

## Haughley Parish Council Volunteer Risk Assessment

### April 2023 – March 2024

| Hazards   | Control Measures  | Remarks/Action  |
|---|---|---|
| <b>Coronavirus (COVID-19)</b><br>Highly contagious viral infection which can result in serious illness and/or death | Guidance has been issued and updated by the Government and other competent authorities or bodies on numerous occasions<br>Group litter picking days within the parish will take due regard to the guidance current at the time of the litter picking<br>Any person showing any symptom of Covid-19 or having been in close contact with anyone known or suspected to have Covid-19 within the time frame identified in Government guidance should not volunteer to litter pick on that occasion<br>Volunteers will be required to abide by the requirements current as at the date of the litter picking<br>Equipment and PPE made available for volunteers will be cleaned to minimise the risk of transmission of Covid-19 through the litter picking activity<br>The correct use of appropriate PPE will be required |   |
| <b>General</b><br>Unfamiliarity with work to be carried out could lead to injury or risk to health                  | Volunteers' team leader to brief all volunteers on the work to be carried out and the potential hazards.<br>Annual check of equipment provided to volunteers.   |   |
| <b>Traffic</b><br>Road traffic accident   | Clean high visibility fluorescent jacket to be worn when walking alongside or working within 4 metres of any road   | Check suitability of clothing for work to be carried out. |
| <b>Poor visibility</b><br>Road traffic accident   | Only work in good light visibility. Do not work within 4 metres of any road in poor weather conditions. E.g. drizzle, rain, fog, snow or spray from vehicles.   |   |
| <b>Litter Picking</b><br>Syringes, soiled clothing, unidentified chemicals in containers. Dead animals.             | Do not collect litter from the road surface<br>Wear gloves at all times and collect only with litter pickers<br>Do not collect syringes, report finding and location to volunteer team leader<br>Leave all unidentifiable chemicals/ substance with or without hazard warning signs and any large, heavy or awkward items and advise the team leader.   |   |
| <b>Surface</b><br>Slips from steep inclines, grass surfaces<br>Trips from brambles and pot holes                    | Wear suitable footwear with good treads.<br>Avoid working on steep inclines in frosty, wet or snowy ground conditions.<br>Take care when collecting litter from near bushes, brambles etc.<br>Volunteers to become familiar with their surroundings before commencing tasks   |   |
| <b>Exposure to weather extremes</b><br>Exposure to heat and sun, hypothermia  | Plan work to avoid long periods in direct sunlight; wear protective head gear. Wear suitable light weight clothing.<br>Plan work to avoid long periods in wet or cold weather.  |   |
| <b>Lone Working</b><br>Injury to volunteer or public resulting in the inability to contact help                     | All volunteers will inform the team leader of their working place or route and the estimated length of time to be spent before reporting back.  |   |
| <b>Manual Handling</b><br>Consequence: Strains, Cuts, Abrasions, etc.   | Use the correct lifting techniques. Assess weight of object to be lifted - Get assistance if required.<br>Wear gloves. Check for sharp edges before commencing to lift.<br>Remember to lift with the knees and not the back.  | Aware of Health & Safety Policy                           |

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| <b>Machinery</b><br>Injury resulting from use of machinery | Ensure machinery used correctly. Always refer to manufacturers' instructions. Damaged machinery to be reported to the team leader and not used until repaired |  |
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| <b>Water, Leptospirosis</b> | Do not work alone in or near water. Always wear waterproof gloves and boots or waders. Wash hands thoroughly with disinfectant soap as soon as possible after task completed. |  |
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|---------------------------------|------|
| Parish Clerk signature          |      |
| Volunteer team leader signature |      |
|                                 | Date |
|                                 | Name |