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| KEEP BRITAIN TIDY RISK ASSESSMENT  **Streets, parks & open spaces** | | | |
| **Group name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Assessors Names: Keep Britain Tidy & \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Initial Assessment Date: \_\_\_\_\_\_\_\_** | **Date Re-assessed:** | **Review Date:** |
| **Location**  Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What3Words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Identify People at Risk**:  **People attending event:** Volunteers, KBT staff, representatives of partner organisations  **People not attending event:** Bystanders, the general public | | |

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Done** |
| **Not knowing safety procedures** | Volunteers  Not knowing safety procedures or who first aiders are | * **No lone working** * All volunteers to be given safety talk before commencing activities. * Clearly identify event leaders and first aiders with hi-vis vests. |  |  |  |  |
| **Hazardous litter and flytipped waste** | Volunteers  Potential injury and illness from:   * Sharps (syringes) * Asbestos * Broken glass * Dog/human faeces | * **Volunteers to wear protective waterproof gloves** * **Always use litter pickers to collect rubbish** - do not scoop up items blindly with hands. * **Hazardous litter should never be transported or compiled/stored at home.** * **Sharps (syringes)** should be notified to event leader who will follow instructions in event pack laminate.   + Injury from sharps should be immediately treated at medical practice or A & E department   + Volunteers instructed to never put sharp objects in bags. * **Broken glass and twisted/rusty metal** **and nails** collected in a bucket and disposed of safely at end of the event. * **Flytipping** should not be cleared – take photographs, note location and inform council.   + Ensure volunteers can recognise **asbestos** (use handbook insert) * **Unbagged faeces** should be left. * **Chemical drums** or containers with contents not identifiable to be left untouched. Contact Environment Agency pollution hotline (Tel. 0800 807060). * **Knives, guns** or other weapons should be reported to the police (Tel. 101). * **Vapes** must be bagged separately due to fire hazard, and never transported or stored at home. Refer to vapes guidance in event pack. |  |  |  |  |
| **Manual handling**  **(lifting, pulling, pushing)** | Volunteers  Musculoskeletal injuries | * Remind volunteers that full bags are heavy and not to overload. * Volunteers advised not to collect heavy bulky items alone. * Ensure volunteers aware of correct lifting procedure (see volunteer guidance). * Overly large bulky items should be reported to council. |  |  |  |  |
| **Underfoot conditions**  **(Wet, icy, muddy, slippery etc.**  **Trip hazards such as tree roots, rocks etc.)** | Volunteers  Slips, trips and falls | * **Volunteers advised to wear sturdy footwear.** * Underfoot conditions to be checked on day of event and assessed for additional hazard. * Volunteers advised of any known hazardous areas and instructed to take extra care. |  |  |  |  |
| **Contact with contaminants: litter, water & soil** | Volunteers  Potential for bacterial infection - Leptospirosis (Weil’s disease), Tetanus etc. | * All volunteers to wash hands after activities or use antibacterial gel. * Volunteers to wear waterproof gloves. * Wounds to be disinfected and dressed promptly. * Regular volunteers should consider Tetanus immunisations. * Advise risks of Weil’s disease / Leptospirosis in safety talk. * Advise volunteers to use plasters to cover existing cuts on hands. |  |  |  |  |
| **Extreme weather – hot / cold / wet / windy** | Volunteers  Risk sunstroke, sunburn, dehydration and heat exhaustion due to hot weather; Hypothermia, illness etc from cold and wet weather;  Falling branches etc during windy weather;  Slippery underfoot. | * **When weather is extreme, event leader to shorten or cancel event as appropriate.** * **In case of lightning, end event immediately.** * Volunteers advised to dress appropriately for weather conditions. * In **hot weather** advise volunteers to stay hydrated, take regular breaks and seek shade if necessary. * If under 18’s are present parent or guardian should supervise closely. |  |  |  |  |
| **Accidents and emergencies** | Volunteers  Risk injury during event  Public  Risk injury associated with event activities; Risk medical emergency not associated with event – as bystanders. | * **Event leader & first aiders always carry a first aid kit.** * **Event Leader to have mobile phone in case of emergency.** * In the event of an emergency, event leader to call 999 and then inform KBT staff. * Event Leader to replace used first aid items immediately after event, check kit before every event and undertake formal inventory on a quarterly basis. * Event leader to follow KBT guidance for reporting of near misses, accidents, or injury. |  |  |  |  |
| **Vehicles on footpaths, roads and in car parks** | Volunteers & general public  Risk injury through contact with moving vehicles *including cars, bicycles and e-scooters.* | * **No working next to busy roads, or on a-road/motorway verges.** * **No working next to roads with a speed limit over 30mph** * Hi-vis to be worn by all volunteers. * Event leader to advise volunteers on areas where vehicles maybe present – *including bicycles, e-scooters etc.* |  |  |  |  |
| **Abusive or aggressive members of the public** | Volunteers  Risk of verbal and/or physical abuse from members of the public | * **Instruct volunteers to avoid aggressive/abusive individuals, remain polite, calmly return to the rest of the group, and inform the event leader.** * No lone working - keep within sight of each other. * All volunteers wear high visibility vests to identify group. * Event leader to have a fully charged mobile phone at all times. * Volunteers also advised to carry a mobile phone with them. * Volunteers instructed not to trespass on private property. Landowner permission must be sought before working on private land. |  |  |  |  |
| **Irritant and dangerous plants and insects** | Volunteers  Risk injury from irritant and dangerous plants, e.g. Giant Hogweed;  Risk from insect bites. | * All volunteers advised to wear clothing that covers and protects the arms and legs; Safety glasses if working in thick vegetation. * Volunteers asked to advise event leader and first aider of known allergies to plants or insect bites. * Volunteers advised not to touch any potentially irritant and dangerous plants. * **Giant Hogweed:** Ensure volunteers can recognise Giant Hogweed and understand not to go near (use Non-Native Species Secretariat ID sheet <https://www.nonnativespecies.org/assets/Uploads/ID_Heracleum_mantegazzianum_Giant_Hogweed-2.pdf>). * **Ticks:** See page ‘Ticks and Lyme disease’ in volunteer handbook & inform volunteers of risks. * **Wasp & bee stings:** When working away from footpaths, on rough ground or amongst vegetation, observe areas before approaching to identify & avoid potential bee or wasp nests. |  |  |  |  |
| **Animals – domestic, wild & farm** | Volunteers  Risk injury, illness or disease from bites, scratches, stings. E.g., Aggressive dogs, snakes, cows. | * Do not touch or handle any animals. * Seek medical attention as soon as possible in event of being bitten, stung or scratched. * Thoroughly wash your hands and any cuts or abrasions as soon as possible, however minor. * For injured or stranded animals, refer to event pack. |  |  |  |  |
| **Injury from litter-picking tools** | Volunteers and members of public  Cuts, scrapes, bruising, strains, trips & falls | * Event leader to observe volunteers and advise correct use of tools throughout event * Tools stored away from footpaths, walkways, pavements etc. to reduce risk of injury to public * Event leader should ensure volunteers have correct PPE for tool use. * Ensure all tools are maintained and stored appropriately. |  |  |  |  |
| **Safeguarding** | Volunteers – especially children and adults at risk | * **Under 18’s must be accompanied and supervised by an adult who is a parent, guardian, Scout/Guide/Cadet leader or teacher at all times.** * See event guidance for more information about safeguarding and recommended adult to child ratios. |  |  |  |  |

