A pink heart and a pink heart with white text

Description automatically generated**Live Here Love Here Risk Assessment Template**

The following risk assessment is a template designed to be used for Live Here Love Here volunteer activities. It will highlight general hazards that could be encountered and ways to try and mitigate them. You can edit it to make it applicable to your site and fill in the site-specific section to include any hazards that are pertinent to your site that also need to be considered. Before an event takes place, the risk assessment should be reviewed and amended with any updates. It can then be distributed before the event and included in a brief before the event begins.

For more details and information please read through the Live Here Love Here Health and Safety Handbook.

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| **Assessor name:** | | **Date:** |
| **Location:** | **Who is at risk:** | |

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| Hazard | How might people be harmed? | Control measures- What is in place to minimise the risks? | Is further action needed? (Y/N) | If yes by **who** and **when**? | Further action complete? (Y/N and date) |
| Exposure to harsh weather | Hot weather: Sunstroke, sunburn, dehydration and heat exhaustion.  Cold weather: Injuries from slipping, injuries from debris in high winds and hypothermia | Appropriate clothing to be worn by all participating volunteers e.g. thermal layers, waterproofs, sturdy footwear, sun hat etc). SPF sun cream to be worn on brighter days. Volunteers to bring water bottles. On days of extremely bad weather the event should be postponed by the event organiser and rearranged for safer working conditions. | Event leader to monitor weather conditions on the day of the event. | Event leader on the day |  |
| Slips, trips and falls | Minor injuries, broken bones | Event leader will assess working areas to point out areas to take extra care or off limit areas. All volunteers to wear appropriate footwear. Ideally sturdy closed toe shoes with good grip. Volunteers advised to take extra care on overgrown areas, rocky areas, wet/muddy areas or sand dunes. | Any known high-risk areas to be highlighted in the event briefing by event leader. | Event leader on the day |  |
| Manual handling | Back or muscle injury | Volunteers with pre-existing injuries are not to lift bags or heavy items.  If too heavy to handle, leave the object in place and report it to the organiser to arrange removal by the council. Volunteers advised to make themselves aware of manual handling best practises, e.g. bending at knees and not back. | Event leader to make sure all volunteers aware of manual handling best practise. | Event leader on the day |  |
| Waste collection | Cuts, scratches, infections or sickness from contaminated waste | **All volunteers to use litter pickers and gloves.**Volunteers should also practise good hygiene washing hands or using hand sanitiser at the earliest opportunity.  Volunteers should not approach waste with hazardous warning labels. Any suspicious drums, materials or containers with contents not identifiable should be left untouched and the council contacted with the location. If there is an accumulation of waste which would obviously have been fly-tipped deliberately on site, then this should be left alone and the relevant local authority with responsibility for fly- tipping clearance informed.  It is possible that asbestos could be found amongst smaller accumulations of litter that may not appear to be fly tipping. A simple asbestos ID chart can be found on the HSE website here: [Locations of asbestos and taking the right action - HSE](https://www.hse.gov.uk/asbestos/location-materials.htm)  Volunteers finding syringes should not touch them and immediately notify the event organiser. All work must then cease in this area. Volunteers advised to alert organiser if sharps are found and if able, they will arrange proper disposal using sharps kit / by the council. Any accidental piercing by syringe should be immediately treated at medical practice or A&E.  Volunteers instructed never to put sharp objects in bags. Broken glass to be collected in glass bucket and disposed of safely at end of the event. | Event leader to make sure all volunteers are aware of procedures to follow regarding different waste types. Make sure volunteers are aware of any hand washing facilities or hand sanitiser available. | Event leader on the day |  |
| Moving vehicles | Volunteers get hit by a car | Children not to pick litter from the road but to remain on pavements and paths. **Hi-vis to be worn at all times.**  Prior to event, the organiser to advise volunteers on areas where vehicles maybe present.  Briefing to include warning on roads, speed limits and to always focus when crossing streets and always be aware of surroundings.  Be aware of any vehicle, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles  Absolutely no litter-picks to take place near railway lines or on bridges. | Ensure mobile devices are available to contact emergency services if needed. | Event leader on the day |  |
| Safeguarding and missing people | Exposure or drowning, lost children or vulnerable adults | All volunteers to stay within ear shot and eyesight. All volunteers to be counted at the end to ensure everybody has returned. All children under the age of 18 and vulnerable adults to be accompanied by a responsible adult (parent, guardian, carer or teacher). We recommend having a ratio of 1 responsible adult to 4 children.  In the case of an emergency contact local police on 999.  Any volunteers with pre-existing health conditions should make the event leader aware, e.g. location of Epi pen etc. | Check for unaccompanied children or vulnerable people before event starts. | Event leader on the day |  |
