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(Once ready to publish, please delete this first page)

**Insert Organisation Name Method Statement**

Title: Litter pick on the local road network

|  |  |
| --- | --- |
| **Document Reference Number** | Insert Document Reference Number |
| **Road Name / No** | Insert Road Name / Number |
| **Speed Limit** | Insert Road Advertised Speed Limit |
| **Date & Time of Works** | Insert date & Time of Start of Works |
| **Daylight Hours** | Insert Sunrise and Sunset Timings |
| **Revision Number** | Master Document Revision No |
| **Issue Date** | Click or tap to enter a date. |
| **Insert Organisation Name person responsible for reviewing the RAMS** | Insert Person Responsible for Reviewing RAMS |
| **Frequency of RAMS review** | 3 monthly, when an accident, near miss or incident occurs and/or when significant changes take place in the workplace |

|  |  |
| --- | --- |
| **Insert Organisation Name lead organiser** | Insert name of Lead Organiser |

|  |  |  |
| --- | --- | --- |
| Reviewed by:  Insert Person Responsible for Reviewing RAMS | Signature: | Reviewed Date:  Click or tap to enter a date. |

**REVISION RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision No.** | **Date** | **Description of changes made** | **Changes made by:** | **Changes accepted by:** |
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\*\* When changing anything in the document – please highlight the contents table above and select ‘Update Table’ to automatically update the contents. \*\*

## Scope of Work

## Specification

**Litter pick the local A&B road network to a radius of x miles of Postcode, specific road to be noted above on page 1 of this document, with any road specifics hazards and controls being considered below**

Insert Organisation Name will ensure their sequence of works are in accordance with these RAMS, ensuring that all staff are trained to conduct their given functions safely.

Prior to any clean up event on or near the highway, the lead volunteer must consult with the council to assess the level of risk associated with any road or areas where vehicle movements are likely.

The Insert Organisation Name lead organiser of the litter pick will ensure that all personnel know the risks and understand the control measures before clearing any litter, they will introduce themselves to all involved, so all know who to go to with questions/to report an incident.

The objective is to achieve a high-quality litter free environment in a safe efficient manner. Exclusion zones / road signage will be positioned to cover all works.

## Methods

Prior to any work commencing the working area will be inspected by the Insert Organisation Name lead organiser to ensure the area is sufficiently clear for access to works areas and that they are clean & safe for the work to commence.

A recorded daily safe start briefing is to be undertaken by all operatives. These will take place before works commence. All operatives will be fully trained and qualified and will be wearing the correct PPE as outlined later in these RAMS.

Conduct an initial dynamic Risk Assessment of the live situation, and brief operatives of hazards and controls needed that have not be considered in these RAMS, recording any significant changes.

Place Traffic Management signage ie:

* Men at Work Sign with Litter Picking annotation
* End of Men of Work
* Max distance between the two signs is ¼ mile

Undertake Litter picking operations in line with this Method Statements and accompanying Risk Assessment being continually mindful of the live traffic situation.

## Carriageway Sideways Safety Zones

When working on the highway a minimum amount of space must be maintained from the edge of the working space (nearest to live traffic) and the moving traffic. This area is referred to as the sideways safety zone. The Table below shows the appropriate sideways safety zone from the Red Book for each type of road. No work should take place inside the sideways safety zone. No vehicles or equipment should be parked or stored in the sideways safety zone.

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|  |  |
| --- | --- |
| **Type of highway** | **Sideways Safety Zone** |
| Single carriageway road, Restricted to 30 mph or less | 0.5 Metres |
| Single carriageway road, restricted to speeds of 31 mph to 40 mph inclusive | 0.5 Metres |
| All-purpose dual carriageway road restricted to 40 mph or less | 0.5 Metres |
| Single carriageway road, with speed limit of 50 mph or more | 1.2 Metres |
| All-purpose dual carriageway with a speed limit of 50 mph or more | 1.2 Metres |

Know the work area and how to report incidents or hazardous or unidentified waste, where to get first aid, where to meet on completion, how to deposit bags of waste and how to mark bags containing sharp material eg broken glass.

Refuse sacks are to be fitted to Bag Hoops to ease filling and carrying

Litter Grabbers are to be used to lift litter from ground levels.

Where manual handling tasks cannot be eliminated and mechanical means of lifting and/or manual handling aids are not available, then a kinetic lifting technique shall be adopted for lifting tasks, refuse sacks should not be overfilled and therefore should not weigh a significant amount, hence being well below the 25 Kg Manual handling limit for a male.

Full refuse sacks are to be so placed as to not cause obstruction to any road user, these will then be collected during the works and transferred to the Insert Organisation Name van for ongoing disposal.

On Completion of the Litter Pick Ensure:

* Everyone washes their hands thoroughly as soon as possible after the litter pick and before taking any food or drink.
* Any wounds are redressed after cleaning and disinfecting if there has been any contact with water.
* Litter pickers are to carry out a personal inspection for cuts etc.
* Report any hazardous items to the Council.
* All litter pickers have reported back and all equipment is collected back in.
* All rubbish for collection has been left in the arranged pick up site.
* Any bags containing sharp material, eg broken glass, are clearly identified.

