

**This risk assessment and ALL associated documents
must be retained.**



BEDFORD BOROUGH
COUNCIL

Risk Assessment Form

Directorate / Service Area: Environment

Location of Activity: Various

Work Activity: Community Champion & Community Clean Up Volunteering Scheme – litter picking, reporting dangerous/hazardous materials or grounds & community engagement.

Management Structure:

Chief Executive	Philip Simpkins
Director of	Environment
Assistant Director of	Environment
Head of	Grounds Maintenance, Parks & Open Spaces
Snr Team Leader	Events & Community Engagement

People Affected:	Numbers:
Staff	0
Visitors	0-100+
Contractors	0

People Affected:	Numbers:
Students	Unknown
Public	1-100+
Other	1 volunteer

RISK ASSESSMENT COMPLETION

On completion of the risk assessment this page should be signed by the assessor and the relevant Assistant Director or Head of Service. Once completed a copy of the risk assessment is to be retained by the Service Area and a copy is to be sent to the Corporate Safety Team.

ASSESSMENT DATE:	20.02.2021	REVIEW DATE:	20.02.2022
ASSESSOR'S NAME:	Katie Lewis	ASSESSOR'S SIGNATURE	<i>KLewis</i>
ASSISTANT DIRECTOR OR HEAD OF SERVICE	Paul Pace	ASSISTANT DIRECTOR OR HEAD OF SERVICE SIGNATURE	

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RISK VALUE CALCULATION

A method for determining risk value. It is based on allocating a number 1 to 5 for major factors of the **LIKELIHOOD** that an incident will occur and the potential **SEVERITY** of such an incident.

Likelihood	1	Highly Unlikely	Not expected to happen even in the event of unexpected circumstances
	2	Unlikely	Not expected to occur but could in exceptional circumstances
	3	Possible	Additional factors could precipitate an occurrence but unlikely without such factors
	4	Likely	Probable to occur at regular and frequent intervals if additional control measures are not taken
	5	Very Likely	Virtually certain to occur if additional control measures are not taken
Severity	1	Nil	No risk of injury or disease
	2	Slight	Causing minor injury or disease
	3	Moderate	Causing injury or disease - > 3 days off work
	4	High	Causing death or major injury – defined by RIDDOR
	5	Very High	Causing multiple death or widespread destruction

Likelihood x Severity = Risk Value (RV) = Risk Rating (RR) = Action

Risk Value	Risk Rating	Action
21 – 25	Very High	Immediate implementation of control measures. Stop task until implemented
16 – 20	High	Implementation within 1 month
11 – 15	Medium	Implementation within 3 months
6 – 10	Low	Implementation within 6 months
1 – 5	Very Low	Monitor & review after 12 months

If after initial assessment the Risk Rating is Medium or above additional actions will need to be taken to strengthen the Control Measures and reduce the level of risk. The effectiveness of the new control measures will need to be re-assessed and the result recorded as a residual risk.

Note that further long-term solutions may be needed to reduce the risk further if the residual risk remains medium or above.

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HAZARDS

The following list of hazards can be used to help identify the hazards created by a work activity. This list is not exhaustive.

Type	No	Hazard
Biological	1	Exposure to viral or bacteriological hazards
	2	Exposure to communicable diseases
	3	Exposure to disease or injury from animal(s)
Chemical ¹	4	Exposure to hazardous substances – by-product of work
	5	Exposure to hazardous substances – handling
	6	Exposure to hazardous substances – application and use
	7	Exposure to hazardous substances – foreseeable spillage or release
	8	Exposure to explosive substances
Ergonomic	9	Exposure to highly flammable substances
	10	Manual handling operations ²
	11	Workstation layout
	11a	Computer workstation
Mechanical	12	Risk of work related upper limb disorders
	13	Contact with moving machinery
	14	Contact with moving vehicles
	15	Cutting, shearing or piercing actions
	16	Trapping between fixed or stationery items
	17	Striking by moving, flying or falling objects
	18	Trapping by collapsing or overturning plants/equipment
Physical	19	Mechanical handling system
	20	Exposure to noise
	21	Exposure to vibration
	22	Contact with electricity
	23	Exposure to flame or heat source
	24	Exposure to low temperature substances or equipment
	25	Risk of asphyxiation or poisoning
	26	Risk of drowning
	27	Slip, trip or fall on same level
	28	Fall from a height
	29	Exposure to low temperature environments
	30	Exposure to high temperature environments
	31	Exposure to radiation
	32	Use of high pressure systems
	33	Use handling or storage of flammable materials
Social	34	Stress factors
	35	Working anti-social hours
	36	Working alone
	37	Exposure to violence

Note:

¹ For activities involving chemical, radiological or biological agents a separate COSHH (Control of Substances Hazardous to Health Regulations) assessment will be needed.

