



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

**Cambourne Parish Council – Risk Assessment for Volunteer removal of Graffiti.**

This form should be completed by the lead volunteer or volunteer before the start of any Graffiti removal. Graffiti removal is generally safe and it is unlikely that you will encounter many serious hazards or incidents – you will see that the points below are just common sense and are to be considered to ensure your activity runs as smoothly and safely as possible.

As the organiser of the Graffiti removal you should ensure that all volunteers know the risks and understand the control measures before commencing any graffiti removal. It is sensible to address all volunteers and introduce yourself as the lead volunteer/organiser, so they know who to go to with questions/to report an incident. You should also check that all volunteers know what equipment they must use and what area they may clean up. Also advise that a copy of the risk assessment is available on request.

Name	Date	Phone	Location of Graffiti removal
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**MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

PURPOSE/METHOD OF WORK
<p>The removal of graffiti from bus shelters, street furniture, signs, play equipment, interior and external walls, windows, doors etc. using a proprietary removal substance.</p> <p>Method of use/application to be as prescribed by the manufacturer.</p> <p>If access to higher level is required then all access equipment used must be inspected before use.</p> <p>Ensure that all brushes are cleaned before being placed in storage.</p> <p>Ensure that all materials have been safely stored.</p> <p>Ensure that any waste material has been safely disposed of.</p>

SPECIFIC LEGISLATIVE REQUIREMENTS
Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Workplace (Health, Safety & Welfare) Regulations Manual Handling Operations Regulations Provision and Use of Work Equipment Regulations Guidance Notes on the Safe Use of Steps and Ladders Control of Substances Hazardous to Health Regulations

LEVEL OF SKILL/TRAINING REQUIRED
General awareness of hazards associated with this type of work and deemed competent by Management to carry out the task. Training in the safe use of the graffiti removing substances. Aware of the requirements of ladder safety and the limitations of use.

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE
Detergent		
Graffiti remover		

SPECIFIC WORK EQUIPMENT PROVIDED
Water bucket Paint brush Scrubbing brush

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Slips and Trips	Public, Staff and Volunteers	Ensure good housekeeping Ensure that the area is clear and free from debris. Ensure that the correct footwear is worn.
Falls from height	Public, Staff and Volunteers	Ensure that the appropriate access equipment is used in accordance with the guidance notes. Ensure that the ladders/steps are visually inspected before use and have been colour coded with the colour for that year. Ensure that ladders/steps are placed on a level and firm surface. Secure ladders by stacking or footing at the bottom and tie off at the top. If not able to tie off at the top, ensure that the ladder is stacked or footed. Ensure that the ladder is at the correct angle of 4:1. Do not over reach and ensure that 3-point contact is maintained at all times. If the work is extensive and at heights in excess of the first floor then tower scaffolds or tube and fitting scaffold should be considered.
Chemical contact with eyes	Public, Staff and Volunteers	Employees to be provided with adequate information, instruction and supervision. Eye protection to be worn at all times. Ensure that the product has been assessed in line with the Health and Safety Control System. Ensure COSHH assessment has been carried out prior to the use of any substance.
Lifting	Public, Staff and	Ensure that individuals have received information, instruction and training in manual handling techniques. Ensure that the area in which the materials is to loaded is assessed along with the actual load to ensure

Volunteers	capability. Ensure safe lifting techniques are always used.
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**Before starting your clean up ensure all volunteers:**

- Have the correct Personal Protective Equipment (PPE) – e.g. Protective clothing, Thick gloves, hi-viz vest, sensible footwear, weather appropriate clothing etc.
- Have the correct/appropriate equipment – e.g. scrubbing brush, water buckets, brushes, litter grabbers, plastic bags, brush, shovel etc. and know how to use the equipment.
- Consider all the risks and hazards in the work area, roads/cycle ways, thorny bushes, low branches, uneven ground, hidden banks etc.
- Know the work area and how to report incidents or hazards, where to get first aid, meet on completion, return equipment and chemicals.

Use the table below to score the risks in the **Risk Assessment Table**.

Likelihood (a)	Severity (b)	Magnitude = a x b
Certain	5 Fatality	2 x 5 = 10
Probable	4 Serious Disablement	6 <b>LOW RISK</b>
Even Chance	3 Sprain, Major Cuts/Bruises	4 High Risk = 21 to 30
Possible	2 Minor Cut/Strain	3 Medium Risk = 11 to 20
Unlikely	1 Minor Bruises/Grazes	2 Low Risk = 2 to 10

**Risk Assessment Table**

HAZARD	RISK	CONTROLS	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	Score	Risk
<b>Ground conditions</b>	Sprains, muscle damage & broken bones.	<ul style="list-style-type: none"> <li>• Avoid dangerous areas and choose the safest possible route over difficult ground.</li> <li>• Instruct volunteers to wear suitable footwear.</li> </ul>	Thoroughly wash any cuts or abrasions as soon as possible, however minor. Seek medical attention for any serious cuts, bruises or strains.		
<b>Highways vehicles, bicycles, plant and machinery</b>	Collision with moving traffic.	<ul style="list-style-type: none"> <li>• Avoid close proximity to traffic if possible.</li> <li>• Stay off the highway.</li> <li>• Be alert to the potential presence of agricultural machinery.</li> <li>• Wear high visibility clothing.</li> <li>• Do not work on the roadside if the speed limit is 40mph or over.</li> <li>• Be aware of the vehicles around you.</li> <li>• Keep a look out.</li> <li>• Children should not work by a road-side</li> </ul>	Seek medical attention in the event of injury.		
<b>People, lone working</b>	Physical or verbal assault	<ul style="list-style-type: none"> <li>• Be aware of aggressive and difficult people.</li> <li>• Withdraw rather than face conflict.</li> </ul>	Seek medical attention following any assault / injury.		

