

Risk Assessment

SEDGEFORD VILLAGE HALL & RECREATION GROUND – LITTER PICKING ON SITE ONLY

DATE: 06/01/20

COMPLETED BY: CHARLES PIGGINS (H&S officer)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips, trips and falls	Volunteers	<ul style="list-style-type: none"> Inspect area before any litter picking commences and mark trip hazards No running allowed in the area of litter picking Do not climb any banks Ensure no objects/obstacles that could cause tripping are left in way Avoid working under a bank where there is a risk of falling objects 	<ul style="list-style-type: none"> No further action is needed 	H&S officer	Ongoing	
Use of general tools	Volunteers	<ul style="list-style-type: none"> Ensure tools being used are in good condition Stipulate that the tools must only be used for the purpose outlined and designed 	<ul style="list-style-type: none"> No further action is needed 	H&S officer	Ongoing	
Personal Protective Equipment	Volunteers	<ul style="list-style-type: none"> Sturdy footwear with a good grip must be worn Protective gloves are provided along with high visibility vests and litter pickers If hazardous substances/items are found these are reported to the organiser 	<ul style="list-style-type: none"> No further action is needed 	H&S officer	Ongoing	
Weather	Volunteers	<ul style="list-style-type: none"> Work to cease if people are ill attired for working in the open or weather changes making it unsuitable to continue 	<ul style="list-style-type: none"> No further action is needed 	H&S officer	Ongoing	
Contact with moving traffic	Volunteers	<ul style="list-style-type: none"> Unloading and loading of vehicles with tools, equipment and bags of litter to be safe from moving traffic 	<ul style="list-style-type: none"> No further action is needed 	H&S officer	Ongoing	
Manual handling	Volunteers	<ul style="list-style-type: none"> Awkward/heavy items to be reported to the organiser to ensure that they are moved safely 	<ul style="list-style-type: none"> No further action is needed 	H&S officer	Ongoing	
Personal Attack	Volunteers	<ul style="list-style-type: none"> No lone working 	<ul style="list-style-type: none"> No further action is needed 	H&S officer	Ongoing	

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		<ul style="list-style-type: none"> Working in groups of 2 or more At least one person to carry a mobile phone with organiser's contact details and emergency services details. 				
First Aid	Volunteers	<ul style="list-style-type: none"> Details of first aid provision to be provided to all volunteers before litter pick commences 	<ul style="list-style-type: none"> No further action is needed 	H&S officer	Ongoing	
Animals – Domestic	Volunteers	<ul style="list-style-type: none"> Beware of loose dogs Avoid contact with animals Seek medical attention asap if bitten or scratched 	<ul style="list-style-type: none"> No further action is needed 	H&S officer	Ongoing	
Chemicals/ Hazardous Substances	Volunteers	<ul style="list-style-type: none"> Do not touch or remove containers which may contain chemicals – report to organizer If contact is made seek medical attention and record and information from container 	<ul style="list-style-type: none"> No further action is needed 	H&S officer	Ongoing	

The below text is displayed on the two noticeboards within the Hall's grounds:-

SEDFORD VILLAGE HALL & RECREATION GROUND

JARVIE CLOSE, SEDGFORD, HUNSTANTON PE36 5NG

HEALTH & SAFETY

ACCIDENTS, INCIDENTS, DAMAGE OR HAZARDS

In an emergency call: 999

Nearest Accident & Emergency Dept. is:
The Queen Elizabeth Hospital, Gayton Rd.
King's Lynn, PE30 4ET

All accidents, incidents, damage or hazards encountered by anyone, (including contractors) using the Hall or Grounds, must be reported to the Management Committee as soon as practicable, so that any appropriate action can be taken.

Contacts:-

(1) Health & Safety: Charlie Piggins 01485 570484; or (2) Committee Chairperson: Pam Goddard 01485 579002.