| Working near water | Drowning, contact with contaminated water, Weil’s disease, getting stranded by advancing tides | Volunteers should always wear gloves (if near water waterproof gloves should be worn). All cuts should be covered. Any wounds from the litter pick should be cleaned and dressed as soon as possible. Volunteers should stay away from the water’s edge and the edge of banks. Volunteers should be aware of tides times and any beach litter picks should take place at low tide and be completed 90 minutes before high tide. Measures should also be taken to avoid working on parts of land that could be cut off by tides.  In emergency phone 999 and ask for the COASTGUARD.  Identify location of personal rescue equipment and consider carrying a throw line. Event leader will identify danger zones, such as cliffs, rocks, mud banks, steeply shelving beaches, estuaries, outfall pipes etc. during safety talk. | Advise of risks of  Weil’s disease /Leptospirosis in event safety talk. Advise volunteers to wear Nitrile gloves or plasters to cover any existing cuts on hands.  Highlight if any life saving equipment is available such a as throw lines. Ensure mobile devices are available to contact emergency services if needed. | Event leader on the day |  |
| Biohazards (plants) | Injury from sharp or stinging plants, allergic reactions, reactions to dangerous plants such as Giant Hogweed. | Volunteers to be warned about leaning into hedges during safety talk. Volunteers not wearing long trousers and closed shoes to stay clear of deep vegetation and work from paths only. Volunteers advised not to touch any potentially irritant and dangerous plants. Event leader should advise of any toxic/dangerous plants in the area and how to identify them in the safety briefing before the event. | In event pre briefing highlight any known biohazards in the area. Make sure volunteers are aware of any first aid kit locations and any first aiders present. Ensure mobile devices are available to contact emergency services if needed. Seek medical attention where appropriate. | Event leader on the day |  |
| Biohazards (animals) | Zoonotic diseases, stinging and bites. Lyme disease | Volunteers should not touch dead animals. If a dead animal is found contact DAERA on XXX. Volunteers should be vigilant and avoid animals that could cause harm such as wasps nests or jellyfish.  When in areas of long vegetation ensure limbs are covered to avoid ticks. Follow guidance on safe tick removal on the [NI GOV website](https://www.nidirect.gov.uk/conditions/lyme-disease). Volunteers should contact doctors as soon as possible if a reaction occurs following an animal bite interaction. | In event pre briefing highlight any known biohazards in the area. Make sure volunteers are aware of any first aid kit locations and any first aiders present. Ensure mobile devices are available to contact emergency services if needed. Seek medical attention where appropriate. | Event leader on the day |  |
| Suspicious objects | Death | **If you find an object you are suspicious of then DO NOT TOUCH IT.** Suspicious objects are just that – suspicious looking. It is not common but does happen that potentially dangerous objects are found    Procedure for responding to a suspicious object:   1. Do not disturb the object in any way 2. Alert volunteers to the presence of the object, reminding them to come no closer to the object 3. Note the location in reference to any local landmarks. You should be able to give clear identification of the object and area you found it if required 4. Move away from the object in the direction you have come from 5. Phone and inform the PSNI using the non-emergency number 101 6. Obey all instructions given by the PSNI 7. Phone and inform the office of the situation and await further instruction | Ensure volunteers are aware of the procedure before event begins. Ensure mobile devices are available to contact emergency services if needed. | Event leader on the day |  |
| Dogs | Bite, scratch | Dogs may be off lead in some areas. Avoid the dog, remain calm and alert their owner if you feel uneasy and/or threatened. Visit A&E if bitten or attacked | Ensure mobile devices are available to contact emergency services if needed. Seek medical attention where appropriate. | Event leader on the day |  |
| Tool usage | Injury from secateurs or loppers | Always follow manufacturers guidelines. Be careful using sharp objects and make sure other volunteers are not too close. | Make sure volunteers are aware of any first aid kit locations and any first aiders present. | Event leader on the day |  |

**Site Specific – Please complete with any relevant risks.**

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| Hazard | How might people be harmed? | Control measures- What is in place to minimise the risks? | Is further action needed? (Y/N) | If yes by **who** and **when**? | Further action complete? (Y/N and date) |
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Other hazards that may be applicable in your area: Navigating electric or barbed wire fences and falling rocks.

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| **Site Access:** | **Nearest Hospital:** |
| **Emergency Contact:** | **First aiders:** |

**In cases of emergency always call emergency services on 999 (including the coastguard)**