



# Midsomer Norton Town Council

## Risk Assessment Form – Litter Picking and Emptying Litter Bins

Activity: Litter Picking and Emptying Litter Bins		Assessment Date: August 2024	Review Date: August 2025		
Hazard and Risk	Persons Affected and Risk	Controls	Risk Score	Further Controls	Risk Level
<p><b>Litter picking</b></p> <p>Biological Hazards.</p> <p>Contact with broken glass, metal objects, faeces/vomit, used condoms, syringes and hypodermic needles.</p>	<p>Employee/Operative</p> <p>Personal injury:</p> <p>Cuts and infections such as Tetanus, Septicaemia, Hepatitis B, and HIV</p>	<p>Handheld litter picker used.</p> <p>Appropriate PPE to be worn at all times. All employees issued with protective leather gloves.</p> <p>Shovel and broom provided to aid clearing up of spillages.</p> <p>Staff monitored to ensure using gloves etc.</p> <p>Wash facilities or similar available and good hygiene followed.</p> <p>First aid kit available.</p> <p>Instructions given on how to safely handle needles and other sharp objects, and suitable equipment provided.</p> <p>Do not pick up unidentified and potentially hazardous waste or handle any biohazard.</p> <p>Report any such hazards to Team Leaders.</p>	<p>Medium</p>	<p>Use of PPE provided.</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p>	<p>Low</p>

<p><b>Emptying litter bins</b></p> <p>Injury.</p> <p>Manual Handling.</p> <p>General picking up litter, carrying bags, moving bins, moving large objects.</p> <p>Reaching, bending, or twisting.</p>	<p>Employee/Operative</p> <p>Personal injury:</p> <p>Strains, pulled/torn muscles/ligaments.</p>	<p>Employee given manual handling training. Lift and move items using your legs to bend, not your back. Take regular breaks to prevent fatigue.</p> <p>Bins emptied regularly to prevent them being too heavy.</p> <p>Gloves provided and worn.</p> <p>Use litter picker, to avoid unnecessary bending.</p> <p>Assess items for hazards before you move them (e.g. sharp edges, unknown substances).</p> <p>Wear appropriate PPE.</p>	<p>Medium</p>	<p>Use of PPE provided.</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p> <p>Chapter 8 Training.</p>	<p>Low</p>
<p><b>Outdoor Working</b></p> <p>Exposure to elements.</p> <p>Rain, ice/snow, excessive heat.</p>	<p>Employee/Operative</p> <p>Personal injury due to slip/trip.</p> <p>Heat exhaustion and sun stroke.</p>	<p>Wet/cold weather clothing provided.</p> <p>Water available for regular breaks during the heat.</p> <p>Operatives to be fully aware of road conditions in adverse weather.</p> <p>Operatives to report any areas of concern, some or all areas may be cancelled.</p> <p>Mobile phone provided in case of emergency.</p>	<p>Medium</p>	<p>PPE issued.</p> <p>Program works to suit weather conditions.</p>	<p>Low</p>
<p><b>Working on or adjacent to highway</b></p> <p>Traffic injury</p>	<p>Employee/Operative</p> <p>Personal injury due to slip/trip.</p> <p>Personal injury due to public vehicles.</p>	<p>Training undertaken prior to duties from induction/procedures manual.</p> <p>Staff selection i.e. people skills and abilities are matched to the demands of job.</p> <p>Phones issued with programmed numbers to senior staff.</p> <p>PPE equipment provided reflective clothing, phone.</p>	<p>Medium</p>	<p>Mobile phone provided and charged.</p> <p>Safe Working Practice.</p> <p>Trained and competent Staff.</p> <p>Inform Team Leader/Manager if a deviation from daily route is needed.</p> <p>Reporting procedures in place.</p> <p>Chapter 8 Training.</p>	<p>Low</p>

<p><b>Working adjacent to water</b></p> <p>Ground surfaces-uneven or slippery.</p> <p>Steep banks.</p> <p>Shrubs, brambles, tree branches etc.</p> <p>Deep or fast flowing water.</p>	<p>Employee/Operative</p> <p>Personal injury due to slip/trip.</p> <p>Drowning.</p>	<p>Operatives to report any areas of concern, some or all areas may be cancelled.</p> <p>Mobile phone provided in case of emergency.</p> <p>Where possible litter etc should be removed from riverbanks by means of drag rakes.</p> <p>All works around streams and canals will be a 2-person operation, 1 person remaining at top of each bank equipped with a rope in case the other requires assistance.</p>	<p>Medium</p>	<p>PPE issued.</p> <p>Program works to suit weather/water conditions.</p> <p>If solo working on riverbanks – a safety lanyard must be used and attached to an appropriate anchorage.</p> <p>Operatives should steer clear of the water's edge by at least 2 feet.</p>	<p>Low</p>
<p><b>Lone Working</b></p> <p>Various risks</p>	<p>Employee/Operative</p> <p>Assault on staff.</p> <p>Verbal Abuse.</p> <p>Impact Injury.</p> <p>Undetected accident.</p>	<p>Training undertaken prior to duties (being undertaken) from induction/procedures manual.</p> <p>Staff selection - people skills and abilities are matched to the demands of job.</p> <p>Phones issued to lone worker with programmed numbers to senior staff.</p> <p>PPE equipment provided.</p> <p>Reflective clothing provided.</p>	<p>Medium</p>	<p>Mobile phone provided and charged.</p> <p>Safe Working Practice.</p> <p>Trained and competent Staff.</p> <p>Inform Team Leader/Manager if a deviation from daily route is needed.</p> <p>Regular reporting and “checking-in” procedures in place.</p> <p>Inform Team Leader/Manager of any abusive or expected abusive behaviour.</p>	<p>Low</p>
<p><b>Assessor's signature:</b></p>			<p><b>Clerk's signature</b></p>		
<p><b>Date:</b></p>			<p><b>Date:</b></p>		