

## Litter Picking in Melbourn - Risk Assessment (Parish Council Staff)

### RISK ASSESSMENT MATRIX

**Risk = Hazard Severity(A) x Likelihood of occurrence(B) (Probability)**

**(A) Hazard Severity** Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

**(B) Likelihood of occurrence (probability)** Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

### **Judgement of Risk Factors**

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the

task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

**NB – the matrix does not need to be completed afresh for each event, as the task profiles are similar for every worker or work party**

Activity: Litter Picking by Parish Council Staff Site location: Melbourn Village					Name of assessor: John Travis Date of assessment: 15/01/2017
Description of hazard	Severity of hazard (A), score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
Contamination/back strain from collecting general litter (paper/plastic/unbroken glass/cardboard etc.)	1	1	1	Ensure staff use hand-operated litter pick tools to collect general litter and use gloves	Avoid constant bending and possible back strain by using the litter pick tools
Strain from carrying heavy bags of collected litter	1	1	1	Ensure bags are not overloaded and lift using legs not back. Village warden’s van can be used for roadside collection	Individuals to take care not to attempt to carry very heavy bags, for example to the Village Warden’s vehicle
Impact from passing motor traffic and bicycles	4	1	4	High-visibility clothing must be worn when working at roadside locations	Make sure working locations have sufficient off-road working space for safe operation.
Tripping/twisting due to uneven ground	1	2	2	Be aware of potentially unseen obstacles and depressions in pavements and verges	Staff to report significant obstacles and avoid especially difficult to access areas
Eye level twigs and branches	1	2	2	Staff to exercise caution when working near shrubs and trees	
Sharp objects such as metal lids and glass	1	2	2	Exercise caution and avoid kneeling while working. Separate glass and metal from other litter and collect in buckets not black	Use litter pick-up tools wherever possible

				bags.	
Needles and syringes	4	2	8	Exercise caution when picking up or touching needles or syringes.	Ensure that appropriate gloves are worn to prevent injury from sharps Ensure that sharps are appropriately disposed of (sharps box)
Unattended tools	1	2	2	Ensure that tools are not left unattended at any time	
Exposure to cold weather	2	2	4	Be aware of bad weather (cold, icy, wet conditions particularly)	Ensure appropriate clothing for the weather.
Weil's diseases	1	1	1	Advise all of symptoms of Weil's disease and action to be taken	Cover cuts with waterproof plasters Have clean water available for washing cuts Have clean water available for washing hands prior to eating or touching eyes Wet wipe tissues should also be available Advise Parish Clerk of concern of contamination
Disposal of collected litter and waste	2	1	2	Ensure consolidated litter is stacked safely and on a site with reasonable protection from children and public. Make prompt arrangements for central collection and disposal	Arrange with Parish Clerk for collection by SCDC or other appropriate authority
Contamination from dog fouling and subsequent problems such as eye damage	2	1	2	Exercise caution and avoid coming into contact with dog waste.	Ensure appropriate hand protection is worn