² For activities involving manual handling a separate manual handling risk assessment will be needed.

Further advice on these types of risk assessments can be obtained from the Corporate Safety Team.

HAZARDS IDENTIFIED: (insert extra sheets as required)

Include risk value calculation $L \times S = Risk Value (RV) = Risk Rating (RR) = Action Priority (AP)$

Hazard No. or Description	Current Control Measures	Initial Risk				Action Needed to Reduce Initial Risk & Target Date	Person/s Responsible	Residual Risk				Actions Completed	
		L	S	RV	RR			L	S	RV	RR	Date	Signed
Hazard No. 1 Exposure to COVID-19 virus	<ul style="list-style-type: none"> Continual observation of 2m social distancing rule / current government guidance. Litter picking to be carried out either individually or with one other person from own household only unless otherwise permitted in Government publish guidelines. Latex gloves/gloves will be worn at all times. Ensure the safe disposal of used gloves immediately after litter picking. Community Volunteers advised to ensure own supply of hand sanitiser to use whilst volunteering. Litter picking equipment and PPE must not be shared between Volunteers. Avoid direct contact with waste, using pickers instead. Do not open sealed containers and report back to volunteer co-ordinator. Community Volunteers advised to wash hands immediately after litter picking, particularly before eating, drinking, smoking, using the phone, taking 	3	4	12	M	Remain vigilant and avoid any hazards or behaviours that could cause a risk to the health of yourselves and other members of the public. Ensure you have a stock of gloves and hand sanitiser/hand-washing facilities before each volunteering session. Do not volunteer if you have been advised not to by a GP or NHS advisory letter	Community Volunteer						

	<p>medication, applying makeup, inserting contact lenses.</p> <ul style="list-style-type: none"> • Avoid hand-face/hand-mouth/hand-eye contact. • Advise clinically vulnerable individuals (including those aged 70 and above, those with underlying medical conditions and pregnant women) not to participate unless on approval by a qualified medical professional. • Advise extremely clinically vulnerable individuals (the 'shielded') not to participate. • Ensure any people under the age of 16 supporting the work of a Community Volunteer are accompanied by an adult and wear age appropriate PPE supplied by the Volunteer Coordinator. 												
<p>Hazard No. 2.</p> <p>Exposure to bacterial or viral hazards</p>	<ul style="list-style-type: none"> • Continual observation for hazards such as sharps, trip hazards, needles etc • Latex gloves/ gloves will be worn at all times. • Avoid direct contact with waste, using pickers instead. • Do not to open sealed containers and report back to volunteer co-ordinator. • Community Volunteers advised to wash hands before eating, drinking, smoking using the phone, taking medication, applying makeup, inserting contact lenses. • Community Volunteers to cover all new and existing cuts and grazes with 	3	4	12	M	<p>Remain vigilant and report any signs that could cause a risk to the health of yourselves and other members of the public.</p> <p>Ensure you have a stock of gloves before each volunteering session</p>	Community Volunteer						

<p>Hazard No. 2 Cont.</p> <p>Exposure to bacterial or viral hazards</p>	<p>waterproof dressings and/or gloves before starting work. If cuts or grazes occur, wash immediately with soap and apply a waterproof dressing.</p> <ul style="list-style-type: none"> • Ensure the safe disposal of soiled gloves • Avoid hand-mouth/ hand-eye contact • Advise pregnant women not to participate unless on approval by a qualified medical professional. • Ensure any people under the age of 16 supporting the work of a Community Volunteer are accompanied by an adult and wear age appropriate PPE supplied by the Volunteer Coordinator. 					<p>Ensure child size PPE equipment is available</p>							
<p>Hazard No. 3</p> <p>Exposure to disease or injury from animals</p>	<ul style="list-style-type: none"> • Do not access a site if there are any obvious signs of dangerous animals. • Gloves to be worn at all times when handling waste • Community Volunteers advised not to touch animal waste or put in bags- not even with litter pickers. • Avoid direct contact with animals • Avoid hand-mouth/ hand-eye contact • Community Volunteers are not to enter private property. 	2	4	8	L	<p>Remain vigilant and report any signs that could cause a risk to the health of yourselves and other members of the public.</p> <p>Ensure stock of gloves before each pick.</p> <p>Review Information Sheets on what you can collect.</p>	Community Volunteer						
<p>Hazard No. 5</p> <p>Exposure to hazardous substances –</p>	<ul style="list-style-type: none"> • Assess area of work for any objects carrying a COSHH hazard symbol. • Avoid direct contact with any substance that 	3	3	9	L	<p>Review Information Sheets on what you can collect and for contact numbers /</p>	Community Volunteer						

