

Thank you for volunteering with us, we really value your support. Whilst you are litter picking as part of the scheme, you **must** follow the below guidance and related Risk Assessment to stay safe. You have a responsibility to keep yourself and those around you free from harm and risk. If you have signed up on behalf of young people/children (defined within the scheme as under 18 years of age), you are responsible for their safety, as well as others that you have signed up to the scheme on behalf of e.g., a household, community group etc. You hereby agree to:

1. Understand and follow this guidance and the Risk Assessment(s) attached whilst litter picking as part of the Clean Champions scheme, delivered by Nottingham City Council.
2. Always wear the Personal Protective Equipment (PPE) provided to you at items at all times, which includes a hi-visibility jacket and gloves. Use the provided litter picker and purple bags provided. **Do not** touch or handle any litter, particularly anything that is biohazardous, chemical or sharp.
3. Always wear sturdy and closed toed footwear with good ankle support, regardless of season or weather conditions.
4. Be aware of your surroundings and do **not** litter pick:
  - on or near busy roads (over 40mph zones).
  - near or on railway tracks, including tramlines (unless you have explicit approval from your Supervisor).
  - on the highway including roundabouts, central reservations, dual carriageways/motorways or in the middle of the road.
  - in the absence of daylight.
  - on steep inclines, where the ground is uneven or where litter is hard to reach; do not kneel or lean on any area that has not been litter picked.
  - outside of the Nottingham City Council boundary. You can check the boundary on our Geographic Information System [here](#).
  - during inclement or severe weather. If the Met Office have issued a weather warning in your area, cease all activity.
  - near open water, or on private / unadopted land.
  - whilst smoking or under the influence of alcohol and/or drugs.
5. Only litter pick within your own capabilities (and those you are responsible for, within their own capabilities). When moving full bags of litter, remember **TILE**:
  - **Task** – look at the task being undertaken e.g., moving a full bag of litter onto the top of a litter bin.
  - **Individual** – do you have the capabilities to do this, or can someone else help you?
  - **Load** – use the correct manual handling technique to avoid personal injury.
  - **Environment** – look where you are moving the item(s) to, is the route clear and free of obstacles?
6. Only litter pick items that can be easily transferred into the bags provided. Fly-tips or larger items of litter or other hazards outlined in point 2 must be reported online at [www.nottinghamcity.gov.uk/reportit](http://www.nottinghamcity.gov.uk/reportit)
7. Stay hydrated and take care in warm and sunny temperatures; wear suitable clothing which covers your arms and legs, wear SPF and a hat.
8. Litter pick in pairs or groups where possible. If litter picking alone, ensure you have a mobile phone on you or you have told someone where you are.
9. Address any violent or aggressive behaviour from members of the public by calling 999 immediately. Do not retaliate or challenge any negative behaviour towards you or others.
10. Tie all bags securely, leave them in a safe place and report them online for collection online [here](#).
11. Report any near-miss, incident or accident within 24 hours to Roger Barron (SHEQ Lead) at [roger.barron@nottinghamcity.gov.uk](mailto:roger.barron@nottinghamcity.gov.uk) or 07850513988.

<b>Document Name:</b>	Clean Champions Health and Safety Guidance	<b>Originator:</b>	Emily O'Hanlon	<b>Review Date:</b>	31 March 2025
<b>Issue N°:</b>	3	<b>Authoriser:</b>	Roger Barron	<b>Next Review Date:</b>	2 October 2025
<a href="https://nottinghamcc.sharepoint.com/teams/CleanChampions/HS Document Library/03 Annual Risk Assessment - March 2025 (Updated due to leaving)/INF CLE V03 - Clean Champions Health and Safety Guidance March 2025.docx">https://nottinghamcc.sharepoint.com/teams/CleanChampions/HS Document Library/03 Annual Risk Assessment - March 2025 (Updated due to leaving)/INF CLE V03 - Clean Champions Health and Safety Guidance March 2025.docx</a>					Page 1 of 1

# LITTER PICKING RISK ASSESSMENT – CLEAN CHAMPION VOLUNTEERS

<b>LOCATION:</b>	Outdoor open spaces	<b>DEPARTMENT:</b>	Resident Services	<b>SERVICE AREA:</b>	Domestic Waste and Cleansing	<b>TEAM:</b>	Waste Reduction and Recycling
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<b>WHO IS AFFECTED BY THE RISKS?</b> (e.g. employees, members of the public, tenants, contractors, trainees etc.)	Volunteers signed up to the programme, staff and members of the public involved in litter picks on event days
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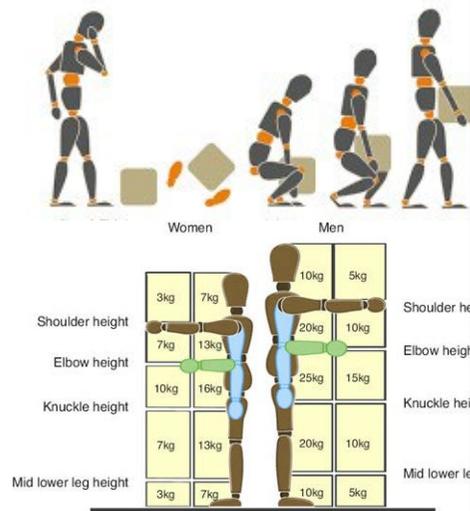
<b>HOW MANY ARE AFFECTED?</b> (e.g. one person, 2-5, 6- 10, 11-50, 51-100)	8,000+	<b>ASSESSMENT DATE:</b>	21 October 2024
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Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - *Safety Policy & Arrangements - 'Risk Assessment'*

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)	ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
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See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.

					S	L	RR		
								Name	Date
<b>Litter picking on pavements adjacent to roads and streets</b>	<ul style="list-style-type: none"> <li>Slips, trips, falls from objects on the pavement</li> <li>Being struck by falling objects</li> <li>Being struck by moving objects e.g., vehicle, cyclist, jogger/runner, dogs, other pedestrians</li> </ul> <p>All of which may result in:</p> <ul style="list-style-type: none"> <li>Head or body injuries including</li> <li>Dislocations of limbs</li> <li>Bruises, cuts or grazes on the skin</li> <li>concussions or brain injuries</li> </ul>	<ul style="list-style-type: none"> <li>Volunteers wear hi-vis tabards so that they are visible to other pavement and road users</li> <li>All volunteers are advised to wear sturdy footwear to avoid trips and injury to the body and slips from wet leaves or objects on the ground. No open toed footwear should be worn, regardless of the season.</li> <li>Volunteers must be aware of their own surroundings and take care as they would if walking</li> <li>Volunteers signing up on behalf of others must share the H&amp;S guidance and Risk Assessment with them. Volunteers who are signing up on behalf of those under the age of 18 are responsible for their health and safety whilst litter picking. Young people / children (between the ages of 13-18) who sign up must have parental consent from a health and safety perspective; a separate sign-up form must be completed.</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>Volunteers are advised to not litter pick on or near busy roads (over 40mph), near or on railway tracks or tramlines (additional training is available for this, contact your supervisor).</li> <li>Volunteers are advised to not litter pick on the highway, on roundabouts, on central reservations, dual carriageways / motorways, or in the middle of the road</li> <li>Should volunteers find that they are litter picking as light fades, they should cease litter picking activity immediately</li> <li>Should volunteers continue to litter pick as the light fades, they do so at their own risk and must wear a headtorch</li> </ul>			

(cont'd) Litter picking on pavements adjacent to roads and streets		<ul style="list-style-type: none"> <li>Litter picking should only take place during daylight hours</li> <li>Volunteers should follow the Highway Code at all times</li> </ul>																					
<b>Manual handling (of filled purple bags and litter picking)</b>	Musculoskeletal issues from over exertion, carrying bags, reaching, bending or twisting whilst picking up litter	<ul style="list-style-type: none"> <li>Litter pickers are provided to volunteers signed up to the programme</li> <li>Volunteers must be aware of their own capabilities and not put themselves at risk or exacerbating existing known medical conditions</li> <li>Volunteers must only litter pick items that can be easily transferred into purple bags provided and if the load becomes too heavy, bags must be tied securely, left in a safe place and reported online for collection. Care and consideration should be taken to other pavement users and pavements should not be obstructed with bags.</li> <li>Regular breaks are recommended</li> <li>Volunteers should familiarise themselves with the below</li> </ul> <p><b>T. Task</b> – Look at the individual task being undertaken</p> <p><b>I. Individual</b> – Your capabilities to be able to lift and manoeuvre waste streams</p> <p><b>L. Load</b> – Use the correct manual handling technique to ensure the load is lifted and carried without risk of personal injury.</p> <p><b>E. Environment</b> – Look at the area where the waste is being transported to, is the route clear, free of obstacles etc.</p>	2	2	4	<ul style="list-style-type: none"> <li>Additional equipment can be requested, such as longer litter pickers for those who are taller and hoops for better grip / ease of use and preventing fatigue on hands and arms.</li> <li>Volunteers are advised that they are not expected to handle large amounts of litter/fly-tips and these should be reported via our website so that they can be disposed of properly: <a href="http://www.nottinghamcity.gov.uk/reportit">www.nottinghamcity.gov.uk/reportit</a></li> <li>Volunteers should familiarise themselves with the below manual handling guides:</li> </ul>  <p>The image contains two diagrams. The top diagram shows four illustrations of a person performing different manual handling tasks: standing and reaching, kneeling and reaching, bending and reaching, and walking while carrying a box. Below this are two sets of weight limit charts for women and men. Each chart shows weight limits in kilograms at four different heights: Shoulder height, Elbow height, Knuckle height, and Mid lower leg height. The charts are structured as follows:</p> <table border="1"> <thead> <tr> <th>Height</th> <th>Women (kg)</th> <th>Men (kg)</th> </tr> </thead> <tbody> <tr> <td>Shoulder height</td> <td>3kg</td> <td>10kg</td> </tr> <tr> <td>Elbow height</td> <td>7kg</td> <td>20kg</td> </tr> <tr> <td>Knuckle height</td> <td>10kg</td> <td>25kg</td> </tr> <tr> <td>Mid lower leg height</td> <td>3kg</td> <td>10kg</td> </tr> </tbody> </table> <p>Additional weight limits shown in the diagrams:</p> <ul style="list-style-type: none"> <li>Shoulder height (Women): 7kg</li> <li>Elbow height (Women): 13kg</li> <li>Knuckle height (Women): 16kg</li> <li>Mid lower leg height (Women): 7kg</li> <li>Shoulder height (Men): 5kg</li> <li>Elbow height (Men): 10kg</li> <li>Knuckle height (Men): 15kg</li> <li>Mid lower leg height (Men): 5kg</li> </ul>	Height	Women (kg)	Men (kg)	Shoulder height	3kg	10kg	Elbow height	7kg	20kg	Knuckle height	10kg	25kg	Mid lower leg height	3kg	10kg		
Height	Women (kg)	Men (kg)																					
Shoulder height	3kg	10kg																					
Elbow height	7kg	20kg																					
Knuckle height	10kg	25kg																					
Mid lower leg height	3kg	10kg																					

