

GENERAL SCHOOLS RISK ASSESSMENT



PART A. ASSESSMENT DETAILS:

Area/task/activity: Litter picking

Location of activity: School grounds

School name: Address & Contact details:		Name of Person(s) undertaking Assessment:	
		Signature(s):	
Head Teacher (Name):		Date of Assessment:	
Signature:		Planned Review Date:	
How communicated to staff:		Date communicated to staff:	

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place	
List of significant hazards (something with the potential to cause harm) (1)	Who might be harmed? (2)	Type of harm (3)	Existing controls (4) (Actions already taken to control the risk)	
Physical Hazards present at site including River/pond or steep slope	Site Supervisor	Drowning Physical injury	<ul style="list-style-type: none"> Site Supervisor carries out a pre-site check to ensure that the area is suitable; Litter picking is not carried out in areas where there is a high risk to employees. Areas that would be unsuitable include: 	

Physical Hazards present at site including River/pond or steep slope (continued)			<ul style="list-style-type: none"> Anywhere within unguarded access to deep or fast flowing water (e.g. ponds/rivers); Highway or roadside areas without vehicle segregation ; Steep, slippery or unstable ground.
Infection and Foreign bodies – needles, glass, soiled dressings, dog faeces	Site Supervisor,	Cuts, Needle stick injuries, infection	<ul style="list-style-type: none"> Site Supervisor is instructed to cover open wounds with waterproof dressings; Personal protective equipment (PPE) such as gloves, aprons are worn as appropriate to the task; Site Supervisors are advised that correct footwear must be worn (no open toes); Appropriate equipment e.g. litter picker is provided; Unprotected hands are not used to pick up any objects; Strict personal hygiene is observed by the site supervisor and hands are washed thoroughly after task. Site supervisor is advised to follow the guidance on the Health, Safety & Quality web pages for dealing with Sharps and Needle-stick Injuries that is available under the 'Infection Control' section.
Slips, trips, falls	Site Supervisor, staff, pupils and visitors	Musculoskeletal injuries, bruising, fractures	<ul style="list-style-type: none"> Site Supervisor wears strong, sensible footwear (boots, Wellingtons) with adequate grip (no open-toe footwear); Site Supervisor checks weather conditions and condition of area prior to commencing task (wet, frozen grounds).
Manual Handling	Site Supervisor	Musculoskeletal injuries, bruising, fractures	<ul style="list-style-type: none"> Site supervisor trained in safe lifting and handling techniques e.g. the Manual Handling e-learning module; Site Supervisor is provided with appropriate equipment for transporting bags of litter and are instructed to report any concerns to their line manager ; Site Supervisor is advised to ensure that repetitive bending should be minimised wherever possible and to take regular breaks;

Disposal of waste	Site Supervisor		<ul style="list-style-type: none"> All waste is deposited in secure waste areas; For Hazardous waste the guidance on the Health, Safety & Quality web pages 'Waste Management' should be followed.
Inclement Weather - Intense Heat, Strong Winds, Heavy Rain, Extreme Cold	Site Supervisor	<p>Dehydration, sunburn, heat stroke, faints.</p> <p>Struck by Objects</p> <p>Slips and trips</p> <p>Hyperthermia</p>	<ul style="list-style-type: none"> During hot weather, Site Supervisor schedules litter picking activities to cooler times of the day; Site Supervisor is advised to ensure they keep hydrated by drinking plenty of water; Site Supervisor is advised to apply sun cream and reapply regularly. Site Supervisor is advised to wear a hat and appropriate clothing to help protect from UV rays; Where possible, external work is postponed to be undertaken at a later date when health or safety will not be compromised; Employees are advised to wear appropriate clothing to suit the weather conditions (wet and cold conditions etc).
Lighting	Employees	Various injuries	<ul style="list-style-type: none"> Site Supervisor only carries out this activity when there is sufficient light to carry out the task safely.
Lone working / Aggressive People	Site Supervisor	Various injuries	<ul style="list-style-type: none"> Site Supervisor is informed to cease litter picking if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously and report back to the Head Teacher; Site Supervisor informs an appropriate member of staff of their whereabouts and expected time of returning; Site Supervisor where possible does not undertake litter picking when alone at the school;

Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests,	Employees	Skin rash from plants, bee sting resulting in anaphylactic shock	<ul style="list-style-type: none"> • The grounds are inspected regularly by a competent person to identify; plants/shrubs which may produce poisonous berries/ be poisonous and the vegetation in question is removed or fenced off; • The grounds are inspected regularly to identify any wasp or bee nests; • Site Supervisor is provided with appropriate PPE (including protective gloves etc); • First Aid kit and access to First Aider is available; • Site Supervisor has access to a mobile telephone; • Site Supervisor washes hands and forearms before eating, drinking, or going to the toilet.
Pedestrian/vehicular traffic	Site Supervisor, any person/vehicle in direct vicinity	serious injury	<ul style="list-style-type: none"> • Access to the work area is restricted/monitored; • Designated pedestrian routes are put in place to restrict unauthorised access; • Work is planned for quieter times of the day when reduced/restricted pedestrian access is required to the area; • Safe working area is cordoned off around the area and signage is used as appropriate; • High visibility clothing worn by Site Supervisor if working on traffic route.

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply, please go to Part B2 on the next page If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in
(Name of school)

Signed:

Name:

Risk Assessor.

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
Further Significant hazards	Who might be harmed? (2)	Type of harm (3)	Existing controls (4) (Actions already taken to control the risk)	Further action / controls required (transfer to action plan at Part C below) (5)

I certify that the assessment for the task/activity above covers all the significant hazards applicable(name of school).

Signed:

Name:

Risk Assessor.

PART C: ACTION PLAN						
No.	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed