

Risk assessment template

Company name: Hollesley Parish Council – Litter Picking (carried out by Mrs Elaine Curtis (EC))

Assessment carried out by: Judi Hallett, Clerk to Hollesley Parish Council

Date of next review: 01/03/2024

Date assessment was carried out: 01/03/2023

What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Lone contractor working alongside the Highway could be injured or become ill carrying out her duties	EC Members of the public	Lone Contractor safe working practise includes telling a family member when she starts the work and when she finishes. Health and safety policy updated to reflect the requirements for contractors working alone	Triangular Warning Sign purchased but too heavy to use all the time. Sign used when practical	April 2021	At all times	

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Contractor injured by piece of litter	EC	Gloves and sturdy shoes to be worn at all times Picking Grab to be used at all times.	Contractor informed not to pick up any item without the use of the picking stick and not to touch any drug use paraphernalia (to report this to the Parish Council)		At all times	
Contractor injured by passing vehicle or cyclist	EC Member of the Public	EC to only work outside 30mph zone on a clear day and to walk towards oncoming traffic at all times Contractor to wear High Visibility clothing at all times			At all times	

J Hallett

J Hallett
Clerk to Hollesley Parish Council

E Curtis

Mrs Elaine Curtis
Contractor