including roundabouts, central reservations, dual carriageways/motorways or in the middle of the road
 - in the absence of daylight
 - on steep inclines, where the ground is uneven or where litter is hard to reach; do not kneel or lean on any area that has not been litter picked
 - outside of the Nottingham City Council boundary. You can check the boundary on our Geographic Information System [here](#)
 - during inclement or severe weather. If the Met Office have issued a weather warning in your area, cease all activity
 - near open water
 - on private or unadopted land
 - whilst smoking
5. Only litter pick within your own capabilities (and those you are responsible for, within their own capabilities). When moving full bags of litter, remember **TILE**:
 - **Task** – look at the task being undertaken e.g., moving a full bag of litter onto the top of a litter bin
 - **Individual** – do you have the capabilities to do this, or can someone else help you?
 - **Load** – use the correct manual handling technique to avoid personal injury
 - **Environment** – look where you are moving the item(s) to, is the route clear and free of obstacles?
6. Only litter pick items that can be easily transferred into the bags provided; fly-tips or larger items of litter or other hazards outlined in point 2 must be reported online at www.nottinghamcity.gov.uk/reportit
7. Stay hydrated and take care in warm and sunny temperatures; wear suitable clothing which covers your arms and legs, wear SPF and a hat
8. Litter pick in pairs or groups where possible. If litter picking alone, ensure you have a mobile phone on you or you have told someone where you are.
9. Not address any violent or aggressive behaviour from members of the public. If you are in immediate danger, call 999. Do not retaliate or challenge any negative behaviour towards you or others.
10. Tie all bags securely, leave them in a safe place and report them online for collection [here](#).
11. Report any near-miss or accident within 24 hours to Roger Barron (Clean Champions SHEQ lead) on roger.barron@nottinghamcity.gov.uk or 07850513988.

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Issue N°: 1	Authoriser: Roger Barron	Next Review Date: 26 Oct 2024

LITTER PICKING RISK ASSESSMENT – CLEAN CHAMPION VOLUNTEERS

LOCATION:	Outdoor open spaces	DEPARTMENT:	Resident Services	SERVICE AREA:	Domestic Waste and Cleansing	TEAM:	Waste Reduction and Recycling
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WHO IS AFFECTED BY THE RISKS?
(e.g. employees, members of the public, tenants, contractors, trainees etc.)

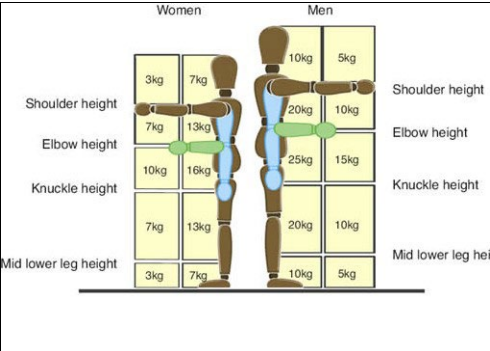
Volunteers signed up to the programme, staff and members of the public involved in litter picks on event days

HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100) 8,000+ **ASSESSMENT DATE:** 25 October 2023

Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - *Safety Policy & Arrangements - 'Risk Assessment'*

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED	
			SEVERITY (S) x	LIKELIHOOD (L)	RR			
See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.								
			S	L	RR		Name	Date
Litter picking on pavements adjacent to roads and streets	<ul style="list-style-type: none"> Slips, trips, falls from objects on the pavement Being struck by falling objects Being struck by moving objects e.g., vehicle, cyclist, jogger/runner, dogs, other pedestrians <p>All of which may result in:</p> <ul style="list-style-type: none"> Head or body injuries including Dislocations of limbs Bruises, cuts or grazes on the skin concussions or brain injuries 	<ul style="list-style-type: none"> Volunteers wear hi-vis tabards so that they are visible to other pavement and road users All volunteers are advised to wear sturdy footwear to avoid trips and injury to the body and slips from wet leaves or objects on the ground. No open toed footwear should be worn, regardless of the season. Volunteers must be aware of their own surroundings and take care as they would if walking Volunteers signing up on behalf of others must share the H&S guidance and Risk Assessment with them. Volunteers who are signing up on behalf of those under the age of 18 are responsible for their health and safety whilst litter picking. Litter picking should only take place during daylight hours Volunteers should follow the Highway Code at all times 	3	1	3	<ul style="list-style-type: none"> Volunteers are advised to not litter pick on or near busy roads (over 40mph), near or on railway tracks or tramlines (additional training is available for this, contact your supervisor). Volunteers are advised to not litter pick on the highway, on roundabouts, on central reservations, dual carriageways/motorways, or in the middle of the road Should volunteers find that they are litter picking as light fades, they should cease litter picking activity immediately Should volunteers continue to litter pick as the light fades, they do so at their own risk and must wear a headtorch 		