<b>Litter picking on banks and/or inclines, or uneven surfaces</b>	Slips, trips and falls resulting in head injuries, fractures, dislocations, sprains, cuts or bruises	<ul style="list-style-type: none"> <li>Volunteers should not litter pick on steep inclines</li> <li>Volunteers should stay within a pathway boundary</li> <li>If picking on a gradual slope, volunteers must ensure that the ground is dry and avoid times of the day when dew is on the ground and to wear sturdy footwear e.g., boots</li> </ul>	2	2	4			
<b>Adverse or severe weather e.g., flood, deep puddles, fast flowing water, ice/snow, high winds, extreme heat, lightning</b>	<ul style="list-style-type: none"> <li>Slips, trips and falls due to fast flowing water or puddles</li> <li>Slips, trips and falls due to icy pavement conditions</li> <li>Injuries from falling objects e.g., trees, branches</li> <li>Exposure to UV rays</li> </ul> <p>All of which may result in:</p> <ul style="list-style-type: none"> <li>Head or body injuries including concussions or brain injuries</li> <li>Dislocations of limbs</li> <li>Bruises, cuts or grazes on the skin</li> <li>Cuts</li> <li>Bruises</li> <li>Fatigue</li> <li>Dehydration</li> <li>Sun burn</li> <li>Heat stroke</li> </ul>	<ul style="list-style-type: none"> <li>Volunteers are advised to consider the weather and wear weather-appropriate clothing e.g., hats, long sleeves, trousers, coats/waterproofs</li> <li>Volunteers should wear sturdy and sensible footwear at all times, no open toed shoes</li> </ul>	2	2	4	Volunteers are advised to: <ul style="list-style-type: none"> <li>Be aware of local weather reports, change in weather during a litter pick and abide by any Met Office weather warnings</li> <li>Not litter pick during extreme weather</li> <li>Take more regular breaks in the event of extreme weather e.g., high temperatures and wear SPF 30 minimum</li> <li>Take shelter in the event of lightening or severe cold, windy or rainy weather</li> <li>Ensure they are kept hydrated</li> </ul>		
<b>Biological hazards such as:</b> <ul style="list-style-type: none"> <li>Faeces</li> <li>Human vomit</li> <li>Urine</li> <li>Asbestos</li> <li>Dirty water</li> <li>Nitrous oxide canisters</li> </ul>	Infections and diseases	<ul style="list-style-type: none"> <li>Volunteers should always use litter pickers at all times and should not touch or handle any litter</li> <li>Volunteers should always wear the gloves provided which are to a EN388 standard and rated for abrasion, cut, tear, and puncture resistance. If volunteers wear their own gloves during litter picking, this is done so at their own risk.</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>Volunteers are advised within the guidance document to not pick up any waste that is potentially hazardous or anything that is biohazardous (e.g., faeces, knives or syringes)</li> <li>Should any cuts or grazes occur, volunteers should cover these with first aid (plasters/bandages) and inform the Supervisor / SHEQ lead within 24 hours.</li> </ul>		

