



**North Tuddenham “Tud Buds” Neighbourhood Road Sign Scheme Risk Assessment
And Volunteers’ Guidelines**

“Tud Buds” – North Tuddenham Sign Cleaning RISK ASSESSMENT for Volunteers Cleaning Village Signage				
Hazard	Risk	Risk – Low, Medium, High	Existing control measures	Additional Action Required (by whom and completion date)
Inadequate cleaning	Potential road collision; traffic flow on unmanaged roadways	M	Volunteers to perform checks annually. Volunteers to clean and maintain village signage to ensure visibility	Volunteer to report back to Clerk if there appears an emerging need for further training/support or an inability to perform the monthly check Volunteer to notify Clerk asap if there is any damage to signage or indication of vandalism
Environment surrounding signage and lone working	Danger/risk to health and safety of volunteer	M		Volunteer to inform Clerk of inability to undertake cleaning due to unsafe conditions Use of warning cones/signage if appropriate on busier roads



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	Slips and trips	M	<p>Keep working area clean and tidy and free of hazards</p> <p>Wear suitable footwear</p>	<p style="color: red;">First aid kit will be made available for use of volunteers</p> <p>At least 1 volunteer must have their mobile phone with them for emergency use.</p>
	Busy Road Traffic	M	<p>Choose quiet times to carry out work, such as early morning when light or a Sunday morning</p> <p>Minimum of 2 volunteers are required to work together</p>	



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	Lone Working	M	at the same time. Refer to Lone Work Policy for additional information	Wear bright clothing in dull conditions
	Inadequate light/vision	M	Always undertake cleaning during daylight hours	Wear bright clothing if conditions are dull
	Inclement Weather	M	Staff to wear appropriate clothing for weather	



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			<p>conditions i.e. warm clothing for cold weather.</p> <p>Revise activity as appropriate in very windy conditions</p> <p>Consider cancelling activity extreme weather conditions such as gale force winds.</p> <p>Avoid working at height unless it is essential</p>	
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	Falls from height	M	<p>Prevent falls by using an existing safe place of work that does not require the use or addition of work equipment to prevent a fall</p> <p>Mitigate falls through training, instruction or other means <i>e.g. ensure ladders are inspected regularly and are used by competent people,</i></p>	
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			<i>demarcate areas to provide a warning, , apply sensible housekeeping measures, provide suitable footwear etc</i>	
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Volunteers’ Guidelines

- **Tud Buds acting as an umbrella group of community volunteers under the auspice of the North Tuddenham Parish Council; one of the functions is undertaking cleaning of soiled road signage in North Tuddenham**
- **Volunteers of the group are thanked in advance for their efforts**
- **If a volunteer requires PPE supplies, please let the Clerk know and these can be supplied; in the absence of such a request it will be assumed that the volunteer will supply their own for use**
- **Volunteers using their own vehicle whilst undertaking tasks for “Tud Buds” should advise their Car Insurance provider that they are undertaking voluntary work to ensure you are fully covered at all times; there is generally no increase in premium for such notifications. It remains the responsibility of the volunteer to undertake this provision**
- **It is the responsibility of the volunteer to read this Risk Assessment specific to this task and only carry out the task if they are 100% comfortable with the situation based on this Risk Assessment. If, for any reason, the Risk**



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Assessment does not cover the potential risk involved, please report back to the Clerk so the Risk Assessment can be updated/adapted

- **It is vitally important that volunteers should NEVER put their selves at risk of danger; always practice Social Distancing, wash hands with soap for 20 seconds and immediately afterwards, wear PPE and follow all current Government advice; thorough washing of hands if in contact with animal waste**
- **Please read this Risk Assessment in conjunction with North Tuddenham Parish Council’s Lone Worker Policy and Volunteer Policy**

I have read, understood and agree to adhere to the above

Signature

Name (print)

Date signed



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Thank you so much for your help and for the support of your community.