

Sourton Parish Council

GUIDANCE FOR VOLUNTEERS

DO NOT ENTER INTO PRIVATE LAND, GARDENS OR PROHIBITED AREAS

Protective Clothing and Equipment

- Reflective hi-visibility waistcoats to be worn at all times.
- Use litter pickers to avoid direct contact with litter and repetitive bending.
- Wear gloves to minimise contact with any noxious or dangerous materials.
- Wear suitable footwear/clothing.

Noxious and Dangerous Materials - The following materials may be encountered during litter picks and should be treated with caution:

Broken Glass and nails – remove using litter picker, avoid contact by hand, and dispose of in a sturdy container.

Drug Related Litter/Hypodermics – these must not be picked or touched under any circumstances. Note the location and report to the Parish Clerk.

Suspect Materials and Fly Tipping – items that are possibly dangerous such as unknown liquids in containers, batteries, chemicals, building materials or asbestos should not be moved. Note the location and report to the Parish Clerk to arrange for specialist removal.

**If there is any doubt about an item, leave it, and let the Parish Clerk know
(Only items on publicly accessible land)**

Avoid reaching into hedges or undergrowth in such a way as to expose the face, eyes and skin to scratches from thorns or branches. If an item of litter cannot be safely reached with a litter picker, leave it and report its location to the Parish Clerk.

Avoid working close to rivers or on steep slopes, as there is an increased risk of slips and falls. When working close to ditches, avoid reaching into the ditch to remove litter, unless it can be safely reached with a litter picker.

If you can't reach the litter with your litter picker then leave it.

Be mindful of wildlife, there are still young birds around and be wary of wasp and bee nests.

Volunteers have a duty towards themselves, fellow volunteers and the public to work safely. If there is any doubt about the safety of a site or material, then it should be avoided.

Lifting and Handling Materials – do not attempt to lift and carry heavy materials.

To avoid injury, the following basic principles of manual handling should be applied: Use litter pickers to prevent constant bending and stretching. Make sure an item is safe to handle with no sharp edges or noxious contents. Decide if an item can be safely moved either by one or two people. Only try to move an item if this can be done so without straining. When lifting an item, bend the legs and keep the back straight.

Young Volunteers - A parent/guardian must supervise those taking part under the age of 18.

Hygiene

- Wear gloves at all times.
- Cover any cuts or grazes with surgical tape or waterproof plasters.
- Avoid rubbing the mouth and eyes whilst working.
- Wash hands and forearms before eating, drinking, smoking or going to the toilet.

Sign

Print

Date

Sourton Parish Council

Risk assessment for litter pick.

HAZARD	RISK	CONTROLS	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	RISK H/L/M
Highways vehicles, bicycles, plant and machinery	Collision with moving traffic	<ul style="list-style-type: none"> • Children should not work roadside. • Children to remain under supervision and in sight of a responsible adult at all times. • At all times be mindful of your environment and the traffic conditions, pedestrian and vehicular, in which you are working. • Work facing traffic. • Avoid close proximity to traffic if possible. • Stay off the carriageway. Do not approach within 0.5m of the roadside if the speed limit is 40mph or over on a single carriageway. • Be alert to the potential presence of agricultural machinery. • Wear high visibility clothing of the relevant standard if on or near the highway. The highway includes footpaths and verges. • Be aware of the vehicles around you during the litter pick. • Keep a look out 	Seek medical attention in the event of injury	H
Needles, sharps and syringes	Cuts and infections	<ul style="list-style-type: none"> • Do not touch, leave alone and report to event organiser to dispose of in sharps container using litter grabber, or report to council for removal 	Any accidental piercing by syringe must be treated immediately, either by first aider or Accident & Emergency service. Seek medical attention where appropriate	M
Broken glass, sharp/rusty edges	Cuts and infections	<ul style="list-style-type: none"> • Suitable gloves to be worn at all times. • Use litter grabbers to pick up sharp litter. 	Seek medical attention where appropriate. Thoroughly wash any cuts	H

		<ul style="list-style-type: none"> • Broken glass or other sharp objects should be swept onto a shovel or picked up with a scoop or litter picker. 	or abrasions as soon as possible, however minor	
Heavy/awkward to handle rubbish/items	Pulled muscles and strains	<ul style="list-style-type: none"> • Assess the weight of any load before handing. Extreme care to be taken, use good lifting practices and share the load with an appropriate number of people. • If too heavy to handle leave the object in place and report it to the organiser to arrange removal by the council • Do not leave sacks of litter or sweepings where they will be a danger. 	Stop immediately if suffering any pain or discomfort. Seek medical attention if the ill effects persist	M
Batteries, asbestos and miscellaneous chemicals	Potentially dangerous depending on condition	<ul style="list-style-type: none"> • Do not approach or remove any potentially hazardous waste. • Report to the council for disposal. • Hazardous chemicals, suspicious drums, materials or containers with contents not identifiable to be left untouched and reported to Environment Agency Pollution Hotline (0800 731 2453) 	Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details	M
Ground conditions	Sprains, muscle damage & broken bones.	<ul style="list-style-type: none"> • Avoid dangerous areas and choose the safest possible route over difficult ground. • Instruct volunteers to wear suitable footwear. • Be wary of uneven ground and trip hazards, including trailing vegetation 	Thoroughly wash any cuts or abrasions as soon as possible, however minor. Seek medical attention for any serious cuts, bruises or strains	M
People, lone working	Physical or verbal assault	<ul style="list-style-type: none"> • Be aware of aggressive and difficult people. • Withdraw rather than face conflict. • Do not work out of sight of others in the group. 	Seek medical attention following any assault/injury	L