<p><b>Sharp hazards such as:</b></p> <ul style="list-style-type: none"> <li>• Needles/syringes</li> <li>• Sharps</li> <li>• Broken glass</li> <li>• Sharp or broken cans (glass/aluminium)</li> <li>• Sharp twigs or branches</li> </ul>	<p>Cuts and abrasions to the hand or body which may lead to infections or scarring</p>	<p><i>(existing control measures cont'd)</i></p> <ul style="list-style-type: none"> <li>• All existing cuts and grazes must be covered by a plastic, surgical tape or bandaging to avoid further infections</li> <li>• Any hazards found should be reported online as soon as possible: <a href="http://www.nottinghamcity.gov.uk/reportit">www.nottinghamcity.gov.uk/reportit</a></li> <li>• Volunteers should be aware of personal hygiene and make sure that they wash their hands before eating or drinking</li> </ul>	3	1	3	<p><i>(additional control measures cont'd)</i></p> <ul style="list-style-type: none"> <li>• Volunteers should familiarise themselves with the 'report it' section of the website and the asbestos ID chart on the HSE website <a href="#">here</a>.</li> </ul>		
<p><b>Chemical hazards such as:</b></p> <ul style="list-style-type: none"> <li>• Litter contaminated by hazardous substances</li> </ul>	<p>Chemical burns, skin irritation, sickness diarrhoea, infections and diseases</p>		3	1	3			
<p>Lone working</p>	<ul style="list-style-type: none"> <li>• A medical situation leading to inability to summon assistance which may cause harm, injury or death</li> <li>• Increased risk of becoming a target of violent behaviour / physical attack which may cause harm, injury or death</li> </ul>	<ul style="list-style-type: none"> <li>• This is a community-based project and there is no expectation for the volunteer to challenge any member of the public, or other volunteers, regarding illegal waste dumping or aggressive behaviour</li> <li>• Volunteers should work in pairs to avoid lone working</li> <li>• Volunteers should carry a mobile phone at all times if lone working</li> <li>• If aggressive behaviour is imminent, the volunteer should try to remove themselves from the situation by walking away. If a volunteer finds that they are in danger, they should call the police on 999 using their mobile or raising the alarm to others.</li> <li>• Any violent or aggressive behaviour should be reported to the Supervisor or Community Protection when it is safe to do so</li> </ul>	4	2	8	<p>A follow-up of any behaviour towards volunteers must be reported to the Supervisor or SHEQ lead within 24 hours.</p> <p>Key areas for volunteers to consider when dealing with aggressive behaviour from members of the public:</p> <ul style="list-style-type: none"> <li>• Be self-aware; avoid physical contact with others</li> <li>• Remain objective</li> <li>• Be wary of your non-verbal communication (body language) when near others</li> </ul> <p>Remove yourself from the situation as early as possible.</p> <p>Clean Champions can join a local community group to avoid lone working, details of which can be found on our website <a href="http://www.nottinghamcity.gov.uk/cleanchampions">www.nottinghamcity.gov.uk/cleanchampions</a></p>		

<p><b>Open water</b></p>	<ul style="list-style-type: none"> <li>• Drowning</li> <li>• Pollution from the watercourse</li> <li>• Diseases including leptospirosis (Weil's disease)</li> <li>• Contact with underwater objects</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers are advised to avoid litter picking near open water to retrieve litter and avoid over-reaching if near the water's edge.</li> <li>• Volunteers should not reach into any open water to retrieve litter with their hands.</li> <li>• Volunteers should never litter pick near open water alone.</li> </ul>	4	2	8			
<p><b>Undisclosed health conditions</b></p>	<ul style="list-style-type: none"> <li>• Stress</li> <li>• Ill-health / Mental health</li> <li>• Allergies</li> <li>• Diabetes</li> <li>• Epilepsy</li> <li>• Adverse reactions to stings/bites/nettles</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers who are aware of their health conditions should ensure that they protect themselves sufficiently when out litter picking</li> <li>• If litter picking alone, volunteers should inform a friend or family member of their whereabouts, communication should be a 2-way process</li> <li>• Volunteers should not approach any domestic pets unless agreed by the owner. Any injury from domestic pets should be settled with the owner of the pet and not via NCC</li> <li>• Volunteers should consider carrying a first aid kit. These are not provided.</li> </ul>	3	1	3			
<p><b>Litter picking general</b></p>	<ul style="list-style-type: none"> <li>• Any of the above</li> </ul>	<ul style="list-style-type: none"> <li>• This Risk Assessment(s) and Health and safety guidance is available online at <a href="http://www.nottinghamcity.gov.uk/cleanchampions">www.nottinghamcity.gov.uk/cleanchampions</a> and volunteers must sign this agreeing to these terms before undertaking the tasks.</li> <li>• All Personal Protective Equipment (PPE) is provided and must be worn at all times whilst litter picking to be covered by liability insurance</li> </ul>  <ul style="list-style-type: none"> <li>• Volunteers must not smoke or be under the influence of drugs/alcohol whilst litter picking</li> </ul>	1	1	1	<p>Updated guidance and risk assessment are available online at all times and linked to when ordering equipment.</p> <p>Volunteers are advised to wear closed-toe, sturdy footwear with good ankle support.</p>		

