

Overview of activity / location / equipment / conditions being assessed
Description – THIS IS A TEMPLATE PLEASE CHANGE AS NECESSARY

Depth of assessment (circle as appropriate) planning stage / " desk-top" exercise /site visit or actual working conditions / with employees / with managers
 other – please describe

Review Date:

Hazard(s) Identified (inc ref.no.)	Persons affected	Existing controls (plus comments on effectiveness)	a	b	'a'x'b'	Additional controls required
Physical Handling – Load/Type Holding, handling, lifting or carrying litter or bin bags presents a risk to volunteers due to unknown or hazardous contents	Volunteers	Simple rules of hygiene to be followed at all times Cover cuts and abrasions before starting the litter pick Always wear gloves Wash hands before eating, drinking, smoking or applying skin treatments or cosmetics. Always report any ill effects or illness when handling this type of material. Wash hands when accidental contact with hazardous substances occurs. When holding or handling litter or sacks of litter, always AVOID handling material directly; always use a litter picker, shovel, 'handy grabs' or other means of picking up or moving material. Even when using tools, wear gloves at all times to protect skin If material is dangerous unpleasant or at risk of causing contamination, store in suitable and safe containers to dispose. Keep litter and sacks away from body and legs to prevent accidental injury or cuts. Do not overfill bags to make them large and therefore more likely to contact body or legs Place liquids in sealable containers, not bags or loose boxes. Do not throw bags or material as this will increase the risk of spillage and contamination.	2	3	6 Low risk	Provide guidance to all volunteers Volunteers not to remove any loads that are heavy such as builders rubble, fridges, freezers these need to be reported to MDC to arrange collection
Broken glass Dog mess	Volunteers	check for broken glass, dogs mess, other possible dangers such as needles, and loose materials such as stone and wood before picking up any litter	2	3	6 Low risk	Need litter pickers to clear litter that is contaminated.

Contact with hazardous substances Handling material that is unknown can present a risk to operatives	Volunteers	When hazardous material is known to be present, such as pesticides, oils or flammable materials do not collect inform MDC and they will arrange collection. If unsure of contents, always assume that the most hazardous substances are present.	3	3	9 Med Risk	Inform MDC of any hazardous substances and the location Volunteers not to remove
Contact with sharps or needles Risk of cuts or blood borne infections for needles or sharps on sites	Volunteers	Do not handle sharps needles or biohazards as litter. To avoid contact with sharps; Always use hand tools and never use hands for directly handling material Never put hands where they cannot be seen or where they may come into contact with material. Do not directly handle bags of rubbish or other tipped material as the contents are unknown.	3	3	9 Med Risk	Inform MDC of any needles or sharps and the location. Volunteers not to remove
Slips trips and falls Site or ground conditions	Volunteers	When carrying out a litter pick on sites follow simple safety steps to avoid slips trips and falls. Always wear the correct safety footwear for work Check work area before starting to identify spills, slips or trips In untidy or messy areas, establish a safe route to get to the work to avoid clambering or stepping over hazards. Never run unless you are at serious risk Maintain an awareness of surrounding areas, taking note of Pot Holes, kerbs/ edges, sloped or stepped areas (including uneven slopes or steps) Avoid walking backwards	2	3	6 Low Risk	Do not litter pick on river banks without the correct safety equipment Do not litter pick on areas that are unstable without the correct safety equipment
Leptospirosis (Weils Disease) Risk of ill health from contaminated materials	Volunteers	Make all volunteers aware of the hazards and risks associated with Leptospirosis and follow all the good hygiene guidance below; <ul style="list-style-type: none"> • Simple rules of hygiene to be followed at all times • Cover cuts and abrasions before starting the litter pick • Always wear gloves • Wash hands before eating, drinking, smoking or applying skin treatments or cosmetics. • Always report any ill effects or illness when handling this type of material. • Wash hands when accidental contact with hazardous substances occurs. 	2	4	6 Low Risk	If you are unsure of the content and are not wearing gloves please inform the event organiser and to contact MDC with the items and location to arrange removal.

Signed

The assessor may assign ratings of the severity of hazards and likelihood of occurrence on a scale of 1 – 5 to aid them to rate risks.

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (discomfort, scratch, slight bruising) 2 – Minor (small cut, abrasion, basic first aid need) 3 – Moderate (strain, sprain, incapacitation >3days) 4 – Serious (fracture, amputation, hospitalisation>24 hrs) 5 – Fatal	1 – Remote (almost never) 2 – Unlikely (occurs rarely) 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent but not frequent) 5 – Very likely (occurs frequently)

The rating (high, medium or low) indicates the response to be taken for the assessed risks

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to medium or low level