<p>Manual handling (of filled purple bags and litter picking)</p>	<p>Musculoskeletal issues from over exertion, carrying bags, reaching, bending or twisting whilst picking up litter</p>	<ul style="list-style-type: none"> Litter pickers are provided to volunteers signed up to the programme Volunteers must be aware of their own capabilities and not put themselves at risk or exacerbating existing known medical conditions Volunteers must only litter pick items that can be easily transferred into purple bags provided and if the load becomes too heavy, bags must be tied securely, left in a safe place and reported online for collection. Care and consideration should be taken to other pavement users and pavements should not be obstructed with bags. Regular breaks are recommended Volunteers should familiarise themselves with the below: <p>T. Task – Look at the individual task being undertaken</p> <p>I. Individual – Your capabilities to be able to lift and manoeuvre waste streams</p> <p>L. Load – Use the correct manual handling technique to ensure the load is lifted and carried without risk of personal injury.</p> <p>E. Environment – Look at the area where the waste is being transported to, is the route clear, free of obstacles etc.</p> 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> Additional equipment can be requested, such as longer litter pickers for those who are taller and hoops for better grip / ease of use and preventing fatigue on hands and arms. Volunteers are advised that they are not expected to handle large amounts of litter/fly-tips and these should be reported via our website so that they can be disposed of properly: www.nottinghamcity.gov.uk/reportit 		
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		 <p>The diagram illustrates weight limits for women and men at four different heights. For women, the limits are: Shoulder height (3kg/7kg), Elbow height (7kg/13kg), Knuckle height (10kg/16kg), and Mid lower leg height (3kg/7kg). For men, the limits are: Shoulder height (10kg/5kg), Elbow height (20kg/10kg), Knuckle height (25kg/15kg), and Mid lower leg height (10kg/5kg).</p>						
Litter picking on banks and/or inclines, or uneven surfaces	Slips, trips and falls resulting in head injuries, fractures, dislocations, sprains, cuts or bruises	<ul style="list-style-type: none"> • Volunteers should not litter pick on steep inclines • Volunteers should stay within a pathway boundary • If picking on a gradual slope, volunteers must ensure that the ground is dry and avoid times of the day when dew is on the ground and to wear sturdy footwear e.g., boots 	2	2	4			

<p>Adverse or severe weather e.g., flood, deep puddles, fast flowing water, ice/snow, high winds, extreme heat, lightning</p>	<ul style="list-style-type: none"> • Slips, trips and falls due to fast flowing water or puddles • Slips, trips and falls due to icy pavement conditions • Injuries from falling objects e.g., trees, branches • Exposure to UV rays <p>All of which may result in:</p> <ul style="list-style-type: none"> • Head or body injuries including concussions or brain injuries • Dislocations of limbs • Bruises, cuts or grazes on the skin • Cuts • Bruises • Fatigue • Dehydration • Sun burn • Heat stroke 	<ul style="list-style-type: none"> • Volunteers are advised to consider the weather and wear weather-appropriate clothing e.g., hats, long sleeves, trousers, coats/waterproofs • Volunteers should wear sturdy and sensible footwear at all times, no open toed shoes 	2	2	4	<p>Volunteers are advised to:</p> <ul style="list-style-type: none"> • Be aware of local weather reports, change in weather during a litter pick and abide by any Met Office weather warnings • Not litter pick during extreme weather • Take more regular breaks in the event of extreme weather e.g., high temperatures and wear SPF • Take shelter in the event of lightening or severe cold, windy or rainy weather • Ensure they are kept hydrated 		
<p>Biological hazards such as:</p> <ul style="list-style-type: none"> • Faeces • Human vomit • Urine • Asbestos • Dirty water 	<p>Infections and diseases</p>	<ul style="list-style-type: none"> • Volunteers should use litter pickers at all times and should not touch or handle any litter • Volunteers should wear the gloves provided which are to a EN388 standard and rated for abrasion, cut, tear, and puncture resistance. If volunteers wear their own gloves 	3	1	3	<ul style="list-style-type: none"> • Volunteers are advised within the guidance document to not pick up any waste that is potentially hazardous or anything that is biohazardous (e.g., faeces, knives or syringes) • Should any cuts or grazes occur, Volunteers should cover these with 		

