

Guidance for volunteers
in Wakefield's greenspaces

Practical tasks



**If you need
any help, talk
to your contact
at Wakefield
Council**

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Introduction

Volunteering in Wakefield's parks, country parks, nature reserves and other greenspaces can have lots of benefits, including the opportunity to meet new people, becoming involved in projects and decisions that affect the places you care about, learning new skills and increasing confidence, or as a stepping stone to returning to work. There are also lots of health benefits to working in the outdoors. Many volunteers make a real difference to our greenspaces, bringing with them additional skills, knowledge and experience.

This booklet aims to guide groups of volunteers to lead their own practical tasks, and sets out the responsibilities and liabilities for volunteer practical tasks. By following the guidelines set out in this booklet your group should be able to achieve your aims safely and effectively.

Who to contact

Before starting to organise your practical task, you will need to talk to the appropriate council officer to discuss what you want to do, how you will go about it, and whether it will fit in to the management of the site. For nature reserves and countryside sites, your contact will be the Countryside Officer for that area. The Countryside Officer will know the site, and know what management is required at certain times of year. They may have a management plan for the site, and your task will need to comply with the plan.

For other parks and greenspaces, you will need to talk to the area's Street Scene Supervisor, who will be able to tell you whether the task you would like to do is appropriate, how to go about it, and ensure that everything is in order before you begin.

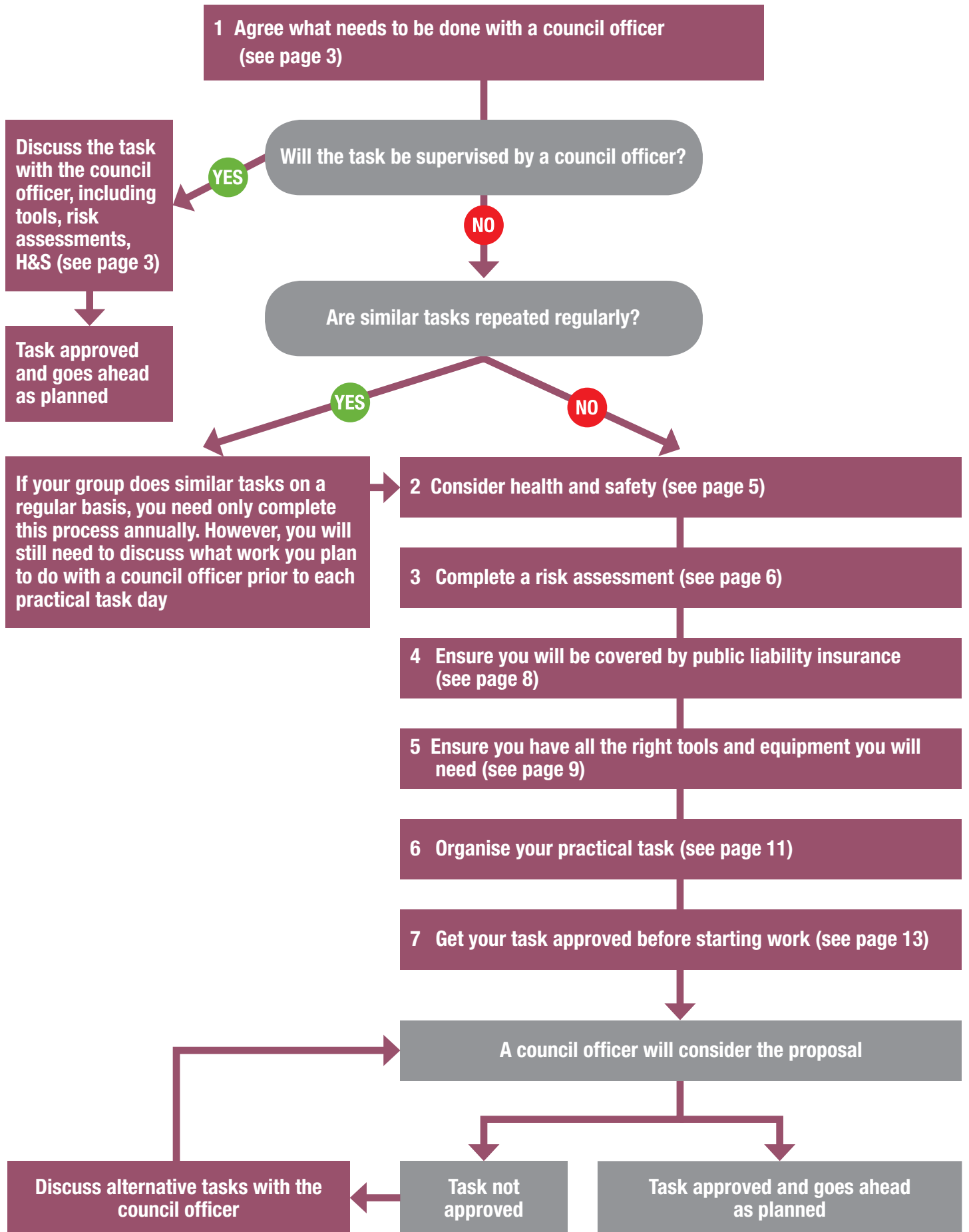
You can find out who your contact is by getting in touch with Wakefield Council on 0345 8 506 506 or by emailing customerservices@wakefield.gov.uk and asking who the relevant contact is for a particular greenspace.

Before you start

Running a volunteer practical task requires some preparation. Your task needs to be approved by Wakefield Council before you can begin any work on site. The flowchart on page 2 sets out what you need to do to ensure that your task is approved in good time. Each section of this booklet gives further information on the stages shown in the flowchart. When all the stages have been completed, you can send the details through to the council officer you have discussed it with.

If you have any questions as you work your way through this booklet, please get in touch with us. We enjoy working with the people who care about our sites. Together we can make our greenspaces better.





1 Agree what needs to be done

Choosing your practical work task

Think about what practical activities you would like to do. Be realistic about what is achievable. You will need permission from Wakefield Council and to be aware that there are certain tasks your group may not get permission for.

Here are some ideas of practical activities that friends groups are involved in: weeding, pruning, litter picking, planting bulbs and flowering plants, re-seeding, planting trees, footpath clearance, sweeping leaves.

Groups who are more experienced and have received appropriate training could also be involved in grass cutting, hedge cutting, scrub clearance, building structures such as raised beds, wildlife and ecological surveys, habitat creation or maintenance.

Questions you need to ask

Once you have decided upon a task you will need to consider the following questions:

1. Is the proposed task appropriate for the site?

Practical tasks at a Wakefield Council owned or managed greenspace will need approval from the appropriate officer. When considering approval for tasks we will look at the following:

- Does the task fit in with the maintenance or management plan for the site?
- Is the proposed task a priority for the site?
- Is it an appropriate time of year for the task?
- Are there any particular maintenance issues/implications?
- Are there any safety concerns or implications?

The greenspace may already have a management plan or an action plan for the area, and work already identified in such plans will be seen as a priority.

2. Will the task be approved by Wakefield Council?

Getting approval for any practical work activities from Wakefield Council is absolutely essential. As well as looking at the appropriateness of the task we will look at your group's ability to carry out the task. Before we will approve an activity we will require your group to have the following:

- A commitment to only carry out tasks for which you have our prior agreement

Larger projects

If you want to undertake a larger project, one that might need grant funding, or one that might have a financial impact on the Council in the future, you may need to complete a Project Initiation Document (PID). Talk to your contact in the Council before involving any funding bodies.

- The skills to carry out the tasks to an acceptable standard
- The appropriate training
- Enough volunteers to carry out the tasks
- A fully documented risk assessment
- A good understanding of health and safety issues
- An ability to carry out tasks safely
- A trained first aider if required by the task
- Access to appropriate tools and equipment
- Any relevant documented procedures for each task
- Appropriate insurance cover

Don't worry if you haven't got all of the above in place yet. You will find information to help you fill in the gaps as you read through this booklet.

3. Will it be necessary to consult?

Larger practical projects may require your group to consult with local residents. We will advise if we think this is necessary.

4. Will there be sufficient volunteers and do they have appropriate skills?

We will look at your group's skills and abilities and whether you have enough volunteers as part of the approval process. The responsibility for ensuring that your group has the ability to carry out a particular task remains with your group so be realistic about your group's abilities.

5. Will there be any training requirements?

Training may be required for activities such as using hand tools. For higher risk activities such as using power tools, professionally accredited certificates may be required.

6. What other resources might be needed?

You may need extra resources such as tools, plants, protective clothing such as gloves, and refreshments. This may give you an indication of how realistic your project is and will help you to consider if you need to fundraise or approach other organisations for support.

7. What's the timeframe?

Think about how long it will take you to organise the activity and also at what time of year it may be best to carry out the activity. Some tasks need to be undertaken at certain times of year.

Next steps

When your group has discussed what needs to be done, contact Wakefield Council to discuss the task. If the task is appropriate, the council officer will suggest you complete a simple form. If you don't already have a contact within Wakefield Council, give the Call Centre a ring on **0345 8 506 506**.

Summary of what to consider before you talk to Wakefield Council

- What task would your group like to undertake?
- Who will contact Wakefield Council to discuss holding a volunteer practical task on Wakefield Council owned or managed land?
- If required, who will undertake any consultation?
- How many volunteers will be needed, and how many do you expect to turn up on the day?
- What training requirements are you aware of in order to complete the task?
- What resources and equipment are required? How will they be sourced or procured?
- When do you intend to carry out your task?



2 Health and Safety

Staying safe during your practical task

It is the responsibility of your group's committee to ensure that your group is carrying out practical work safely. You are responsible for the actions of your group's members at all times during the activity and you should take all reasonable steps to ensure your group, and members of the public, remain safe.

Consider the health and safety aspects of your activity:

- before the activity (e.g. at the planning stage)
- during the activity (e.g. risk assessment and adequate supervision)
- after the activity (e.g. leaving the site safe for other users and reviewing)

What health and safety issues need to be addressed?

- Think about the location of your proposed activity, for example is it on a slippery bank, near fast flowing water or heavy traffic? It may not be appropriate for volunteers to be working in some areas and weather conditions can impact on this (e.g. on a steep slope which may be slippery in the rain). We can advise you on this when you contact us.
- Complete an appropriate risk assessment.
- Allocate someone who is familiar with both health and safety and the completed risk assessment to ensure compliance on the day.
- Share the tool safety checklist with all of your group and volunteers.
- Never allow any volunteers to use power tools unless you have our express agreement and the volunteer has had the appropriate training.
- Use appropriate personal protective clothing such as boots and gloves (see below).
- Think about your group's ability to manage a task - don't over-reach yourselves!
- Ensure appropriate instruction or training has been provided to each volunteer.
- Have accident reporting procedures in place and make sure that all members of your group are aware of them.
- Consider the safety of children, vulnerable adults and other greenspace users before, during and after the activity.

Remember

it is more important that your group stays safe than it is to achieve your task!

- If you are asked to stop doing something on the basis of health and safety, stop immediately - make sure all volunteers are aware of this golden rule.

Responsibilities and Wakefield Council requirements

It is your responsibility to ensure the safety of your group, participants and anyone else who may be affected by your activities. We require your group to demonstrate a good understanding of health and safety issues and the ability to manage risk appropriately.

If the practical work activity is being organised, managed and directly supervised by Wakefield Council then the officer present will have responsibility for health and safety and managing risk.

Before approving any practical work based activity we will ask your group for evidence that you have considered all the health and safety issues listed above.

Ability and training

The level of skill and ability of your volunteers is really important. It is your responsibility (as a committee) to ensure any required training is given and that volunteers are supported in requesting this. Make sure that volunteers know what they will be doing and what is expected of them. Allow volunteers to stop tasks if they feel unable or unwilling to continue. Encourage volunteers to think about any health concerns they have and to seek appropriate advice from their GP before commencing any activities. For certain activities, it will be a Wakefield Council requirement to have training before approval will be given.

Personal Protective Equipment (PPE)

It is your responsibility (as a committee) to ensure that all volunteers have access to basic Personal Protection Equipment appropriate to the task they are doing. This may include items such as gloves and/or high visibility vests. Participants should be advised prior to the activity to wear appropriate clothing and footwear. We can provide some basic PPE to groups (subject to availability) and your group could also ask participants to bring their own. Other more specific PPE may be required when using particular 'high risk' tools and we can advise you on this.

First aid

For all activities, it is the activity organiser's responsibility to ensure medical and first aid assistance is available as appropriate. The requirement for first aid assistance will be dependent on your risk assessment, for example the level of risk your activities pose or the remoteness of your location. You should therefore ensure that you have considered emergency procedures as part of your risk assessment and that volunteers are aware of these prior to the start of the activity.

Protecting children and vulnerable adults

Your group should have a child/vulnerable person protection policy statement, which outlines your group's child protection procedures and identifies a person within your group who can guide members. If children aged 16 or under are attending your activities, they should be accompanied by a parent or guardian.

All groups should consider whether their volunteer roles require a Criminal Records Disclosure and Barring Service Check - previously known as a CRB Check. A check may be required when children or vulnerable adults are participating in group activities and are not accompanied by parents or guardians. You cannot simply see a volunteer's criminal record history. This information is only provided by exception and when it is relevant to the activities that are being carried out. Eligibility criteria for a check includes regularly (at least twice in 30 days) teaching, training, instructing, caring for, supervising or being wholly in charge of children/vulnerable adults.

3 Risk Assessments

The importance of risk management

A risk assessment should limit the chances of someone being injured or becoming ill during, or as a result of, your activity. It is essential that your group carries out a risk assessment and that you take reasonable steps to minimise risks for each activity you do. As activity organisers your committee has a responsibility and a duty of care to anyone affected by your activities.

Responsibility

It is your group's responsibility to carry out a full and appropriate risk assessment for your activity. Once the risk assessment is completed you must also make sure that you:

- take all reasonable actions outlined in the assessment to minimise any risks, and
- supervise all activities on the day to ensure that others also act accordingly to minimise risk.

The only exception to this is during practical tasks that are organised, managed and directly supervised by Wakefield Council, when the officer present will have responsibility for risk assessment and managing risk.

How do we carry out a risk assessment?

You can download a blank risk assessment form from the Council's website, and you will find an example risk assessment in the Appendix. You need to allocate one or two individuals to carry out a risk assessment prior to the activity and to implement any actions from the risk assessment. More than one person should carry out this task as assessing risk can be very subjective.

A good risk assessment will identify:

- all the potential hazards involved in an activity
- who may be harmed by the activity such as volunteers and/or members of the public
- the level of risk posed by each hazard
- any actions needed to reduce the risk to a more acceptable level

Remember, risk management should include:

- preparing for the activity
- during the activity
- after the activity

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Who should be considered as part of the risk assessment?

It is important that you consider anyone who might be affected by your activities as part of your risk assessment, for example:

- yourself and your group members
- other volunteers involved in your activity
- members of the public and passers by
- children or other vulnerable groups
- employees of Wakefield Council or other organisations
- animals and wildlife

Summary of what to consider when assessing the risks

- Who will carry out your risk assessment?
- Who could be affected by the task activities?
- Have you considered all the risks associated with your task?
- Who will be responsible for ensuring everyone knows about the risks on the day?

Things to think about as part of the risk assessment

As part of the risk assessment you need to think about all of your activities. As well as thinking about the actual tasks, you should consider:

- terrain
- location
- weather conditions
- equipment or tools to be used
- medical or health issues of participants
- identifying a named task leader
- names of appropriately qualified first aiders (if required)
- knowing your exact location in case of emergency
- location of nearest telephone or named person with a mobile phone (you need to check for a signal)
- access for emergency vehicles
- details of nearest medical centre

A risk assessment form for you to carry out your own risk assessment is available to download. If you need further help, contact Wakefield Council.

Recording accidents and near misses

Any accidents should be reported to the council officer you work with, whether or not they are present when the accident occurs. They will give you a form to complete. It is just as important to report 'near misses' as it is to report accidents.



4 Insurance

Why is insurance required?

Appropriate insurance is needed for all your activities and is absolutely essential if you are carrying out practical work. If your group takes out public liability insurance this should cover you for any injury, damage or loss caused to any person as a result of your activities. It is important to remember that the liability is with the whole of your group's committee and a claim can be made against the whole committee or individual committee members - so it is in your interests to make certain that you have appropriate insurance cover.

Can Wakefield Council provide insurance cover?

When the practical activity is organised, managed and directly supervised by Wakefield Council, the Council will have responsibility for ensuring appropriate insurance. Where Council staff are present, they will ensure that all involved are adequately instructed in the activity.

Supervision by Council staff is not always required, so long as the person leading the task has received adequate training to manage such an activity. Wakefield Council is able to provide public liability insurance to your group under certain circumstances. These are listed in the Safety Checklist, which you can download from the Council website. It is a one-page checklist that you must sign and send to the Council in order to be covered by the Council's insurance.

The Council will consider a range of criteria before agreeing to provide insurance cover for a task. It is under no obligation to provide cover, and cover could be withdrawn at any time prior to or during the task.

Is your group covered?

- Will your task be supervised by Council staff?
- Is it a low-risk task in a Council-owned park or nature reserve, using only hand tools?

If you can answer yes to either of these questions, you are likely to be covered by Wakefield Council's insurance policy. Talk to your contact at the Council for guidance.

What activities are likely to be covered by the Council's insurance?

Wakefield Council's insurance will cover your group for certain low-risk activities that have been approved by Council staff, and where your group has received adequate training and/or instruction. Such activities might include picking litter, planting trees and flowers, pruning and weeding, clearing vegetation and scrub growth, or painting and restoring benches. These tasks are carried out using low-risk hand tools.

What activities will not be covered by the Council's insurance?

Any activity carried out by a group without written permission from the Council will not be covered by the Council's insurance policy.

High-risk activities will not be covered by the Council's insurance. These would include tasks requiring the use of power tools, strimmers and swinging tools (such as billhooks and axes), working in water, or pesticide application. If your group needs to use such tools, you need to obtain your own insurance.

Obtaining insurance for your group

If your group's activities are not covered by the Council's insurance, your group will need public liability insurance with an indemnity level of at least £5 million. The indemnity level could even be more for some high-risk activities and you should seek advice on this. It is extremely important that the insurance covers all of your activities and that your insurer is aware of all that your group does - if you are at all unsure speak to your insurance company. You may also need to consider other types of insurance cover, for example, loss or damage to tools, and maybe employer liability insurance. This is for your group's own protection against possible claims.

Your group's contact at the Council would need to see the following documents as evidence of your group's public liability insurance:

- A valid copy of your insurance certificate
- Evidence of indemnity level
- Proof of premium payment

From time to time Wakefield Council officers may also decide to visit your activity to ensure that your documentation is appropriate to your activity. This may involve, for example, an officer attending your activity to ensure health and safety procedures are documented and

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adhered to. This audit trail will demonstrate to both the Health and Safety Executive and your insurance company, in terms of duties of care owed both criminally and civilly, that reasonable measures have been taken to mitigate and control perceived risks, both by your group and Wakefield Council.

Finding an insurance company

Wakefield Council cannot offer recommendations on where you may acquire insurance. You can do an internet search for insurance companies or approach a broker. It is useful to approach companies who offer specialist insurance for community groups, and who are used to supporting organisations with similar structures and carrying out similar activities. When comparing insurance companies some of the things you need to consider are: the premium, the level and type of cover, the indemnity provided and also the amount of excess payable.

Summary of what to consider when insuring your group

- What types of insurance are required?
- Who will check the appropriateness of the existing insurance cover and check premiums are up to date?
- Who will provide the above evidence of insurance cover to Wakefield Council?
- Which insurance companies will be approached for quotes? Who will approach them?



5 Tools and Equipment

What tools are required?

You should know what tools you need from the resources you identified at the start, but if you would like further help with this please contact us. In most cases, it is your group's responsibility to ensure tools are available, safe and used correctly. The only exception to this is during practical tasks that are organised, managed and directly supervised by Wakefield Council when the officer present will have responsibility for any tools and their use.

Tool safety

All tools will pose a risk if you don't know how to use them properly! The following tips will help, and we can provide specific guidance on using individual tools if requested.

- Nominate a person to be responsible for tools and tool safety on the day
- Keep all tools clean, sharp and fit for use - check them before each use
- Make sure volunteers know how to use tools safely and effectively
- Always know where your tools are and don't leave them lying around
- Always use the right tool for the task (never use tools that have been adapted)
- Do not allow use of power or 'high risk' tools
- Ensure appropriate personal protective clothing is worn
- Be aware of each other's activities at all times
- Be aware of the environment, such as slopes or uneven ground
- Don't over-reach
- Take frequent rests or breaks
- Create an exclusion zone and be aware you are in a public area

Wakefield Council requirements

The requirements for tool use will depend on the type of tools that you are using. We divide tools into two broad categories:

1 'Low Risk' Tools

This refers to hand tools such as spades, forks, hoes, rakes, hand trowels, loppers, pruners and shears. We do not require groups to have specialist training before using these tools, but all volunteers should be given instruction on safe and correct use. It is expected that at least one person in your group will take responsibility for ensuring all participants know how to use tools safely and correctly on the day of your activity.

2 'High Risk' Tools

This category generally refers to power tools and machinery but can also include other tools such as swinging tools (billhooks and axes). We will only allow your group to use 'high risk' tools if it has received approved professional training. Only members who have had the training will be allowed to use the tools. Some tools will also require a licence and others may have to meet additional criteria. You must never use 'high risk' tools without our express written permission. Be aware that using some of the tools can also increase your insurance premium. We have the right to refuse to give permission for the use of any tools for any reason or if we have safety concerns.

If you are unsure which of the above two categories your intended tools fall into, contact us. When asking us to approve a practical work based activity it is your responsibility to tell us if you intend to use any tools that may fall into the 'high risk' category. Be aware that the additional criteria around high risk tools are for the protection of your group as well as the general public and wildlife.

Training

If your group has not done any practical work based activities before, or if you need some additional support, we may be able to arrange some initial help for your group. Remember, if we agree to you using any 'high risk' tools, only volunteers who have received appropriate training will be allowed to use them. Funding providers often encourage people to learn new skills as part of a larger project, so if members of your group need training, it might be a good idea to include training costs in your project budget.

Where to get tools from

Buying tools

If you wish to buy tools you need to think about: the type and quantity of tools needed, where the tools will be stored, who will maintain them, any additional insurance cover needed, who will transport them to and from site, where you will get funding for the tools and any additional costs (e.g. increased insurance premiums, storage costs, etc.).

Borrowing tools

You may be able to borrow tools from Wakefield Council or other organisations, an environmental charity or other volunteer group. When borrowing tools think about: Where can you borrow tools from? What if there are none available? Will the quality be acceptable? Have they been maintained? Who is responsible for damage or loss and how will you get the tools to and from site?

Volunteers bring their own

The main issues to think about here are: What tools are available? Are they suitable for the tasks? Will the quality be acceptable? Have they been maintained? Are they in good working order? What if volunteers don't arrive or don't bring tools on the day? Who will be responsible if tools are lost or damaged on the day?



Summary of what to consider when preparing your tools and equipment

- Who is responsible for tools and tool safety?
- Do any of the tools required fall into the “high risk” category? Who will be responsible for contacting Wakefield Council about permission to use these tools?
- Does the group have any training requirements? Who will be responsible for organising the training?
- Where will the tools be sourced from? Who will be responsible for acquiring appropriate tools?
- Who will check the safety of tools before use? Who will check all tools have been collected after the task?

6 Organising your task

Before the task

Prior to the practical task you should already have in place all of the following items:

- Permission for your activity and all related tasks
- A clear plan for all the day’s activities
- Arrangements in place for tools and other equipment (first aid kit and mobile phone, for example)
- A risk assessment
- Nominated supervisor(s)
- Contingency plans (in case of adverse weather or emergencies, for example)
- Appropriate insurance cover

Structuring the day

A suggested structure for the day is as follows:

- **Introduction:** let others know who you are and why you are there. Let volunteers know what you intend to achieve, how the day will be structured, any appropriate health and safety information, how long they will be working, what they should do if they need a break etc.
- **Register:** make a list of everyone who is attending on the day.
- **Tool talk and inventory:** ensure volunteers are familiar with tools and their safe and correct use. Take an inventory of all tools before handing them out (and visually inspect them for safety) so that you can ensure they are all returned at the end of the day.
- **Introduce supervisors or task group leaders:** everyone needs to know who they are and who they need to approach if they have a question or problem. Consider having name stickers or ID badges.
- **Allocate tasks:** ensure there are adequate numbers of volunteers for each task. Be prepared to drop tasks if fewer volunteers have turned up than expected rather than spreading volunteers thinly, making tasks more difficult to achieve.
- **Regular breaks:** make sure regular breaks are factored into the day and that volunteers are aware of these.
- **Refreshments:** if you provide refreshments make sure everyone knows they are available. Volunteers unable to do practical activities may welcome an opportunity to provide tea, coffee or water.

- **Collect tools:** at the end of the day, check tools off against the inventory to ensure none are left lying around.
- **Check site:** leave the site neat and tidy. Ensure there will be no health and safety concerns after you have left, such as left over debris or mud on paths, etc.
- **Thank you:** remember to thank all of your volunteers before they leave.

Who will co-ordinate on the day?

Nominate one person as task leader to ensure you achieve your activity as safely and as effectively as possible. This person must be very familiar with all of the tasks and what you want to achieve. They must also be familiar with the risk assessment and health and safety. If you have several different tasks running at once, or you are working with a large group you should have another supervisor(s) to oversee each particular task. Again this person should be fully aware of what you are trying to achieve and be familiar with the risk assessment.

What facilities do we need?

Most parks and greenspaces do not have toilets or access to clean water. You may need to think about how your group can get around this, e.g. are there facilities nearby (a local pub or café) or do you need to bring in facilities and what are the implications of this? It is important for volunteers to have access to clean water to wash their hands before eating lunch.



Publicity

Prior to your practical task put up notices in the greenspace to say who you are, what activity you are planning and when your activity will take place. You could also give people a number to contact you if they would like to join in. You must put a notice up on the actual day of the event to say who you are and what activity you are doing.

Contingencies

Think about contingencies prior to the activity. For example, what would happen if:

- the weather is not appropriate - will you cancel the activity or is there an alternative activity that you can plan for and get approval for as a contingency?
- you have too few volunteers on the day - which tasks can be dropped without affecting the whole activity?
- you have too many volunteers on the day - will you turn people away or is there an alternative activity that you can plan and get approval for as a contingency?

Evaluate

It is really important to evaluate your event in terms of its success and also in terms of health and safety. Are there things you could have done better? Did everyone get the most out of the day? Were your ambitions for the day realistic?

Summary of what to consider when organising your practical task day

- Who is nominated as task leader? Are there any other nominated supervisors?
- What facilities are required? Where will these come from?
- What publicity will be undertaken, and who will provide it?
- What contingencies are in place?
- Who will gather feedback to evaluate the day?

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7 Getting your task approved

For your task to be approved, you will need to complete a simple form (Agreeing a Volunteer Practical Task), giving us a description of what you would like to do, and how you intend to do it. When you submit the form, don't forget to attach the following:

- a Risk Assessment for the task, and
- a signed Safety Checklist OR a copy of your group's insurance certificate.

If the task will be repeated on a regular basis, please make this clear on the application form, to avoid you submitting similar forms for every occasion.

The form must be received by Wakefield Council at least two weeks before the planned practical task. You must have received our written agreement before proceeding with the task.

If permission is granted to carry out the proposed task, you must only undertake the work agreed, and use the equipment agreed. On no account should additional tasks be undertaken, or additional tools used.

We really appreciate the time and energy that volunteers give towards improving their local greenspaces, and we will try our best to ensure the requested tasks can take place. However, sometimes it is not possible for a task to go ahead for various reasons: maybe it is an inappropriate time of year; the task may have future maintenance issues; there may be safety concerns; or the proposed task may not fit in with the management plan for the site. If we find that we cannot approve your group carrying out a certain task, we will work with you to find alternative tasks that your group can do.



If you need any help or advice, please give us a call

If you don't already have a regular contact for your greenspace, telephone Wakefield Council on 0345 8 506 506 and ask who is responsible for that site.

Appendix Example risk assessment

Group name	Activity		Risk assessor's name	Date of assessment
Friends of Wakefield Woods	LITTER PICKING		Will Ofthewood	25/02/2018
What are the risks?	Who is at risk?	How might they be harmed?	What can be done to reduce the risk?	Is the risk as low as reasonably practical?
Environment Inappropriate footwear, uneven ground	Group members	Slips, trips and falls, leading to minor injuries	<ul style="list-style-type: none"> Awareness and safety talk. Assess ground conditions. Ensure everyone is wearing appropriate footwear. 	Yes
Sharp objects Cans, glass, metals, needles, undergrowth	Group members	Contact with hidden sharp objects leading to health effect and minor injury	<ul style="list-style-type: none"> Remove danger. Use litter pickers. Wear suitable gloves. Report any hypodermic needles to Wakefield Council on 0345 8 506 506 for collection. 	Yes
Heavy objects Full bin bags, individual items, fly tipping	Group members	Handling heavy objects leading to minor injury	<ul style="list-style-type: none"> Do not overfill bin bags Arrange for large individual items and fly tipping to be removed by the Council. 	Yes
Bacteria Dog faeces, soil bacteria	Group members	Contact with bacteria leading to health effect	<ul style="list-style-type: none"> Cover open cuts. Wash hands after working and prior to eating, drinking and smoking 	Yes
Hazardous material Asbestos	Group members	Contact with hazardous material leading to health effect	<ul style="list-style-type: none"> Do not handle asbestos. Report any asbestos to Wakefield Council on 0345 8 506 506 for collection 	Yes
Dealing with aggression Members of the public Dogs	Group members and members of the public	Mental and physical abuse leading to health effect and fatal injury	<ul style="list-style-type: none"> Try to diffuse situation. Call police on 999 if required. 	Yes
Weather Sunburn, heat exhaustion, hypothermia, exposure, dehydration	Group members	Working outdoors leading to health effect	<ul style="list-style-type: none"> Appropriate clothing for weather conditions. Advise participants if clothing is not suitable. In extreme conditions, cancel event and ensure all participants informed 	Yes
Losing people People becoming detached from the group	Group members	Becoming disorientated and lost, leading to health effect	<ul style="list-style-type: none"> Ensure everyone is aware of where they are going, what time to meet back and where. People to stay in small groups, not alone. Ensure everyone is familiar with their surroundings before setting out, or to stay with someone who is. 	Yes
Unforeseen hazards	<i>If, on the day, you encounter any risks not covered in your risk assessment, add into the space below or ring 0345 8 506 506 for advice</i>			