

HEALTH & SAFETY GUIDANCE

Thank you for volunteering with us, we really value your support. When you are carrying out litter picking as part of the scheme, please follow the guidance below to ensure the activities are kept safe. Remember that you have a responsibility to keep yourself and those around you free from harm and that you don't put them at risk. If you have children under the age of 18 with you, you are responsible for their safety.

You hereby agree to:

- Carry out litter picking safely and always wear the high visibility vest and gloves provided & use the litter picker to pick up any litter.
- Consider the weather and wear appropriate clothing. For example if it's sunny wear a hat and use sunscreen SPF30 as a minimum. Wear clothing to protect your arms and legs and always wear sensible and sturdy footwear, preferably with good ankle support - not sandals.
- Consider any dangers from the area where picking. Please do not litter pick on or near busy roads, watercourses or in secluded or dark areas, near or on railway tracks or tramlines
- Be very careful when ground conditions change such as slopes or inclines. Assess the area where you are working, if there is high wind or rain, the ground is uneven, animal burrows, or there are objects that are difficult to negotiate, stop and report it online.
- Remember to let others know where you are and have the means to raise the alarm in an emergency. Make sure you have 2-way communications in place if litter picking alone.
- Not kneel or lean on an area of ground that has not been litter picked.
- Handle all litter with care; be observant as there could be sharp or dangerous objects concealed in waste piles, such as broken glass
- Not attempting to clear hazardous waste such as dog fouling, glass or needles, or suspected asbestos material. Please report these online and read our FAQs for further guidance.
- Not moving a knife should you find one and to call 101 immediately.
- If you are witness to or subjected to any anti-social behaviour, or physical, dangerous or abusive behaviour, remove yourself from the situation and do not retaliate or challenge. As soon as you are safe, report this to our SHEQ lead straight away, details can be found below.
- Do not litter pick on private land. Refer to our FAQs to read further guidance on this.
- Tie all purple bags securely and leave them in clearly visible piles to reduce the risk of trips and falls to others and leave the bags next to a public bin, bus stop or landmark. Report your collections online; further advice can be found in this pack about reporting your bags.
- Not attend your volunteering duties under the influence of alcohol or drugs and do not consume alcohol or drugs whilst litter picking.
- Not litter pick when the Met Office has issued a Severe Weather Warning for rain, thunderstorms, wind, snow, lightning, ice, extreme heat and fog
- Read the current Risk Assessment which can either be found at www.nottinghamcity.gov.uk/cleanchampions
- Think about the **task** you're undertaking, you as an **individual** and your lifting capabilities, the **load** you are carrying and the **environment** that you are working in at all times.

Should you have any further queries in relation to Health & Safety which is not mentioned in this guidance, please email our SHEQ lead:

Clean Champions SHEQ Lead (Operations) - Roger Barron

roger.barron@nottinghamcity.gov.uk or 07850513988.

GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)



LOCATION: Outdoor Open Spaces	DEPARTMENT: Workforce Development	SERVICE AREA: External Volunteers	TEAM: Clean Champions
--------------------------------------	--	--	------------------------------

WHO IS AFFECTED BY THE RISKS?
(e.g. employees, members of the public, tenants, contractors, trainees etc.)

Volunteer Programme and Spring Clean Campaign

HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100) 8000+ across the scheme

ASSESSMENT DATE: 27/04/2023


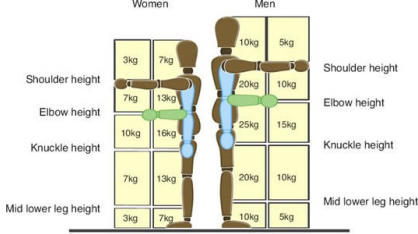
Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - Safety Policy & Arrangements - 'Risk Assessment'

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)	ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
-------------------------------	----------	---------------------------	---	---	---





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	
Working on pavements adjacent to roads and streets	Hit by vehicles	<p>All workers will be provided with a Hi-Viz tabard and will always be required to wear it. Whilst volunteering as a Clean Champion</p> <p>Clean champions will be made aware that they must not work on or directly next to high speed or high vehicle usage roads such as the ring road, including any central reservation areas</p> <p>All clean champions will sign a practical guidance document agreeing to this control.</p> <p>Clean champions will be responsible for both their own safety and the safety of others under the age of 18 in their immediate care whilst litter picking in the public realm areas.</p> <p>Whilst working on or near the public highway, all clean champions will be advised to wear appropriate clothing and footwear. Footwear should be sturdy and have good ankle support.</p>	3	1	3	<p>If an accident occurs, it must be reported to the immediately Supervisor and SHEQ Lead</p> <p>Try to minimise instances of crossing the road by assessing site initially to choose the best location to undertake the task</p> <p>Use designated pedestrian crossings where available</p> <p>Plan a safe route prior to the activity taking account of footpath provision, road speed and crossing points</p> <p>If possible, work in pairs or groups</p>		
Working on banks and incline	Slips Trips and Falls	Clean Champions are advised not to litter pick on steeper inclines to pick up litter. If litter picking on a gradual slope, ensure the weather is dry. Avoid early mornings when dew may be on the ground.	2	2	4			


