



North Tuddenham “Tud Buds” Community Metal Recycling Project

“Tud Buds” – North Tuddenham Community Recycling Project RISK ASSESSMENT for Volunteers Recycling Metals				
Hazard	Risk	Risk – Low, Medium, High	Existing control measures	Additional Action Required (by whom and completion date)
Slips, trips and falls	Volunteers, members of the public Personal injury from trips, slips and falls whilst in the process of undertaking recycling activity	M	Keep working area clean and tidy Keep walkways clear and tidy. Ensure that electrical leads are tidy - use hazard tape where required. Initial training will be given to volunteers	Volunteers to report back to Co-Ordinator if there are any concerns in the working environment



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Fire	<p>Volunteers: Members of the Public</p> <p>Personal injury from fire or hazard</p>	L	<p>Volunteers to report back to Co-Ordinator if there are any concerns in the working environment and fire safety</p>	None Required
Sharp Objects	<p>Volunteers: Personal injury from sharp objects</p>	H	<p>Volunteers must wear suitable gloves and only use suitable tools. *Volunteers to wear protective glasses or visors to</p>	First aid kit will be made available for use of volunteers



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			<p>North Tuddenham “Tud Buds” – Volunteers must cover own spectacles and protect eyes at all times when working with cutting equipment and at any time whilst in close proximity to objects that may produce debris.</p>	
Lone Working	Volunteers, members of the public	M	Minimum of 2 volunteers are required to work together	At least 1 volunteer must have their mobile phone with them for emergency use.



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			at the same time Refer to Lone Work Policy for additional information	
Covid-19 Specific Risk	Volunteers, members of the public	H	<p>Hand washing facilities with soap and water in place where possible</p> <p>Stringent hand washing taking place where possible</p> <p>Drying of hands with disposable paper towels</p> <p>Staff encouraged to protect the skin</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the current public health advice</p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p><u>PPE</u></p>



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			<p>by applying emollient cream regularly</p> <p>Gel sanitisers in any area where washing facilities not readily available</p>	<p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours, and wear PPE where 2-meter distance cannot be maintained</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the work area they will immediately leave the site and inform relevant parties</p> <p>Anyone exhibiting such symptoms will be asked to undertake a COVID-19 test and refrain from work until a negative result is produced or whatever current dictates are in force at the time of the event.</p> <p>Make Volunteers aware of:</p> <p><u>https://publichealthmatters.blog.gov.uk/2020/03/04/coronavirus-covid-19-what-is-social-distancing/</u></p>
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<p>Electrical safety - use of any portable electrical appliances, temporary power sources (e.g. generators), temporary cabling, connections into existing systems</p>	<p>Volunteers, members of the public:</p> <p>Personal injury through electric shock</p>	<p>H</p>	<p>Volunteers may use their personal tools or equipment but do so at their own risk. No sharing of volunteers' electrical equipment is allowed.</p>	<p>None required</p>
<p>Fall from Height</p>	<p>Volunteers</p>	<p>M</p>	<p>Risk of death or Injury from falls</p>	<p>Avoid working at height unless it is essential</p> <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, demarcate areas to provide a warning, provide adequate lighting, apply sensible housekeeping measures, provide suitable footwear etc</i></p>



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				<p>Prevent falls by using work equipment that protects all those at risk <i>e.g. access equipment fitted with guard rails, such as independent scaffolds, tower scaffolds, mobile elevating work platforms (MEWPs) and mast climbing work platforms (MCWPs)</i></p>
<p>Manual handling activities.</p>	<p>Volunteers.</p> <p>Muscular skeletal injuries when moving equipment or other injury</p>	H	<p>Check best route to assembly area before unloading.</p> <p>Refer to statutory guidance on good practice manual handling and undertake e-learning</p>	<p>Volunteers with previous injuries to adhere to personal risk assessments.</p> <p>Volunteers to ask for help in awkward situations or decline to undertake activity if risk is too high and no help is available.</p> <p>Use of safety goggles at all times whilst undertaking activities on site</p> <p>Wearing of protective footwear at all times whilst on-site</p>
<p>Adverse weather conditions (outdoor events)</p>	<p>Volunteers, members of the public:</p>	M	<p>Check weather forecast in advance</p>	<p>None required</p>



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	<p>Illness through exposure to hot or cold weather conditions</p> <p>Personal injury from moving objects in high wind.</p>		<p>Staff to wear appropriate clothing for weather 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>	
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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 that the Parish Council works collectively on with the North Tuddenham Community Association, is the recycling of waste metals for the pecuniary benefit of the residents of 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 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 before engaging in any activity and immediately afterwards, wear PPE and follow all current Government advice**



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- **Please read this Risk Assessment in conjunction with North Tuddenham Parish Council’s Lone Worker Policy And the Council’s Volunteer Policy**

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

Signature

Name (print)

Date signed

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

Updated April 2023