## High Level Risks

All works are to be conducted at ground level only, other significant risks such as live traffic, safety distances poor lighting, etc are outlined and appropriate controls are considered in the Risk Assessment element of these RAMS at Appendix 1. Under no circumstances are operatives to climb either upwards or downwards to retrieve litter.

## Live Services & Road Furniture

Insert Organisation Name staff are strictly prohibited from approaching or touch and road furniture, by this we mean the road pavement, line marking, signage, live electrical services or any other element that forms the public highway. We shall approach all works with a DO NOT TOUCH rule, utilising insulated litter ‘grabbers’.

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## Programme

Programme dates: Click or tap to enter a date.

Site working hours: Click or tap to enter a date.

## Project Organisation

|  |  |  |
| --- | --- | --- |
| Name | Position | Role & Remarks |
| Insert Name | Insert Position | Insert Role |
| Insert Name | Insert Position | Insert Role |
| Insert Name | Insert Position | Insert Role |

## Health & Safety Risks & Controls

## Risk Assessments

All key risks associated with the work to be carried out have been identified and considered and have been detailed in a task specific risk assessment which is attached to this method statement (Appendix 1).

Appendix 2 Contains our Manual Handing Assessment, which is subject to on-going review and specific to task consideration

## PPE

Suitable personal protective equipment shall be issued and used in line with the risk assessments. The Insert Organisation Name Task Specific Risk Assessment (appendix 1) specifies types and standards required.

*As a minimum*: *but may change where the Risk Assessment & Methods dictate*:

* Safety footwear (to BS EN 20345;2011 P minimum) – toe, midsole & ankle protection
* High Visibility Vest (to BS EN 471 Class 1)
* High Visibility Trousers (to BS EN 471 Class 3)
* Skin protection (Overalls)
* Hand protection (Gloves to BS EN 388 Category 2 with a minimum protection factor of 3434)
* Eye protection (BS EN 166 1. F) must be worn at all times

Operatives wearing PPE are informed and instructed on the hazards and the correct use during the recorded method statement briefings. Failure to wear an item of PPE, or the incorrect type of PPE being used, could expose a person to the possibility of ill health or injury. Operatives are to use PPE provided, in accordance with any instruction and training provided. Operatives are required to take care of their PPE and report any defects to the Insert Organisation Name Management for immediate replacement. A PPE register for all PPE distributed is to be recorded against the Method Statement Briefing & PPE Issue Register at Appendix 4 and kept on the company filing system.

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## Health Surveillance

It is considered unlikely that Insert Organisation Name, in the course of its operations, shall cause exposure of people to substances such that COSHH regulations would require health surveillance of those people (i.e. exposure to a substance defined in schedule 6 of the COSHH Regulations, or one that is associated with an identifiable related adverse health effect for which there are valid means of detection). If the possibility of such exposure arises, it shall be considered in the specific risk assessments and action taken in line with relevant regulations.

## Inductions

Shall be conducted as per the requirements of the Scope of Work in paragraph 1.

## Communication

Lines of communication with all site personnel will be carried out verbally/by telephone. If required, radios will be used.

## Accident Procedure

Following any accident, near miss, or dangerous occurrence that may occur during the course of any litter picking, the Insert Organisation Name lead organizer shall notify the Company immediately and carry out or organise the following:

* Calmly and without putting himself (or herself) into danger, take any action that may be required to render the situation safe.
* Call the emergency services if required.
* Administer any required first aid that he or she is competent to carry out.
* Inform the Managing director, or his deputy, and the relevant safety manager.
* A detailed Accident & Incident Investigation Reporting Procedure & Accident Record Form can be found in the site file.
* All accidents are to be recorded in the Insert Organisation Name accident book.

## Access / Egress

Access to the road network will be via the Insert Organisation Name Van. Operatives are to operate towards the live traffic and at no times are they to have their back to the flow of traffic.

A no crossing the carriageway policy will take precedence, ie operatives are no to cross any road. The only permissible exception to this would be to access roundabouts, this Safe System of Work for this is covered in Appendix 3.

## Lighting

Insert Organisation Name litter picking activities is to only take place in full day light. Any poor day light conditions will require the cessation of activities.

Activities are to be restricted to outside of rush hours, ie to be conducted between the times of 0930-1530

## Plant and Equipment

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|  |  |  |
| --- | --- | --- |
| Item | Qty | Remarks |
| Refuse Sacks | 100 |  |
| Litter Grabbers | 1 | per operative |
| Bag Hoops | 1 | per operative |
| Dog Waste Bags | 100 |  |
| Shovels | 2 | available in the Insert Organisation Name Van |
| Brushes | 2 | available in the Insert Organisation Name Van |
| Sharp Object stickers | 20 | for bags that contain glass etc |
| Insert Organisation Name stickers for refuse sacks | 100 |  |
| Men at Work sign with Litter Picking annotation | 1 |  |
| Men at Work end sign | 1 |  |
| Gloves | 1 set | per operative |
| 2-Way Radio | 1 set |  |

## Plant register

Insert Organisation Name operatives are required to take care of plant and equipment at all times, carry out regular and/or daily visual inspections and report any defect to the Insert Organisation Name Management immediately for removal from availability and replacement.

All equipment shall be used in accordance with section 1.b “Methods” above.

## Training & Certification

## Introduction

In addition to undergoing a briefing on these RAMS all operatives will be suitably trained and / or experienced in the tasks required of them and any special training such as Supervisory Qualifications and First Aid, will be in place where required and evidence provided by way of certification. Copies of certification shall be kept on the company filling system.

## Competence

At least one member of each litter picking team will hold a LANTRA Highway Sector Scheme 12 M1 ticket for placing Traffic Management Signage

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Link | Duration | Cost |
| Traffic Management and Signage placement and retrieval | <http://www.skillstrainingcentre.co.uk/course/564-STC/LANTRA-Highway-Sector-Scheme-12D-M1> | ½ Day | £150 |

The following specific eLearning training is to be completed by all Insert Organisation Name operational staff:

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|  |  |  |  |
| --- | --- | --- | --- |
| Course | Link | Duration | Cost |
| Sharps Awareness | <http://communitygrouptraining.co.uk/sharps-awareness-online-course/> | 1.5 Hours | £15 |
| Manual Handling | <http://communitygrouptraining.co.uk/manual-handling-for-staff-and-volunteers/> | 2.5 Hours | £15 |

## Certificated Staff

|  |  |  |
| --- | --- | --- |
| Course | Name | Valid to |
| LANTRA Highway Sector Scheme 12 M1 | insert name | Click or tap to enter a date. |
| Sharps Awareness | insert name | Click or tap to enter a date. |
| Manual Handling | insert name | Click or tap to enter a date. |
| First Aid at Work | insert name | Click or tap to enter a date. |

## Hazardous materials and substances

Risk and control measures are detailed in the task specific risk assessments in Appendix 1, this shall consider specific materials and substances that may be found while litter picking. Should anything be encountered that is outside these parameters then the item shall remain undisturbed.

## Environmental Issues

## Environmental management

Operations shall be carried out in accordance with the Insert Organisation Name sound environmental management approach. No items, once collected shall be placed in anything other place than a Insert Organisation Name provided refuse sack and then transported by our van in line with paragraph c. Waste Management below

## Storage

Materials and tools must be put away and secured at the end of each shift.

## Waste management

Collected refuse from Litter picking will be either be transported to Insert Organisation Name site where it will be placed direct into their skips or taken to a local Municipal Tip. This will be covered by a waste transfer note.

Insert Organisation Name hold a valid waste carrier certificate. If it is suspected that any materials found on site may be hazardous, they should be left undisturbed, and expert advice sought.

## Welfare facilities

Welfare facilities are to be provided or made available by Insert Organisation Name at their head office facilities.

## Special control Measures

To be inserted as applicable

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## Appendix 1 - Risk Assessment

The Insert Organisation Name Supervisor is responsible for ensuring that all hazards have been documented in the risk assessment. Control measures have been implemented and controlled at source. All operatives are to be briefed on the hazards prior to commencement of work. These RAMS need to be subject an ongoing and dynamic risk assessment of the conditions which may necessitate a cessation of activities