handling	<p>is suspicious.</p> <ul style="list-style-type: none"> Any volunteer that comes into direct contact with a hazardous substance will be informed to seek medical attention immediately. With sharps such as glass and syringes volunteers are advised on their information sheets not to touch or put such items in bags. All such items must be reported to the Council for specialist collection. Reports are made here: https://www.bedford.gov.uk/environmental-issues/keeping-bedford-borough-clean/littering-and-bins/ 					websites for requesting special collections.							
Hazard No.8 Exposure to explosive substances	<ul style="list-style-type: none"> Community Volunteers advised that if they should come across anything explosive eg. Petrol cans, machinery, lighters, containers etc to not put in bags and inform the Environment Department online: https://www.bedford.gov.uk/environmental-issues/keeping-bedford-borough-clean/littering-and-bins/ All such reportable items are listed on information sheets provided to volunteers. In the case of ammunition/items that could have been used in criminal activity, this will need to be reported by calling 101 for the local police to action. 	2	4	8	L	Review Information Sheets on what you can collect and where to report dangerous items.	Community Volunteer						
Hazard No 9. Exposure to highly flammable substances	<ul style="list-style-type: none"> Community Volunteers advised that if they should come across anything explosive eg. Petrol cans, machinery, lighters, containers etc to not put in bags and inform the Environment Department online: https://www.bedford.gov.uk/environmental-issues/keeping-bedford-borough-clean/littering-and-bins/ 	2	4	8	L	Review Information Sheets on what you can collect and where to report dangerous items.	Community Volunteer						

	issues/keeping-bedford-borough-clean/littering-and-bins/ so that they can be disposed of items appropriately													
Hazard No 10. Manual handling operations	<ul style="list-style-type: none"> All pregnant women (inc staff) and those with existing musculo-skeletal problems will be advised to avoid handling heavy objects Community Volunteers advised not to pick up excessively heavy/ bulky or awkwardly positioned objects. These can be reported by to the community volunteer coordinator for appropriate removal. Keep litter picks to a couple of hours with regular breaks. Any broken equipment, to be reported to the volunteer coordinator for replacements. 	4	3	12	M	Review Information Sheets on what you can collect and where to report dangerous items.	Community Volunteer							
Hazard No 14. Contact with moving vehicles	<ul style="list-style-type: none"> High visibility jackets will be worn by all volunteers and staff at all times Community Volunteers advised to take care when volunteering near to a road, and not to clear litter from a public highway. No volunteers to operate near roads with over 30mph speed limits enforced. When carrying out volunteering tasks near the roadside, volunteers must remain 0.5 meters from the road. Volunteers with children to cover areas away from main roads. 	2	4	8	L	Carefully consider routes taken and avoid areas near to busy roads/highways Wear correct PPE Notify someone of your planned route if volunteering individually.	Community Volunteer							
Hazard No 26. Risk of drowning	<ul style="list-style-type: none"> Take note of closest throw lines/ life saving devices in when volunteering near to a river or waterway. Volunteers advised to make sure they tell 	2	4	8	L	Carefully consider routes taken and avoid areas near to deep water, ditches, loose ground or	Community Volunteer							

	<p>someone where they will be going on the days that they are volunteering. Use buddy system as appropriate.</p> <ul style="list-style-type: none"> Continually assess the area and avoid if hazards are too great (e.g. after flooding/heavy rainfall) Volunteers advised to take care near riverbanks and advised not to go down into ditches. 					slopes.							
<p>Hazard No 27. Slip, trip or fall on same level</p>	<ul style="list-style-type: none"> A continual assessment of the area will need to be conducted during Community Volunteering events by the coordinator on site. Individual volunteers to ensure that they walk routes that they are familiar with. Volunteers advised to wear suitable sturdy footwear. Weather conditions will need to be taken into consideration on the day of planned volunteering and cancellations to be made if ground conditions become dangerous. Community Volunteers advised to take care near riverbanks and advised not to go down into ditches. Safety clothing will be worn where appropriate to include sturdy footwear. Volunteers are asked to fill in a registration form with emergency contact details on. Volunteers to ensure all bags of litter collected are in a safe place and clearly visible and away from pedestrian walkways. 	4	3	12	M	<p>Review Information Sheets provided.</p> <p>Continual assessment and record hazards/send them to the Volunteer Coordinator</p>	Community Volunteer						
<p>Hazard No 28. Fall from a</p>	<ul style="list-style-type: none"> Community Volunteers advised to take care near riverbanks and advised not to go down 	2	3	6	L	Continual	Community Volunteer						