		<ul style="list-style-type: none"> • Lone working it is preferable not to go out individually it is preferable in pairs, and carry mobile phone. • Organiser/section leader to have mobile phone. • Keep together and stay off private property 		
Animals – Domestic, wild and farm	Lymes Disease carried by animal ticks and bites/scratches from animals	<ul style="list-style-type: none"> • Wear appropriate clothing. • Beware of loose dogs. • Avoid contact with animals. • Avoid contact with animal faeces. • Children to remain under supervision of responsible adult at all times 	Seek medical attention as soon as possible after being bitten or scratched. Wash hands immediately after contact with faeces. Avoid touching eyes or mouth	M
Waterborne diseases	Weil's Disease from rat's urine	<ul style="list-style-type: none"> • Do not touch dead animals. • Cover any cuts or sores with a waterproof plaster before carrying out a litter pick. • Avoid getting hands wet in rivers, ponds or canals 	Seek medical attention where appropriate Thoroughly wash any cuts or abrasions as soon as possible, however minor	L
Dog fouling	Toxocaracanis	<ul style="list-style-type: none"> • Do not touch dog faeces • Always wear gloves and use a shovel when removing dog faeces • Be watchful of ground surface and do not step into dog faeces 	Do not touch dog faeces Always wear gloves and use a shovel when removing dog faeces	M
Adverse weather E.g. Thunderstorms	Various health issues	<ul style="list-style-type: none"> • Cease work in inappropriate conditions. • Avoid working in extreme conditions. • Dress for conditions and carry additional clothing. • In the event of extreme weather conditions, the litter pick should be postponed or abandoned 	Seek medical attention where appropriate	L
Electric fences	Electrocution	<ul style="list-style-type: none"> • Always assume electric fences are live. • Warn volunteers not to touch electric fences 	Seek medical attention where appropriate	L

Water, marshes, bogs	Hypothermia, drowning	<ul style="list-style-type: none"> • Avoid banks, especially if they appear unstable. Always work in pairs if close to water • Shower and change into warm dry clothing if immersed. • Never allow children to work in these areas • Adults should be cautious and any non-swimmer must not litter pick near water 	Seek medical attention where appropriate	M
Hedges, fences, walls, ditches		<ul style="list-style-type: none"> • Take care when climbing stiles particularly in wet weather. • Avoid climbing walls, ditches and fences. • Stay within the nominated location 		L
Tools, equipment		<ul style="list-style-type: none"> • Allow sufficient working area for the correct and safe use of the tool. • Use appropriate protection. • Have first aid kit available. • Volunteers must use the equipment provided and as instructed 	Obtain medical attention in the event of injury	L
Trees, shrubs	Trips, cuts and eye injuries	<ul style="list-style-type: none"> • Be alert to the risks and keep a look out for hazards. • Be aware of low hanging branches and exposed tree and shrub roots 	Obtain medical attention in the event of injury	M
Irritants, dangerous plants	Poisoning, skin irritations or allergic reactions	<ul style="list-style-type: none"> • Wear gloves • Beware of dangerous plants and possible adverse reactions. • Wash thoroughly on completion of such operations 	Seek medical attention for unusual or suspicious symptoms after contact with vegetation	M
Nettle/insect stings		<ul style="list-style-type: none"> • Wear suitable clothing and footwear: long sleeves and trousers, sturdy boots, gloves at all times. 		L
Sunburn		<ul style="list-style-type: none"> • In hot weather, wear a hat and use sunblock when needed. 		L

		<ul style="list-style-type: none"> • Have bottled water accessible – ensure top is removed with clean hands and is not touched with gloves or dirty hands. 		
Safeguarding children and vulnerable adults		<ul style="list-style-type: none"> • All children and any vulnerable adults to be accompanied by responsible adult (parent or carer) • Children to remain within sight of a responsible adult at all times. • All volunteers to maintain vigilance where members of the public not participating are using the same public space. • All volunteers to register with organiser prior to start of litter pick 		L

On Completion of the volunteering ensure:

- Everyone washes their hands thoroughly as soon as possible after the litter pick and before taking any food or drink.
- Any wounds are redressed after cleaning and disinfecting if there has been any contact with water.
- Volunteers carry out a personal inspection for cuts, grazes, etc.
- That the area covered is inspected to see if there is any hazardous material still present. If so, record for reporting to the Council
- All volunteers have reported back, and all equipment is collected back in
- All rubbish for collection has been left in the arranged pick up site.
- Any bags containing sharp material, e.g. broken glass, have been marked using the spray can.