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| **Hazard** | **Consequence** | **Pre-Control Risk** | | | **Control Measures** | **Residual Risk** | | | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P** | **S** | **R** | **P** | **S** | **R** |
| Manual Handling and Heavy / awkward to handle rubbish | Injury – fractures, dislocations, spinal disc compression, trapped nerves, cuts, abrasions, pulled muscles and sprains etc.… | 3 | 3 | 9 | * All hazardous manual handling operations to be avoided * If avoidance cannot be achieved, a risk assessment must be conducted (assessment of task, individual, load and environment) and where possible, maximize the use of mechanical lifting aids or manual handling aids seeking to minimize actual manual effort where possible. * Operatives to be trained to observe safe lifting techniques and safely handle loads for materials * Adopt kinetic lifting technique when lifting loads * Only lift maximum weight you feel comfortable with however the guidance states no more than 25kg * Extreme care to be taken, use good lifting practices and share the load with an appropriate number of people. * If suffering any pain or discomfort stop immediately * Seek medical attention if the ill effects persist. * Only light items to be litter picked, i.e. paper, crisp packets, cigarette ends, discarded food, polystyrene containers, plastic bottles and food containers, drinks cans, etc. * Do not overfill bags. * When carrying, hold sacks away from the body. * Extreme care to be taken, use good lifting practices and share the load with an appropriate number of people. * If too heavy to handle leave the object in place and report it to the organiser to arrange removal by the council. * Do not leave sacks of litter or sweepings where they will cause obstruction or other hazard. * Do not disturb, move or touch any waste that has been fly-tipped as it could contain harmful material or substances. | 1 | 3 | 3 |  |
| Broken glass, sharp /rusty edges / Sharp edges | Cuts & infections | 3 | 2 | 6 | * Undertake a pre activity inspection of the area to identify potential hazard(s) * Use litter grabbers to pick up sharp litter. * All participants should have up to date tetanus protection. * Thoroughly wash any cuts or abrasions as soon as possible, however minor and seek medical attention where appropriate. * Ensure sharp edges are protected. * Operatives to ensure they handle metal components with care as they contain sharp edges. * Full finger gloves to be worn – performance level 5 blade cut resistant gloves. | 1 | 2 | 2 |  |
| Vegetation / thorny bushes at or above chest height | Cuts & infections | 3 | 2 | 6 | * Avoid reaching into hedges or undergrowth in such a way as to expose the face, eyes and skin to scratches from thorns or branches. If an item of litter cannot be safely reached with a litter picker, leave it and report its location to your supervisor. | 1 | 2 | 2 |  |
| Hedges, fences, walls, ditches | Cuts & infections  Typical Slip, Trip and Fall injuries | 3 | 2 | 6 | * Take care when climbing stiles particularly in wet weather. * Avoid climbing walls, ditches and fences. * Stay within nominated and indicated areas | 1 | 2 | 2 |  |
| Overgrown Areas | Cuts & infections  Typical Slip, Trip and Fall injuries | 3 | 2 | 6 | * Not remove ‘natural’ rubbish like logs, stones and weeds as these can be home to animals. * Do not damage any plants | 1 | 2 | 2 |  |
| Weather - Heat | Dehydration, Heat Exhaustion or Heat Stroke | 3 | 2 | 6 | * Avoid excessive exposure to sunlight by wearing appropriate clothing and using sun creams. * Ensure that there is access to a readily available source of drinking water * Encourage Operatives to Drink plenty of water to avoid dehydration. * Take regular rest breaks | 1 | 2 | 2 |  |
| Weather - Sun  IMPORTANT SAFETY NOTICE  This content of this document is intended purely for guidance / example purposes only. Lucas UK Group & Littergram Limited accept no responsibility or liability for any damage, loss, injury or prosecution arising from your organisation adopting this document to carry out your community clean up. Each set of tasks, situation and environment is different and unique to your organisation and location and you should therefore ensure that you have assessed all risks and produced your own fit for purpose documentation that has been approved by your own safety team. | Sun Burn, Skin Cancer, Dehydration, Heat Exhaustion or Heat Stroke | 3 | 2 | 6 | * Avoid excessive exposure to sunlight by wearing appropriate clothing and using sun creams. * Cover up as much skin as possible * Apply Sunscreen with minimum SPF40 to exposed skin * Ensure that there is access to a readily available source of drinking water * Encourage Operatives to Drink plenty of water to avoid dehydration. * Take regular rest breaks | 1 | 2 | 2 |  |
| Weather - Cold | Hyperthermia  chilblains, trench foot, and frostnip. | 3 | 2 | 6 | * Adjust programme to avoid cold weather conditions. * Dress appropriately for conditions and carry additional clothing. * In the event of extreme cold conditions, the litter pick should be postponed or abandoned and operatives recovered to a warm facility | 1 | 2 | 2 |  |
| Weather - Rain | Hyperthermia  chilblains, trench foot, and frostnip. | 4 | 2 | 8 | * Adjust programme to avoid rainy weather conditions. * Dress appropriately for conditions. * Dry clothing to be available * In the event of rainy conditions, the litter pick should be postponed or abandoned | 1 | 2 | 2 |  |
| Weather - Wind | Hyperthermia and  chilblains | 3 | 2 | 6 | * Adjust programme to avoid extreme windy weather conditions. * Dress for conditions & carry additional clothing. * In the event of extreme windy conditions the litter pick should be postponed or abandoned * Seek medical attention where appropriate. | 1 | 2 | 2 |  |
| Weather - Snow | Hyperthermia  chilblains, trench foot, and frostnip. | 1 | 2 | 2 | * Adjust programme to avoid snowy weather conditions. * Dress appropriately for conditions and carry additional clothing. * In the event of extreme snowy conditions, the litter pick should be postponed or abandoned and operatives recovered to a warm facility | 1 | 2 | 2 |  |
| Live Animals, incl domestic, farm and wild | Lyme Disease carried by animal ticks and bites/scratches from animals. | 2 | 2 | 4 | * Be mindful of wildlife * Do not disturb and avoid contact with animals * Do not attempt to release entangled animals, or herd animals that are roaming free, call the RSPCA should you come across any * Avoid contact with animal faeces, but should you come into contact, wash hands immediately * Should you be bitten seek medical attention as soon as possible after being bitten or scratched. * Beware of loose dogs * In the springtime avoid disturbing animals and birds that may be nesting. * Avoid touching eyes or mouth. | 1 | 3 | 3 |  |
| Slips, trips and falls  IMPORTANT SAFETY NOTICE  This content of this document is intended purely for guidance / example purposes only. Lucas UK Group & Littergram Limited accept no responsibility or liability for any damage, loss, injury or prosecution arising from your organisation adopting this document to carry out your community clean up. Each set of tasks, situation and environment is different and unique to your organisation and location and you should therefore ensure that you have assessed all risks and produced your own fit for purpose documentation that has been approved by your own safety team. | Injury | 3 | 3 | 9 | * Ensure the work area is clear of any item or article that could course you to slip, trip or fall. Clear up any spills immediately. Where spills occur, place warning signage, cordon the area off and then clean up. Cables to be routed away from aisles and walkways where they could create trip hazards to other work trades and/or expose cables to potential damage. | 1 | 3 | 3 |  |
| Unknown / Fly Tipped Materials |  | 3 | 2 | 6 | * Items that are possibly dangerous such as unknown liquids in containers, building materials, asbestos should not be moved. * Report these for specialist removal. * If there is a large amount of fly tipping notify the local council | 1 | 2 | 2 |  |
| Vehicle Movement including contact with Live Traffic / Collision with passing vehicles | Being hit by moving/  reversing vehicle  Vehicle collapse/over-turn  Collision with another vehicle  Non- movement hazards | 4 | 4 | 16 | * Ensure the load is secured and the safe working load has been adhered to. * Traffic routes to be clearly marked and signed. There should be clear entry and exit routes and designated parking bays. * Pedestrians to be kept clear of vehicle operating areas and/or signage displayed warning pedestrians that they are entering an operating area. * Separate routes for pedestrians should be provided for with designated crossing points. * Where reversing is required, a dedicated banksman to be used to control vehicle movements. * Only competent persons are permitted to operate the vehicle * Zero Lane Crossing Policy * Always work towards the live flow of traffic * Cease works in poor daylight or weather conditions * Banksman to maintain watch and in distance to enable effective verbals commands to be clearly heard * Roadside litter picking should only be carried out where there are wide verges or pavements which are suitable for pedestrians and undertaken whilst facing oncoming traffic. * People should not attempt to clear litter from a carriageway. | 1 | 4 | 4 |  |
| Medical Condition | Various health issues. | 3 | 3 | 9 | * Operatives are to declare that they are physically fit and free from injury or illness * Should fitness to work change during Litter Picking cease activities immediately and report to the supervisor * If appropriate seek medical attention | 1 | 2 | 2 |  |
| Alcohol & Drugs  IMPORTANT SAFETY NOTICE  This content of this document is intended purely for guidance / example purposes only. Lucas UK Group & Littergram Limited accept no responsibility or liability for any damage, loss, injury or prosecution arising from your organisation adopting this document to carry out your community clean up. Each set of tasks, situation and environment is different and unique to your organisation and location and you should therefore ensure that you have assessed all risks and produced your own fit for purpose documentation that has been approved by your own safety team. | Various health issues and a lack of awareness | 3 | 3 | 9 | * Do not conduct Litter picking while under the influence of Drugs (prescription, over the counter, recreational or illegal) and Alcohol * Do not consume Drugs or Alcohol during Litter Picking activities | 1 | 2 | 2 |  |
| Needles & drug related litter/ hypodermics | Cuts & infections | 3 | 4 | 12 | * Undertake a pre activity inspection of the area to identify potential hazard(s). * If found, leave alone and report to event organiser to mark the location of needles on sketch/map. The supervisor to report to council for removal. * Where issued Hand Protection PPE * Seek medical attention where appropriate should a needle stick injury occur * Operatives to have conducted Sharps awareness training * Needle Injuries: * Don’t suck the wound. * Encourage bleeding. * Clean/wash with soap and water. * Cover with waterproof plaster. * Report the incident to the supervisor. * Seek medical help, as soon as possible, by attendance at Accident and Emergency | 1 | 2 | 2 |  |
| Ground conditions eg  Unsuitable, uneven, slippery, etc., ground conditions. (Pot holes, rabbit holes, tree roots, etc.) | Muscle damage & broken bones, sprains and strains, cuts and abrasions. | 2 | 4 | 8 | * Undertake a pre activity inspection of the area to identify potential hazard(s) * Avoid dangerous areas and choose the safest possible route over difficult ground. * Provide operatives an awareness of potential for potholes, uneven ground or rabbit holes * Instruct volunteers to wear suitable footwear. * Thoroughly wash any cuts or abrasions as soon as possible, however minor. Seek medical attention for any serious cuts, bruises or strains. | 1 | 2 | 2 |  |
| Highways vehicles, bicycles, plant and machinery  IMPORTANT SAFETY NOTICE  This content of this document is intended purely for guidance / example purposes only. Lucas UK Group & Littergram Limited accept no responsibility or liability for any damage, loss, injury or prosecution arising from your organisation adopting this document to carry out your community clean up. Each set of tasks, situation and environment is different and unique to your organisation and location and you should therefore ensure that you have assessed all risks and produced your own fit for purpose documentation that has been approved by your own safety team. | Collision with moving traffic either vehicles or pedestrians or other vulnerable road users | 4 | 4 | 16 | * Prior to any clean up event on or near the highway, the lead volunteer must consult with the council to assess the level of risk associated with any road or areas where vehicle movements are likely. * Avoid close proximity to traffic at all times. * Stay off the highway. * Comply with the Carriageway Sideways Safety Zones as indicated in the table in Para 1c above. * Awareness of other users e.g. pedestrians, bicycles and other vulnerable road users. * Be alert to the potential presence of agricultural machinery. * Wear high visibility clothing at all times as specified within these RAMS. * Be aware of the vehicles around you during the litter pick. * Maintain a high level of vigilance. * Children should not work by a roadside * Seek medical attention in the event of injury. * Do not enter an area, or attempt to litter pick an area, where works are restricted, are already taking place (for example road works) or where the public do not have a right to entry. | 1 | 4 | 4 |  |
| People, lone working | Physical or verbal assault | 2 | 3 | 6 | * Prohibit Lone Working * Maintain line of sight with other Insert Organisation Name operatives * Be aware of aggressive and difficult people. * Withdraw rather than face conflict. * Do not work out of sight of others in the group. * Supervisor to have mobile phone and to eb prepared to make an emergency call. * Keep together and stay off private property. * Seek medical attention following any assault / injury. | 1 | 2 | 2 |  |
| Waterside diseases | Weil's Disease (Leptospirosis) is a very rare infection carried by cows, rats, vowles (and by other similar small animals) in their urine and can be fatal.  Symptoms include high temperature, severe headache, flu-like illness or muscle pains. They will appear 3 to 19 days after exposure to contaminated water. It must be treated early.  IMPORTANT SAFETY NOTICE  This content of this document is intended purely for guidance / example purposes only. Lucas UK Group & Littergram Limited accept no responsibility or liability for any damage, loss, injury or prosecution arising from your organisation adopting this document to carry out your community clean up. Each set of tasks, situation and environment is different and unique to your organisation and location and you should therefore ensure that you have assessed all risks and produced your own fit for purpose documentation that has been approved by your own safety team. | 2 | 4 | 8 | * Wear gloves provided. * Do not touch dead animals. * Cover any cuts or sores with a waterproof plaster before carrying out a litter pick. * Avoid getting hands wet in puddles, lake, rivers, ponds or canals or standing or stagnant water * Seek medical attention where appropriate. * Thoroughly wash any cuts or abrasions as soon as possible, however minor * Provide hand wipes/gel if running water is not available. | 1 | 2 | 2 |  |
| Dog cat or fox faeces | Toxocaracanis | 3 | 4 | 12 | * Do not touch animal faeces particularly dog, cat or fox faeces. * If accidently touched thoroughly wash your hands immediately * Thoroughly wash any cuts | 1 | 2 | 2 |  |
| Cliffs and, steep slopes and hidden bankings | Falls leading to sprains, muscle damage & broken bones. | 2 | 4 | 8 | * Undertake a pre activity inspection of the area to identify potential hazard(s) and instruct volunteers to stay away from these areas. * Operatives to stay away from these areas. * Avoid picking on or close to the edge of cliffs, steep slopes etc and below unstable cliffs & slopes. * Take weather conditions and possible weather changes into account. * Seek medical treatment in the event of injury. * Take account of tides. * Avoid working close to rivers or on steep slopes, as there is an increased risk of slips and falls. When working close to ditches, avoid reaching into the ditch to remove litter, unless it can be safely reached with a litter picker. * Seek medical attention where appropriate. | 1 | 2 | 2 |  |
| Electric fences | Electrocution | 2 | 4 | 8 | * Undertake a pre activity inspection of the area to identify potential hazard(s). * Always assume electric fences are live. * Warn volunteers not to touch electric fences * Seek medical attention in the event of an injury. | 1 | 4 | 4 |  |
| Water, marshes, bogs  IMPORTANT SAFETY NOTICE  This content of this document is intended purely for guidance / example purposes only. Lucas UK Group & Littergram Limited accept no responsibility or liability for any damage, loss, injury or prosecution arising from your organisation adopting this document to carry out your community clean up. Each set of tasks, situation and environment is different and unique to your organisation and location and you should therefore ensure that you have assessed all risks and produced your own fit for purpose documentation that has been approved by your own safety team. | Hypothermia, drowning. | 2 | 4 | 8 | * Where possible do not conduct your activity on, or near water. * Always work in pairs if close to water. * Avoid banks, especially if they appear unstable. * Avoid marsh and boggy areas. * Avoid and do not walk on frozen water. * Shower and change into warm dry clothing if immersed. * Never allow children to work in these areas. * Adults should be cautious & non-swimmer must not litter pick near water * Stay within the nominated location. * Seek medical attention where appropriate. | 1 | 2 | 2 |  |
| Tools, equipment  Faulty equipment. Misuse of equipment | Sprains and strains, cuts, abrasions and bruises from inappropriate use of tools. | 2 | 4 | 8 | * Team to be shown how to use equipment if appropriate. * Pre-use check for obvious defects. * Volunteers must use the equipment provided and as instructed. * Use refuse sacks supplied. * Use suitable gloves at all times. * Use any other appropriate protection depending on equipment in use. * Defective equipment not to be used * Allow sufficient working area for the correct and safe use of the tool. * Use appropriate protection * First aid training. * Have first aid kit available. * Volunteers must use the equipment provided and as instructed. * Obtain medical attention in the event of injury. | 1 | 2 | 2 |  |
| Trees, shrubs | Trips, cuts & eye pokes | 2 | 4 | 8 | * Be alert to the risks and keep a look out for hazards. * Be aware of low hanging branches and exposed tree and shrub roots. * Obtain medical attention in the event of injury. | 1 | 2 | 2 |  |
| Irritants, dangerous plants | Poisoning, skin irritations or allergic reactions  Trips, fractures, cuts, abrasions and penetrating injuries to the eye(s).  Most plants in the UK are harmless but some sting, scratch or are poisonous.  IMPORTANT SAFETY NOTICE  This content of this document is intended purely for guidance / example purposes only. Lucas UK Group & Littergram Limited accept no responsibility or liability for any damage, loss, injury or prosecution arising from your organisation adopting this document to carry out your community clean up. Each set of tasks, situation and environment is different and unique to your organisation and location and you should therefore ensure that you have assessed all risks and produced your own fit for purpose documentation that has been approved by your own safety team. | 2 | 4 | 8 | * Awareness of risk and keep look out for potential hazards e.g. low branches. * Awareness of dangerous/irritant plants and possible adverse reactions. * Awareness of thorny/prickly plants. * Use gloves provided at all times. * Wear the gloves provided. * Beware of dangerous plants and possible adverse reactions. * Wash thoroughly on completion of such operations. * Seek medical attention for unusual or suspicious symptoms after contact with vegetation. | 1 | 2 | 2 |  |
| Hazardous substances –  batteries (most batteries contain harmful heavy metals), asbestos, lead and miscellaneous chemicals | Burns, poisoning, ill health, potentially dangerous depending on condition | 2 | 4 | 8 | * Undertake a pre activity inspection of the area to identify potential hazard(s). * Do not approach or remove any potentially hazardous waste. * Report to the council for disposal. * Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details. * Do not approach or remove containers which contain/contained chemicals. | 1 | 2 | 2 |  |
| Asbestos & miscellaneous chemicals | Potentially dangerous depending on condition | 2 | 4 | 8 | * Do not approach or remove any potentially hazardous waste. * Report to the council for disposal. * Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details. | 1 | 2 | 2 |  |
| Vomit | Various health issues | 2 | 4 | 8 | * Do not approach or attempt to clean up, allow the natural elements work through their process. | 1 | 2 | 2 |  |
| Used Condoms | Various health issues | 2 | 4 | 8 | * Suitable clothing and sturdy footwear should be worn, no bare skin exposed. Gloves should be worn. * Use a litter picking stick at all times, do not use hands. * All cuts/grazes should be covered with surgical tape or waterproof plaster before starting the activity. * Do not to pick up unidentified and potentially hazardous waste or handle any biohazard. Report these to the Supervisor who should note the location and inform the local council. * Be aware of personal hygiene and wash hands before eating, drinking, smoking or going to the toilet. * Ensure you have a phone to call for help and you are aware of where first aid can be provided. | 1 | 2 | 2 |  |
| Hygiene and welfare facilities  IMPORTANT SAFETY NOTICE  This content of this document is intended purely for guidance / example purposes only. Lucas UK Group & Littergram Limited accept no responsibility or liability for any damage, loss, injury or prosecution arising from your organisation adopting this document to carry out your community clean up. Each set of tasks, situation and environment is different and unique to your organisation and location and you should therefore ensure that you have assessed all risks and produced your own fit for purpose documentation that has been approved by your own safety team. | Various health issues | 4 | 2 | 8 | * Clean or wash hands thoroughly before commencing comfort breaks and before eating, drinking, smoking, driving, going to the toilet, etc. * Wearing gloves will reduce contamination to hands. * Light soiling (when hands are visibly clean) can be cleaned by the use of moistened wipes or hand rub gel. * Significant contamination of the hands will require washing with soap and warm water. * Establish location of nearest toilet /washing facilities. * Seek out and request support from local businesses. * If possible provide a list of premises where welfare facilities are available e.g. larger retail premises. * Any agreed arrangements should be provided to volunteers. * The following hierarchy of choice of hand hygiene methods should be applied: * Washing hands with soap and clean warm water; * Washing hands with soap and clean cold water; * Rinsing hands with clean water alone; * Wiping hands with moistened wipes; * Using hand rubs or gels. * Alcohol based gels and rubs should only be used when the hands are visibly (i.e. physically) clean. * Only washing-off using soap and running water will reliably remove chemical contamination. | 1 | 2 | 2 |  |

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**Additional hazards not identified in this Risk Assessment above that are present during the live Litter Picking activity, that shall be communicated to the Operatives**

| **Hazard** | **Consequence** | **Pre-Control Risk** | | | **Control Measures** | **Residual Risk** | | | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P** | **S** | **R** | **P** | **S** | **R** |
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**Risk Assessment Rating Key**

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk Rating** | | | | | | |
| Accident **P**robability **P** | X | Accident **S**everity **S** | = | Score | Factor | Action |
| Very Likely 4  Reasonably Likely 3 | Very Serious 4  Reasonably Serious 3 | 9 - 16 | High | Unacceptable Risk.  Re-assess to eliminate/ reduce risk to Low/Med Factor |
| Reasonably Unlikely 2  Very Unlikely 1 | Reasonably Moderate 2  Very Minor 1 | 5 - 8 | Med | Consider further precautions to reduce risk to Low Factor.  Proceed with extra care if unable to reduce to Low Factor |
|  |  | 1 - 4 | Low | No further action required |

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## Do’s and Don’ts

* **Don’t** start the works until the Temporary TM has been installed (if required).
* **Do** utilise Temporary TM in place for other works where possible.
* **Do** works towards oncoming traffic where possible. • Don’t carry out works in poor visibility.
* **Do** ensure there is adequate lighting to complete the works (either natural light or task lighting when required).
* **Do** check your PPE (including footwear) is in good condition prior to starting works.
* **Don’t** carry out works in areas with excessive vegetation.
* **Do** remain aware and vigilant to the surroundings and potential hazards.
* **Do** use a Bin Bag Hoop and Litter Picker / Pick-up Tool.
* **Do** alternate the use of hands for carrying out the works (Bag holder / Litter Picker).
* **Do** take regular breaks.
* **Don’t** overfill the bin bag.
* **Do** tie the bag once full and place in a sheltered position on the verge.
* **Don’t** handle sharps unless trained and competent to do so, you have a Sharps box; you have Sharps gloves and can lift a single Sharp using the litter picking tool.
* **Don’t** attempt to remove the Sharps if there’s more than one or if there is any doubt.
* **Do** report any Sharps to the NCC cordon off the area and make others aware.
* **Do** place Sharps directly into the Sharps box.
* **Don’t** handle any wastes with bare hands.
* **Do** ensure adequate welfare facilities with washing facilities are available
* **Do** wash or dispose of any contaminated clothing.
* **Don’t** handle any unidentified wastes.
* **Do** report any hazardous, chemical or unknown wastes to the NCC, cordon off the area and make others aware.
* **Do** ensure all wastes are removed to a licenced tip or placed in the general waste skip within the depot.

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## Appendix 2 – Manual Handling Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **The tasks – Do they involve:** | **Yes** | **No** | **Remedial Action Notes** |
| Holding loads away from the trunk? |  | ✓ |  |
| Twisting? | ✓ |  |  |
| Stooping? | ✓ |  |  |
| Reaching upwards? |  | ✓ |  |
| Large vertical movements? |  | ✓ |  |
| Long carrying distances? |  | ✓ |  |
| Strenuous pushing or pulling? |  | ✓ |  |
| Unpredictable movement of loads? |  | ✓ |  |
| Repetitive handling? | ✓ |  |  |
| Insufficient rest or recovery? |  | ✓ |  |
| A work rate imposed by process? |  | ✓ |  |
| **The Loads – Are They:** |  |  |  |
| Heavy? |  | ✓ |  |
| Bulky / Unwieldy? |  | ✓ |  |
| Difficult to grasp? |  | ✓ |  |
| Unstable? |  | ✓ |  |
| Intrinsically harmful (i.e. sharp /hot)? |  | ✓ |  |
| **The Working Environment – are there:** |  |  |  |
| Constraints on posture? |  | ✓ |  |
| Poor floors? | ✓ |  |  |
| Variations in level? | ✓ |  |  |
| Hot / cold / humid conditions? | ✓ |  |  |
| Strong air movements? |  | ✓ |  |
| Poor lighting conditions? |  | ✓ |  |
| **Individual Capability – Does the job:** |  |  |  |
| Require unusual capability? |  | ✓ |  |
| Hazard those with a health problem? | ✓ |  | Fit to work certificate required |
| Call for special information / training? | ✓ |  | Manual handling eLearning course to be completed |
| **Other Factors** |  |  |  |
| Is the movement or posture hindered by clothing or PPE? |  | ✓ |  |

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## Appendix 3 – Road Carriage Crossing to Access Roundabouts

In normal circumstances crossing the carriageway on foot is not to occur.

Crossing any carriageway to access roundabouts is an extremely hazardous activity. It should therefore be planned so that the location provides adequate sight lines and a place of safety at both sides ie from the verge / footpath to the roundabout.

If straight lines of sight cannot be achieved to ensure the carriageway is free from traffic, then Insert Organisation Name operatives are not to attempt crossing. Where these can be achieved and a banksman, in clear line of sight and communication, can confirm that it is safe then cross, then crossing can be conducted, nut only at walking speed and even then only while under the control of the nominated Supervisor.

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## Appendix 4 – Method Statement Briefing & PPE Issue Register

All persons who have signed below, confirm they have been briefed on the safe working methods and arrangements which have been detailed in this method statement and have been issued and understand that they are to wear the PPE Listed below at all times during Litter picking operations.

|  |  |
| --- | --- |
| Briefing carried out by: | insert name |
| Road Name / No | insert Road Name / Number |
| Date of Litter pick | Click or tap to enter a date. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Safety footwear** | **High Visibility Vest** | **High Visibility Trousers** | **Hand protection** | **Eye protection** | **Signature** |
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