height	<p>into ditches.</p> <ul style="list-style-type: none"> Volunteers advised to keep a phone on them in case of emergency. An assessment of the area will be continually conducted during the volunteering session - taking into account areas where people could fall. 					assessment and record hazards/send them to the Volunteer Coordinator							
Hazard No 29. Exposure to low temperature environments	<ul style="list-style-type: none"> Community Volunteers advised to wear suitable warm clothing Reschedule events/sessions/picks to warmer times if necessary 	4	2	8	L		Community Volunteer						
Hazard No 30. Exposure to high temperature environments	<ul style="list-style-type: none"> Community Volunteers advised to wear suitable clothing Ensure adequate liquid intake to avoid dehydration Reschedule events/sessions to cooler times/location if necessary Community Volunteers advised to keep in the shade where possible 	4	2	8	L		Community Volunteer						
Hazard No 34. Stress factors	<ul style="list-style-type: none"> Community Volunteers must ensure that they have adequate breaks. Volunteers advised to walk away if another member of staff or a member of the public becomes aggressive/violent and to report to police. 	3	2	6	L		Community Volunteer						
Hazard No 35. Working anti-social hours	<ul style="list-style-type: none"> Volunteers must ensure that they are not alone or that they have access to a telephone and personal alarm if they are volunteering alone in remote areas. 	4	2	8	L	Volunteers to ensure they have phone and battery and alarm	Community Volunteer						

Hazard No 36. Working alone	<ul style="list-style-type: none"> Volunteers must have access to a telephone/mobile. 	5	2	10	L	Volunteers to ensure they have phone and battery and alarm	Community Volunteer							
Hazard No 37. Exposure to violence	<ul style="list-style-type: none"> Community Volunteers advised to walk away if another member of staff or a member of the public becomes aggressive/violent and to report to police. Volunteers advised not to enter private property or to remove litter or anything from private land. 	2	4	8	L	Continual assessment and record hazards/send them to the Volunteer Coordinator	Community Volunteer							

Further Arrangements:

Covid-19 volunteer risk assessment must also be implemented during the Covid-19 pandemic.

RISK ASSESSMENT REVIEW

As the nature of work changes, the appreciation of hazards and risks may develop. The risk assessment may no longer be valid because of, for example, the results of health surveillance, or a confirmed case of occupationally induced disease. Adverse events such as an accident, ill health or dangerous occurrence may take place even if a suitable and sufficient risk assessment has been made and appropriate preventive and protective measures taken.

Risk assessments should be reviewed if developments suggest that they may no longer be valid (or can be improved). In addition the Council's Safety Policy requires all risk assessments to be reviewed on a programmed basis as set out in the relevant Service Area Health and Safety Strategy.

If, at review, minor changes (a Risk Rating of Low or Very Low) have been identified please complete the amendment sheet below. If major changes (a Risk Rating of Very High, High or Medium) have occurred a new risk assessment should be completed.

Include risk value calculation $L \times S = \text{Risk Value (RV)} = \text{Risk Rating (RR)} = \text{Action Priority (AP)}$													
Hazard No. or Description	Current Control Measures	Initial Risk				Action Needed to Reduce Initial Risk & Target Date	Person/s Responsible	Residual Risk				Actions Completed	
		L	S	RV	RR			L	S	RV	RR	Date	Signed

RISK ASSESSMENT REVIEW SHEET

This risk assessment and the activities to which it relates have been reviewed.

ASSESSMENT REVIEW DATE:	ASSESSOR'S NAME:	ASSESSOR'S SIGNATURE:	ASSISTANT DIRECTOR OR HEAD OF SERVICE:	ASSISTANT DIRECTOR OR HEAD OF SERVICE SIGNATURE:	DATE:	NEXT REVIEW DATE:
16.08.2016	Katie Percival	<i>KPercival</i>	Paul Pace			16.08.2017
01.12.2017	Katie Lewis	<i>KLewis</i>	Paul Pace			01.12.2018
28.12.2018	Katie Lewis	<i>KLewis</i>	Paul Pace			28.12.2019
03.09.2019	Katie Lewis	<i>KLewis</i>	Paul Pace			03.09.2020
20.01.2021	Katie Lewis	<i>KLewis</i>	Paul Pace			20.01.2022