<b>ASSESSOR (please print):</b>	Emily O'Hanlon	<b>SIGNED:</b>		<b>DATE:</b>	21/10/2024				
<b>MANAGER/SHEQ Lead (please print):</b>	Roger Barron	<b>SIGNED:</b>		<b>DATE:</b>	21/10/2024				
<b>DATE ACTION TO BE COMPLETED BY:</b>	21 October 2025	<b>DATE COMPLETED:</b>							
<b>LINE MANAGER'S COMMENTS / ACTIONS:</b>			<b>IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES</b>		<table border="1"> <tr> <td><b>YES</b></td> <td><b>NO</b></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>YES</b>	<b>NO</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>YES</b>	<b>NO</b>								
<input checked="" type="checkbox"/>	<input type="checkbox"/>								

**Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual**

<b>ESTABLISHMENT:</b> Nottingham Clean Champions (Young Persons/Children)	<b>SECTION:</b> Domestic Waste and Cleansing	<b>DATE OF ASSESSMENT:</b> 21/10/2024
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## PART A – GENERAL ASSESSMENT OF ACTIVITIES OF YOUNG PERSONS

What activities will the young person be carrying out? (List tasks below, including any machinery and substances used)	Have these activities been risk assessed?	Are all control measures in place?	List any control measures not in place below
<p>Young people and children will be participating in litter picking activities under the scheme using equipment and Personal Protective Equipment (PPE) provided by Nottingham City Council:</p> <ul style="list-style-type: none"> <li>• Litter picker (child or adult size)</li> <li>• Hi-visibility jacket (size appropriate)</li> <li>• Gloves (size appropriate)</li> <li>• Receptacle commensurate with the safe collection of litter and debris</li> </ul> <p>All children under the age of 18 must be accompanied by an adult over the age of 18.</p>	Yes	Yes	Not provided with a first-aid kit or sturdy footwear.

Are there any hazards that present additional risks to a young or inexperienced person?	List any additional control measures required below	List any tasks that the young persons will NOT be permitted to carry out
<p>Yes.</p> <ul style="list-style-type: none"> <li>• Number of hours worked / fatigue</li> <li>• Biological, sharp and chemical hazards</li> <li>• Open water</li> <li>• Undisclosed health conditions</li> <li>• Disabilities or recognised behaviour requiring additional measures</li> </ul>	<ul style="list-style-type: none"> <li>• Number of hours worked – volunteering is akin to employment and any young person must not exceed their daily/weekly allowance as set out in Government guidelines, which can be found online <a href="#">here</a>. They should have frequent and regular rest breaks to prevent fatigue e.g. a 10-minute break every hour.</li> <li>• They must be accompanied and supervised by a volunteer/adult aged over 18 in all areas.</li> <li>• An emergency contact must be provided on the sign-up form if the young person/child is signing up to the programme themselves. This information will be checked and updated on an annual basis.</li> <li>• A specific risk assessment will be carried out if a disability or recognised behaviour is stated on the sign-up form.</li> </ul>	<ul style="list-style-type: none"> <li>• Lone working – all young people under the age of 18 must be accompanied by a parent or legal guardian who has read, understood and signed all of the relevant health and safety guidance and Risk Assessment(s).</li> </ul>

<b>Name of individual who will be supervising young person:</b> Named adult signed up to the programme/ named adult on sign-up form <b>(A copy of Parts A and B must be provided to the person supervising)</b>		
<b>ASSESSED BY (Print name):</b> Emily O'Hanlon	<b>SIGNED</b> 	<b>DATE:</b> 21/10/2024
The Line Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.		
<b>LINE MANAGER:</b> Roger Barron	<b>SIGNED</b> 	<b>REVIEW DATE:</b> 21/10/2025

**Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual**