



Waldringfield Parish Council

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Waldringfield Parish Council – Litter Clearing Management Plan & Risk Assessment

Event Name	Waldringfield Parish Council Community Litter Walk
Event location	Verges and green spaces in the village and approach roads
Event Date	Usually 2 x annually – Winter and Fall - TBD
Organisation	Waldringfield Parish Council
Type of Event	Litter collection by volunteers in daylight for 2-3 hours
Expected participants	5-15 volunteers all adult

Document last approved 14/10/25

Summary

With the assistance of Greener Waldringfield, volunteers are invited 2 times a year to clear verges and green spaces in the village and its approaches.

This risk assessment and advice is provided as guidance for group leaders and volunteer litter pickers in Waldringfield but it is not exhaustive. It is expected that individuals will apply reasonable common sense and initiative. All volunteers taking part must be adult and there must be no accompanying children.

Management Plan

Most of the litter is to be found on the approach roads having been tossed from vehicles into the verges. Traffic on these roads is identified as the greatest risk to litter clearers. Volunteers will be expected to wear High Viz and to take great care regarding approaching traffic. Some warning signs will be deployed. The Council will register the event with East Suffolk Council and make use of their equipment on loan for the event. The Clerk will register the event once dates agreed.

Group Leaders: The group leader responsible for the event (a Council appointee) should ensure the following:

- Collect loaned equipment from ESC in Melton and signage from Clerk.
- Instructing volunteers on the use of the tools provided (Hi-Viz, litter pickers, hoops and bags)
- Reviewing with volunteers the risks and mitigations listed, including giving examples, especially ensuring understanding by members new to the group .
- Ensuring that volunteers prior to commencing work have suitable gloves, footwear, clothing and have a High Viz vest or jacket.
- Overseeing the deployment of volunteers (taking account of any disabilities) and their progress and safe return
- Establishing whether volunteers have a means of contact (phone) and that they know the leader's mobile number (recognising that there is little if any mobile reception in parts of Waldringfield).
- Positioning, if required, safety signage.

Once the event is concluded, the Group Leader should

- Return loaned items to ESC in Melton.
- Report to the Council on its effectiveness, detailing any accidents and safety recommendations
- Oversee the hygienic separation of recyclable litter where this is practicable
- Notify ESC of the location of the bin bags and other items for collection
- Report to the Clerk any PPE defects for replacement

Risk Assessment & Mitigation measures

Hazards Anything (person, object, condition etc) that has the potential for harm	Risk Level High, Medium, Low, NA	Control Measures	Risk if measures applied High, Medium, Low, NA
Manual Handling	Medium	<ul style="list-style-type: none"> • Use litter picker to avoid unnecessary bending • Lift and move items using your legs and not your back • Take regular breaks to prevent fatigue – which makes you more prone to injury • Assess items for hazards before collection (eg: weight, sharp edges, unknown substances) • Wear appropriate footwear with suitable tread and ankle support, to prevent slipping • Do NOT handle large items (e.g. fly tipped appliances) but report location (e.g. using <i>whatthreewords</i>) to the group leader for collection or reporting to appropriate authorities. 	Low
Physical Hazards Ground surfaces	Medium	<ul style="list-style-type: none"> • Much affected ground covered is uneven. Those with significant mobility/balance problems should not take part. • Sensible footwear with good tread should be worn – not open toed shoes • Take special care near surface water, ditches and ponds 	Low
Physical Hazards Shrubs, brambles, branches	Medium	<ul style="list-style-type: none"> • Use thick gloves when removing litter from brambles • If litter cannot be reached with a litter picker, then leave it. 	Low
Biological Hazards Dirty water in ditches/faeces/vomit /used condoms	Medium	<ul style="list-style-type: none"> • Wear gloves, ideally robust gardening gloves. • Treat and cover any cuts or abrasions with surgical tape and/or a waterproof plaster before starting work • Do not pick up unidentified or potentially hazardous waste or handle faeces but notify the group leader. 	Low
Sharp Objects e.g Glass / syringes / nails and screws /	High	<ul style="list-style-type: none"> • Use the litter picker – not your hands • Do not handle syringes/needles or other sharp objects. They will tear bags. Report them to the group leader for appropriate collection. 	Low
Waste / Litter Possibly contaminated with a hazardous substance	High	<ul style="list-style-type: none"> • Any unidentified canisters, oil drums, poisons, insecticides, clinical waste, dead animals should not be handled even with litter pickers. Report these to the Group Leader to notify the appropriate authorities. 	Low
Vehicles and Movements Cars, cyclists, horses, pedestrians	High	<ul style="list-style-type: none"> • Warning signs will be deployed on approach roads • When collecting on the roadside, where possible locate yourself a sensible distance onto the verge • Where possible and appropriate, face oncoming traffic • Wear a Hi-Viz jacket or vest. Ideally other clothing is not black or difficult to see. • Should horses approach, keep still and back off the path – horses may react to the high-viz and stick you are holding. 	Low
Lone Working	Low	<ul style="list-style-type: none"> • If possible have a phone with you or to summon assistance 	Low
Litter sorting	Medium	<ul style="list-style-type: none"> • Leave full bags prominently on the verge for collection • Much of the litter thrown from vehicles on the Waldringfield approach roads consists of recyclable cans and bottles. The group leader may arrange for this to be hygienically sorted prior to disposal. 	

Insurance

The event is covered by: Waldringfield Parish Council

Insurers – Ansvar Insurance

Policy number ACY 2448695

Expiry – 30 Oct 2026