<p>Weather conditions and extreme temperatures</p>	<p>Heavy rain and wind. Lightning Heat / Sun Exposure. Strong winds resulting in falling limbs and/or trees. Cold and freezing conditions. Items blowing on to highways causing obstruction</p>	<p>Prior to commencing any clean champion project, all involved will consider the impact of environmental conditions and take appropriate personal care.</p> <p>This is again identified on the practical guidance document which requires a mandatory signature.</p> <p>Clean Champions will also need to abide by any Met Office weather warnings</p> <p>Advise to avoid working in extreme weather or at certain times of day via alerts on FB, emails and abide by any MET Office weather warnings</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>In the event of severe weather consider postponing activity.</p> <p>In the case of lightning take shelter in buildings or vehicles. Keep clear of trees and open fields.</p> <p>Wear sunscreen and hat if possible. Limit exposure to sun. Take regular breaks in shade.</p> <p>Ensure adequate amount of water is available.</p> <p>Warm clothing. Limit duration of task. Take regular breaks in shelter</p> <p>Ensure all lightweight items are secured from wind</p>		
<p>Contaminated land</p>	<p>Contact with Needles Sharps (including broken glass) Faeces Human vomit Asbestos</p>	<p>This project is about cleaning local material from public areas.</p> <p>It is not intended to deal with hazardous materials or waste and the role of each champion will be to inform the Council of hazardous waste locations, not remove it themselves so the waste can be dealt with accordingly.</p> <p>A contact number/form and email are available and given to all clean champions to report such issues on our website</p> <p>This is again identified within the signed practical guidance document.</p> <p>All clean champions will be provided with a contact for dealing with contamination that is not considered as safe or appropriate to be cleaned by the clean champions.</p> <p>Any specific issues relating to areas that should not be tackled will be sent through via the project management</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>When litter picking always use an appropriate litter picking tool and recommend double -bagging.</p> <p>Recommend gloves be worn at all times</p> <p>Do not pick up unidentified and potentially hazardous waste or handle any biohazard (including faeces, knives & syringes)</p> <p>Consider covering any cuts or grazes with a waterproof plaster before carrying out a litter pick.</p> <p>Do not move suspected fly -tipping and report to the council or land-owner.</p> <p>Familiarise yourself with asbestos using this simple asbestos ID chart on the HSE website here: http://www.hse.gov.uk/asbestos/gallery.htm</p> <p>Wash hands before eating, drinking, smoking, or going to the toilet.</p>		

<p>Bulk waste</p>	<p>Manual handling related injuries</p>	<p>This project is intended to deal with small amounts of rubbish, and it is possible that during this campaign, larger waste dumps and fly tipping may be identified.</p> <p>As with contaminated waste, the expectation is not for the individual to deal with, but for them to make contact, with the Council so arrangements for disposal can take place.</p> <p>All bags of rubbish will need to be moved to a place for collection which will require care. If placing waste near an existing bin facility the public highway must not be obstructed.</p> <p>Manual handling activities by the individuals involved should be considered by each person to ensure that they do not injure themselves or others. Lifting of any waste should follow the T.I.L.E principal.</p> <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>	<p>All clean champions must be aware of their own capabilities and not put themselves at risk or exacerbating existing medical conditions and this will be included within the signed practical guidance document/.</p> <p>Any specific issues relating to areas that should not be tackled will be sent through via the project management</p>  		
--------------------------	--	---	----------	----------	----------	---	--	--

Anti-social behaviour	Violent and aggressive behaviour	<p>This is a community-based project and there is no expectation on the clean champions to challenge any member of the public regarding waste dumping.</p> <p>Specific concerns should be raised with the clean champions contact and then further escalation to Community Protection or other appropriate bodies can then be considered.</p> <p>This again is clearly identified within the signed practical guidance document.</p>	2	2	4	<p>Any specific issues relating to areas that should not be tackled will be sent through via the project management team</p> <p>Key Things to remember when dealing with aggressive behaviour</p> <ul style="list-style-type: none"> ➤ Be self-aware. Try to avoid any physical contact unless necessary as this may cause provocation. ... ➤ Remain objective. ... ➤ Non-verbal communication. ... ➤ Active listening. ... ➤ Provide solutions. <p>!!Remove yourself from the situation!!</p>		
Lone Working	<p>Medical situation leading to inability to summon assistance. • Increased potential to become target of physical attack causing</p> <p>Medical situation leading to inability to summon assistance. • Increased potential to become target of physical attack causing harm, injury, or death. Harm, injury, or death.</p>	<p>If volunteering alone tell a friend/family member/ or equivalent where you are so that if anything were to happen to you someone knows where you are.</p> <p>Consider the locations you are litter picking in. Try to remain in areas that are open and visible to the public and avoid going into any unlit areas after dark.</p> <p>Consider joining a local community litter picking group</p> <p>Consider carrying a mobile phone with you for emergencies ensuring it is fully charged before leaving home</p>	4	2	8			
Open Water	<p>Drowning</p> <p>Pollution of the water course. •</p> <p>Pollution from the water.</p> <p>Disease including Leptospirosis</p> <p>Contact with underwater objects</p>		4	2	8	<p>Avoid entering open water to retrieve litter</p> <p>When litter picking items from water's edge do not overreach.</p> <p>When collecting items from the edge of open water wear waterproof gloves, these will not be provided.</p> <p>Never litter pick by open water alone.</p>		

Equipment provided	Hi-Viz Tabard Litter Picker Gloves Bags	<p>The equipment provided will be of suitable robust condition and compliant with any statutory requirements.</p> <p>Any equipment that is damaged or requires replacement will be done via contact with project management</p> <p>A litter picking hoop may be preferred as this allows a standard sized bin bag to be kept open for easier litter picking</p> <p>Extralong litter pickers can also be requested to ensure volunteers do not bend over</p>	1	1		  SAFETY GLOVES	 		
---------------------------	--	---	---	---	--	--	---	--	--

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

ASSESSOR (please print):	Roger Barron	SIGNED:		DATE:	27/04/2023
MANAGER (please print):	Jenny Knight	SIGNED:	<i>J Knight</i>	DATE:	27/04/2023
DATE ACTION TO BE COMPLETED BY:			DATE COMPLETED:		
LINE MANAGER'S COMMENTS / ACTIONS			IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		YES
					NO

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).

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

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.

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