|  |
| --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | VolunteersPotential 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)** | VolunteersMusculoskeletal 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.)** | VolunteersSlips, 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 eventPublicRisk 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 publicRisk 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** | VolunteersRisk 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** | VolunteersRisk 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).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |