

## Health and Safety Checklist

1. Designate a Safety Officer and inform Volunteers who that person is and provide contact details of the Safety Officer.
2. Survey site beforehand to determine specific hazards.
3. There should be a safety briefing before all clean-ups, especially for new volunteers.
4. Ensure that all volunteers are aware of who is responsible for the First Aid kit and where to find it.
5. Wear good gloves to keep hands clean.
6. Wear High Visibility clothing – Be Safe Be Seen.
7. Do not touch broken glass, syringes or unidentified containers. Report same to Safety officer. Keep yourself clean by not touching litter and by wearing gloves. Always wash your hands after clean-up and before you eating, drinking or smoking. Avoid touching face or eyes when working.
8. **Road Traffic:** Stay off roads where possible. High visibility clothing will help you be seen, but it does not make you bulletproof.
9. **Manual handling:** Take your time and don't do too much. If something is heavy don't struggle; ask for help.
10. **Water Clean-ups:** Never enter the water when working in a canal or river clean-ups. Never work on your own. Use "Buddy" system
11. Always ensure that a number of people are with you when cleaning canals or river.
  - i. Anyone using kayak or canoe must be trained and experienced.
  - ii. Do not try to access areas that are difficult.
  - iii. Beware of Weil's disease. If you feel flu like, consult a Doctor immediately

12. When working on the coast, watch the tide. In some areas, the tide may come in and cut you from the shore.
13. **Caution:** Persons under 18 years should be supervised at least a ratio of at least one adult to every five children.
14. Any containers or drums that look as if they may be hazardous should not be touched. Keep people away and contact the coastguard or county council.
15. Ensure that one member of the clean-up has a working mobile and check that there is signal before starting the clean-up.
16. Report all accidents to the Safety Officer.

## Health and Safety Risk Assessment

The level of risk of an activity is dependent upon two factors; the probability that harm will occur and the severity of that harm.

The following form should be completed for each risk associated with a planned activity so that risks and precautions are identified and understood. This form should also be used as guidance for Health and Safety briefings prior to any projects/activities clean up activity.

**Name:**

**Group:**

**Location:**

Have all members received a Health and Safety Briefing?		Is there clean water on site or are antiseptic wipes available?	
Where is the nearest phone?		If near water is there a throw line on site?	
Is there a First Aid kit available?		Is there a sharps box available? (for syringes, etc)	

What is the potential hazard?	Probability of risk High/Medium/Lo w	Severity of injury High/Medium/Lo w	What precautions could be taken to lessen the risk?	Is the risk acceptable, i.e. should the project/activity go ahead? YES / NO
<i>E.g. Cuts and scrapes</i>	<i>Medium</i>	<i>Low</i>	<i>All volunteers wear gloves Provision of a sharps box for broken glass etc</i>	<i>Yes</i>

## Health and Safety Risk Assessment

What is the potential hazard?	Probability of risk High/Medium/Low	Severity of injury High/Medium/Low	What precautions could be taken to lessen the risk?	Is the risk acceptable, i.e. should the project/activity go ahead? YES / NO