**Site Specific: To be completed by group/event leader.** *These are risks which occur because of the unique geography and/or land use in your area.*

*Please complete this section yourself by identifying any location specific* ***hazards*** *you can identify, and the* ***risks*** *that they pose. Identify what you can do to* ***mitigate*** *the risk (make it safer).*

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Done** |
| **Inland waterways:**  **Accidently**  **entering water**  **· Drowning**  **· Hypothermia** | Volunteers Falling from uneven/slippery bank;  Stuck in deep mud and reed beds;  Trip hazards such as tree roots.  Risks from weirs, sluices and locks. | **Volunteers to stay a safe distance from sides and banks of inland waterways** – rivers, lakes, canals, streams etc.  Note that bank edges may be hidden, soft or contain trip hazards.  **No working near weirs, sluices or locks (stay 10m distance).**  **No reaching into channel, or entering water at any time.**  **Group stays together**: no lone working. |  |  |  |  |
| **Site specific hazards & risks:** |  |  |  |  |  |  |

**Additional Information: To be completed by group/event leader.**

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| **Personal Protective**  **Equipment (PPE)** | **PPE provided by** | **First Aiders** | **Nearest Accident and Emergency department and/or Walk-in centre** | **Nearest AED (defibrillator)** |
|  |  |  |  | www.defibfinder.uk |