<p>Sharp hazards such as:</p> <ul style="list-style-type: none"> • Needles/syringes • Sharps • Broken glass • Sharp or broken cans (glass/aluminium) • Sharp twigs or branches 	<p>Cuts and abrasions to the hand or body which may lead to infections or scarring</p>	<p>during litter picking, this is done so at their own risk.</p> <ul style="list-style-type: none"> • All existing cuts and grazes must be covered by a plastic, surgical tape or bandaging to avoid further infections • Any hazards found should be reported online as soon as possible: www.nottinghamcity.gov.uk/reportit • Volunteers should be aware of personal hygiene and make sure that they wash their hands before eating or drinking 	3	1	3	<p>first aid (plasters/bandages) and inform the Supervisor / SHEQ lead within 24 hours.</p> <ul style="list-style-type: none"> • Volunteers should familiarise themselves with the 'report it' section of the website and the asbestos ID chart on the HSE website here. 		
<p>Chemical hazards such as:</p> <ul style="list-style-type: none"> • Litter contaminated by hazardous substances 	<p>Chemical burns, skin irritation, sickness diarrhoea, infections and diseases</p>		3	1	3			
<p>Lone working</p>	<ul style="list-style-type: none"> • A medical situation leading to inability to summon assistance which may cause harm, injury or death • Increased risk of becoming a target of violent behaviour / physical attack which may cause harm, injury or death 	<ul style="list-style-type: none"> • This is a community-based project and there is no expectation for the volunteer to challenge any member of the public, or other volunteers, regarding illegal waste dumping or aggressive behaviour • Volunteers should work in pairs to avoid lone working • Volunteers should carry a mobile phone at all times if lone working • Any violent or aggressive behaviour should be reported to the Supervisor or Community Protection when it is safe to do so • If aggressive behaviour is imminent, the volunteer should try to remove themselves from the situation by walking away. If a volunteer finds that they are in danger, they should call the police on 999 using their mobile or raising the alarm to others. 	4	2	8	<p>A follow-up of any behaviour towards volunteers must be reported to the Supervisor and SHEQ lead within 24 hours.</p> <p>Key areas for volunteers to consider when dealing with aggressive behaviour from members of the public:</p> <ul style="list-style-type: none"> • Be self-aware; avoid physical contact with others • Remain objective • Be wary of your non-verbal communication (body language) when near others <p>Remove yourself from the situation as early as possible</p> <p>Clean Champions can join a local community group to avoid lone working, details of which can be found on our website www.nottinghamcity.gov.uk/cleanchampions</p>		

Open water	<ul style="list-style-type: none"> • Drowning • Pollution from the watercourse • Diseases including leptospirosis • Contact with underwater objects 	<ul style="list-style-type: none"> • Volunteers are advised to avoid litter picking near open water to retrieve litter and avoid over-reaching if near the waters edge. • Volunteers should not reach into any open water to retrieve litter with their hands. • Volunteers should never litter pick near open water alone. 	4	2	8			
Undisclosed health conditions	<ul style="list-style-type: none"> • Stress • Ill-health • Allergies • Diabetes • Epilepsy • Adverse reactions to stings/bites/nettles 	<ul style="list-style-type: none"> • Volunteers who are aware of their health conditions should ensure that they protect themselves sufficiently when out litter picking • If litter picking alone, volunteers should inform a friend or family member of their whereabouts • Volunteers should not approach any domestic pets unless agreed by the owner or wildlife. Any injury from domestic pets should be settled with the owner of the pet and not via NCC • Volunteers should consider carrying a first aid kit. These are not provided. 	3	1	3			
Litter picking general	<ul style="list-style-type: none"> • Any of the above 	<ul style="list-style-type: none"> • This Risk Assessment and Health and safety guidance is available online at www.nottinghamcity.gov.uk/cleanchampions and volunteers must sign this agreeing to these terms before undertaking the tasks. • All Personal Protective Equipment (PPE) is provided and must be worn at all times whilst litter picking to be covered by liability insurance <div data-bbox="667 1251 1055 1361" style="text-align: center;"> <p>SAFETY GLOVES</p> </div> <ul style="list-style-type: none"> • Volunteers must not smoke whilst litter picking 	1	1	1	Updated guidance and risk assessment are available online at all times and linked to when ordering equipment.		

ASSESSOR (please print):	Emily O'Hanlon	SIGNED:		DATE:	25/10/2023
MANAGER (please print):	Roger Barron	SIGNED:		DATE:	25/10/2023
DATE ACTION TO BE COMPLETED BY:	24 October 2024	DATE COMPLETED:			
LINE MANAGER'S COMMENTS / ACTIONS:			IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		
					YES
					NO
					<input type="checkbox"/>
					<input type="checkbox"/>

Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Advice on carrying out risk assessments is available from Corporate Safety Advice

Likelihood	Consequences		
	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

Risk Treatment Key

Intolerable Risk Level. Immediate action required
Tolerable Risk Level. Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.