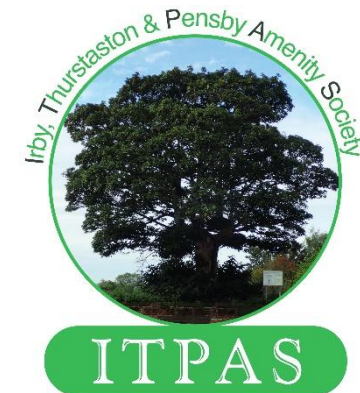


Irby Village tidy-up Risk Assessment

Actions and Activity

1. Cleaning and tidying village pathways, kerbs and copse.
2. Tidying of Trees, Flowers Beds and Planters in and around the Irby Library area
3. Maintenance of Village flowers beds and Planters.
4. Control of Trees, saplings and vegetation in Village and copse area
5. Control of vegetation around kerbs
6. Litter picking and general tidying.
7. Removal of lower tree branches if deemed necessary.



All activities will be managed, supervised and authorised by ITPAS Charity Officials.

All officials will display an official ITPAS ID badge and high vis clothing that signifies they are ITPAS Officials.

Nature of hazard	Likelihood (L)	Severity (S)	Risk (LxS)	Controls
<p>General tidying and manual handling. Risks include back strains When tidying all rubbish is to be placed in the rubbish bags provided. The bags will be removed when full, to an appropriate place ready for collection by the 3rd party.</p>	2	2	4	<ol style="list-style-type: none"> 1. All Volunteers MUST register with supervision prior to start. 2. Volunteers should be aware of the physical strains and must be physically capable and perform activities at their own risk. 3. Volunteers manually handling heavy items such as rubbish bags, should be physically capable. This is an assessment that each volunteer must make about themselves. 4. Volunteers must 'ask for help' wherever deemed necessary. 5. Gloves, Glasses and appropriate protection should be worn. Especially in the Copse areas.
<p>Litter picking. Risk of cuts, contamination and disease: Generally, most litter will be food wrappers, drinks bottles (plastic or glass) and other forms of waste. It is possible that some litter will be sharp, may contain degrading food and mould, insects may be present and there is a possibility that animal faeces will be present around the areas.</p>	2	2	4	<ol style="list-style-type: none"> 1. Volunteers must wear suitable gloves when handling litter and/or litter pickers when provided. Ask the supervisor for gloves. 2. Volunteers must take extra care handling glass / sharp objects. 3. Spades, shovels and appropriate hand tools should be used wherever possible. 4. Any animal faeces should only be handled by adults using disposable gloves and/or disposable plastic bags. 5. Volunteers should wash their hands after handling litter etc..

<p>General use of domestic garden or other tools</p> <p>Risk of injury from the use of tools, or from others using tools such as pruning, bowsaw, secateurs</p>	2	2	4	<ol style="list-style-type: none"> 1. No groups of more than six. Preferred groups of two people 2. Residents are encouraged to bring their own tools and materials or to sanitize anything which is shared. 3. Volunteers should use tools they are accustomed to using. 4. Volunteers manually handling heavy items should be physically capable. This is an assessment that each volunteer must make about themselves. 5. Volunteers must 'ask for help' wherever necessary or appropriate. 6. Appropriate protection should be worn such as gloves, working boots, safety footwear, waterproof clothing according to weather. 7. Anyone using sharp tools should wear appropriate safety protection. Safety Glasses and Gloves will be provided if needed. 8. Volunteers must wear ITPAS high visibility tabards provided. 9. Volunteers must take care of their own safety and that of fellow volunteers. Any issues should be reported to ITPAS Supervision. 10. Children must not use tools or equipment unless they have been trained and/or have been given permission by parents or guardians. Children must take extra care when using any tools and be aware of others around them. 11. For minor injuries ask ITPAS SUPERVISION for use of the first aid kit and clean water for washing and dressing cuts.
<p>Road Traffic: Risk of road traffic accidents</p> <p>Risk of road traffic accidents Work may take place adjacent to roads. With so many helpers (which may involve children), we will need to be aware of traffic and warning drivers and cyclists of the presence of volunteers.</p>	1	3	3	<ol style="list-style-type: none"> 1. Activity signs will be located on the village pathways. This could include cones / signs. There are website and Facebook pages advising people of the activity. 2. Volunteers must be extremely vigilant of traffic in the village. 3. Volunteers should wear clothing that is easily visible when working such as the high visibility tabards provided by ITPAS. 4. Volunteers should not work alone by roadsides. 5. Volunteers must always be aware of people and vehicles around them. 6. Volunteers (especially children) must be cautious and aware of the dangers of vehicles travelling through the village.

<p>First Aid provision Cleaning work may result in minor cuts or grazes.</p>	2	1	3	<ol style="list-style-type: none"> 1. First aid kit is in the ITPAS Supervisors vehicle.
<p>Weather: risk of increased hazard of all types. The outside temperature during the activity at the time assessment is unknown. It could be that volunteers will witness both cold, rain and hot times (also hot once they have been actively helping).</p>	2	2	4	<ol style="list-style-type: none"> 1. Encouragement to take regular breaks and fluid intake. 2. Volunteers should come dressed in appropriate clothes for the weather conditions on the day of the event. Appropriate footwear is essential. 3. If there are extreme weather conditions i.e. thunderstorms, high winds, lightning strikes, etc. then the activity will be suspended or cancelled. 4. Volunteers could also consider bringing with them a flask with a hot or cold drink as appropriate.
<p>Safety of children. It is anticipated that there will be very few children in attendance. The parents / guardians of children must be present to always supervise them. Volunteers cannot be held responsible for other people's children. Children (depending upon their age / abilities and maturities) will need varying levels of supervision.</p>	3	3	9	<ol style="list-style-type: none"> 1. Parents of 'volunteer children' must understand that they allow their children to attend the clean-up activities at their own risk. There will be no formal supervision of your children by the other volunteers. 2. Children of any age must be accompanied by a responsible adult and always supervised. 3. Children must not use tools or equipment unless they have been trained and/or have been given permission. Children must take extra care when using any tools and be aware of others. 4. Children should wear appropriate clothing for the activities they will be performing. 5. It is important that children / volunteers look out for each other. 6. Before commencing the clean-up, children should receive a short safety briefing warning from their parents / guardians of any dangers and things to look out for.

For the safety of all, ITPAS Committee expects volunteers to familiarise themselves with the parts of this risk assessment relevant to any task they undertake and follow the associated control measures.

Volunteers undertake activities at their own risk.

Risk Reporting Matrix

