

Blundeston & Flixton Parish Council

Risk Assessment - Volunteers

Introduction

Risk assessment is a general examination of the environment in which the Parish Council operates that will enable the identification of potential risks. All practical and necessary steps should then be taken to minimise the risks, whilst accepting that by their very nature it may not always be possible to eliminate them completely.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the level of risk – High(H), Medium(M) or Low(L)
- Document the management of the risk

The risks have been split into three volunteer groups which have been approved by the Council:-

- Speed Indicator Device (SID)
- Litter picking
- Village maintenance

The Parish Council is keen to involve parishioners in helping to keep our village safe and an attractive place to live. It is expected that volunteers will be over the age of 18, with the exception of the litter pick where anyone under the age of 18 must be appropriately supervised by a responsible adult.

SPEED INDICATOR DEVICE (SID)

<u>Risk Identified</u>	<u>Possible Consequence</u>	<u>Risk Level</u>	<u>Management of Risk</u>
Equipment placed in an unsuitable location	Equipment, vehicles or pedestrians are endangered	L	<ul style="list-style-type: none"> All installation sites are agreed in advance with Suffolk County Council to ensure equipment is in a suitable place
Obstruction due to overhanging hedges and trees	Risk of injury to volunteers or pedestrians. Lack of clear sightline between SID and vehicle	L	<ul style="list-style-type: none"> Sites are chosen with regard to any surrounding vegetation. SID volunteers to report any overhanging trees or other overgrown planting to the Parish Clerk
Distracting moving vehicles	Risk of collision between vehicles and SID volunteers	M	<ul style="list-style-type: none"> When fitting signs, volunteers are not permitted to make hand signals to drivers of vehicles, or to attempt to stop or direct traffic If any confrontation occurs, volunteers are to stop fitting the sign and, if necessary, call 999. The Parish Clerk must be notified of any incidents of confrontation
Parking space for SID volunteer vehicles	Risk of collision between vehicles, volunteers or members of the public	L	<ul style="list-style-type: none"> SID volunteers to identify a safe place to park their vehicle
Collision with moving vehicles	SID volunteers are injured while installing/removing the equipment	M	<ul style="list-style-type: none"> All volunteers to be advised to wear high visibility jackets at all times Signs only to be fixed or moved during daylight hours.
Personal injury while installing or removing sign	Risk of personal injury to volunteers	M	<ul style="list-style-type: none"> No volunteer should have a medical or physical condition which may be worsened by heavy lifting and stretching Volunteers should assure themselves that they are comfortable lifting the SID and battery before they attempt to do so on the highway All volunteers to follow the installation guidance and battery charging instructions contained in the manufacturer's instructions.

LITTER PICKING

<u>Risk Identified</u>	<u>Possible Consequence</u>	<u>Risk Level</u>	<u>Management of Risk</u>
Lack of information and awareness of procedures	Personal injury to volunteers	L	<ul style="list-style-type: none"> • Prior to undertaking the litter pick volunteers will be asked to read the Council's Health & Safety and Risk Management – Volunteers policies • The organizer of the litter pick will give a briefing prior to the litter pick being undertaken and to confirm that volunteers have read the above policies
Effects of extreme weather	Sunburn, wind-blown debris, slipping on wet surfaces	L	<ul style="list-style-type: none"> • Volunteers need to wear weather appropriate clothing and apply sunscreen if necessary • Activity to be cancelled if there is the risk that extreme weather may cause injury to volunteers
Natural hazards, eg insects, prickly or overgrown vegetation	Cuts, grazes, stings or bites	M	<ul style="list-style-type: none"> • Volunteers to wear appropriate clothing with arms and legs covered • Protective gloves to be worn at all times • Litter-pickers to be used to collect litter – never scoop up items by hand • First Aid box to be accessible in the village hall
Physical hazards, eg unguarded access to ponds; steep, slippery or unsuitable ground	Slips, trips or falls	L	<ul style="list-style-type: none"> • Litter picking will not take place in an area where there is a considered to be a high risk to volunteers • Volunteers to be aware of any uneven ground or trip hazards including trailing or dense vegetation • Volunteers to work in pairs and at least one working mobile phone to be held per pair • Children and vulnerable adults to be supervised at all times by a responsible adult

Sharp objects such as syringes or needles and other medical waste	Personal injury to volunteers	M	<ul style="list-style-type: none"> • Items such as needles or syringes should not be touched. The location should be noted and photographs taken if possible, and then advised to the organizer who will contact East Suffolk Council • Volunteers to ensure appropriate clothing (eg sensible footwear with no open-toe shoes) and to use the protective gloves provided
Manual handling	Personal injury to volunteers	L	<ul style="list-style-type: none"> • Volunteers are instructed to assess the load before handling • Any heavy items to be notified to the organizer who will contact East Suffolk Council • Full sacks of litter to be left by roadside for collection by vehicle at the end of the litter pick and the location advised to the organizer
Doug fouling, vomit or used condoms Hazardous chemicals	Potential infection risk for volunteers Potential poisoning risk for volunteers	M	<ul style="list-style-type: none"> • Do not attempt to clean up any mess or open any containers that may contain hazardous substances • Make a note of the location and report it to the organizer who will contact East Suffolk Council • Volunteers to wear suitable outdoor clothing that does not expose bare areas of skin. Any existing cuts should be covered with surgical tape or waterproof plasters
Safeguarding or children and vulnerable adults	Personal injury to volunteers	M	<ul style="list-style-type: none"> • The Council's Safeguarding policy will apply and is available to view on the Council website • Children and vulnerable adults to be supervised by a responsible adult at all times

Aggressive dogs or human confrontation	Personal injury to volunteers	L	<ul style="list-style-type: none"> • If faced with human confrontation, volunteers should cease litter picking immediately and report back to the organizer • If faced with an immediate threat of danger then dial 999 to summon the Police • Volunteers should always work in teams with a minimum of two people and should not work alone at any time during the activity • Volunteers to remain vigilant for any dogs off leads and avoid areas if there is any evidence of aggressive dogs • Adopt recommended posture if confronted by a dog – do not look in its eyes, look down, do not run, pull limbs close to body and retreat slowly • If bitten or attacked then visit A&E and report the attack to the Police
Working on roads	Personal injury to volunteers	M	<ul style="list-style-type: none"> • It may be necessary for some volunteers to work on the carriageway as this is where much of the litter is found • Volunteers will work in teams of a minimum of two people and children will not be permitted to take part in any litter picking activities where there is no pavement • High visibility vests to be worn by all volunteers working on the carriageway
Fly tipping	Personal injury to volunteers, possibility of hazardous substances	M	<ul style="list-style-type: none"> • Do not touch any material that has been fly tipped • Report the location to the organizer and take photographs if possible • The organizer will then contact East Suffolk Council to arrange for clearance

VILLAGE MAINTENANCE

<u>Risk Identified</u>	<u>Possible Consequence</u>	<u>Risk Level</u>	<u>Management of Risk</u>
Use of machinery and tools	Injury to volunteers	L	<ul style="list-style-type: none"> • All volunteers to be made aware of correct use of equipment and tools prior to use • Safety glasses and protective clothing to be worn if necessary
Natural hazards, eg insects, prickly or overgrown vegetation	Cuts, grazes, stings or bites	M	<ul style="list-style-type: none"> • Volunteers to wear appropriate clothing with arms and legs covered • Appropriate footwear to be worn, eg no open-toes shoes
Physical hazards, eg unguarded access to ponds; steep, slippery or unsuitable ground	Slips, trips or falls	L	<ul style="list-style-type: none"> • Maintenance should not take place in an area where there is a considered to be a high risk to volunteers • Volunteers to be aware of any uneven ground or trip hazards including trailing or dense vegetation • Volunteers to work in teams with a minimum of two people so that help is available if required
Aggressive dogs or human confrontation	Personal injury to volunteers	L	<ul style="list-style-type: none"> • If faced with human confrontation, volunteers should cease their activities immediately • If faced with an immediate threat of danger then dial 999 to summon the Police • Volunteers should not work alone at any time during the activity • Volunteers to remain vigilant for any dogs off leads and avoid areas if there is any evidence of aggressive dogs • Adopt recommended posture if confronted by a dog – do not look in its eyes, look down, do not run, pull limbs close to body and retreat slowly • If bitten or attacked then visit A&E and report the attack to the Police

Working on roads	Personal injury to volunteers	M	<ul style="list-style-type: none">• It may be necessary for some volunteers to work on the carriageway as part of the maintenance of footpaths or other areas adjoining the carriageway• Volunteers should work in teams of at least two people and should never work alone• High visibility vests should be worn by all volunteers working on the carriageway
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This Risk Assessment was adopted by the council at its meeting held on 16 June 2025

Date of next review – June 2026