			<ul style="list-style-type: none"> <li>Do not work out of sight of others in the group.</li> <li>Organiser/section leader to have mobile phone.</li> <li>Keep together and stay off private property unless invited to enter.</li> <li>Cease work in inappropriate conditions.</li> <li>Avoid working in extreme conditions.</li> <li>Dress for conditions &amp; carry additional clothing.</li> <li>In the event of extreme weather conditions the work should be postponed or abandoned</li> <li>Instruct volunteers to stay away from these areas.</li> <li>Avoid working on or close to the edge of ditches and steep slopes etc. Take weather conditions and possible weather changes into account.</li> <li>Team to be shown how to use equipment if appropriate.</li> <li>Allow sufficient working area for the correct and safe use of the tools.</li> <li>Use appropriate protection</li> <li>First aid training.</li> <li>Have first aid kit available.</li> <li>Volunteers must use the equipment provided and as instructed.</li> <li>Be alert to the risks and keep a look out for hazards.</li> <li>Be aware of low hanging branches and exposed tree and shrub roots.</li> <li>Wear the gloves provided.</li> <li>Beware of dangerous plants and possible adverse reactions.</li> <li>Wash thoroughly on completion of such operations.</li> </ul>		
<b>Weather</b> Eg Thunder storms	Various health issues			Seek medical attention where appropriate.	
<b>Ditches and, steep slopes</b>	Falls leading to sprains, muscle damage & broken bones.			Seek medical attention where appropriate.	
<b>Tools, equipment</b>				Obtain medical attention in the event of injury.	
<b>Trees, shrubs</b>	Trips, cuts & eye pokes			Obtain medical attention in the event of injury.	
<b>Irritants, dangerous plants</b>	Poisoning, skin irritations or allergic reactions			Seek medical attention for unusual or suspicious symptoms after contact with vegetation.	

#### On Completion of the Graffiti Removal Ensure:

- Everyone washes their hands thoroughly as soon as possible after the Graffiti removal and before taking any food or drink.
- Any wounds are redressed after cleaning and disinfecting as recommended by the supporting documentation for the graffiti remover.
- Volunteers carry out a personal inspection for cuts etc.

- That the area covered is inspected to see if there is any hazardous material still present. If so record for reporting to the Council for collection.
- All volunteers have reported back and all equipment is collected back in.
- All rubbish for collection has been left at the arranged pick up site.

MANUAL HANDLING RISK	
Has a manual handling risk been identified?	NO
Is the risk considered to be	Low
Is a further detailed assessment required?	NO
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
Safety gloves Coveralls Eye protection	
Is training and instruction required	NO
Is there need for special accommodation	NO
Is there need for test/examination	NO
Is all P. P. E. compatible	YES

FREQUENCY OF MONITORING			
N/A	3 Months	6 Months	1 Year
			> 1 Year

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years

Signed -----  
Post/Title -----

Date -----



# CAMBOURNE PARISH COUNCIL

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## GUIDANCE FOR VOLUNTEERS

### Introduction

Individuals and groups acting as volunteers can be exposed to a number of easily avoidable hazards. This guidance has been produced to help volunteers identify these hazards, making their involvement safe and enjoyable, and should be followed by all volunteers. While this guidance has been written primarily for volunteers organising activities with the assistance of the Council, the contents are applicable to all volunteers in Cambourne.

To contact the Council about any of the items raised in this guidance, please call 01954 714403 or email [clerk@cambourneparishcouncil.gov.uk](mailto:clerk@cambourneparishcouncil.gov.uk)

### Protective Clothing and Equipment

The following items should be used at all times by volunteers undertaking activities:

- **Reflective hi-visibility waistcoats** to clearly highlight volunteers to traffic and pedestrians.
- **Litter pickers** to avoid direct contact with litter and repetitive bending.
- **Eye protection** to minimise contact with noxious or dangerous materials.
- **Gloves** to minimise contact with noxious or dangerous materials.
- **Suitable footwear and clothing**

Reflective hi-visibility waistcoats, eye protection, gloves and litter pickers will be provided by the Council, subject to budgetary provision and availability.

### Noxious and Dangerous Materials

The following materials may be encountered during voluntary work and should be treated with caution:

**Specialist cleaning materials** - when carrying out graffiti removal specialist chemicals may be used, volunteers should read and make themselves familiar instructions and COSHH information prior to using. If in doubt about the use of chemicals ask for guidance.

**Broken glass** – remove using a litter picker or a brush and shovel, avoiding contact by hand, and dispose of in a sturdy container.

**Drug related litter/hypodermics** – these should not be moved under any circumstance.

Note the location and report to the District Council for specialist removal.

### General Site Safety and Inspection

Graffiti cleaning areas beside roads should be carried out with extreme caution, due to the risk of being struck by vehicles. Graffiti cleaning should be restricted to only where the speed limit is less than 40mph and there are wide verges or pavements, suitable for pedestrians, and should be carried out facing oncoming traffic. It is essential that volunteers are visible to

road users, for that reason, hi-visibility waistcoats must be worn and graffiti cleaning should only take place in clear daylight. Volunteers should not attempt to clean graffiti from the carriageway.

Avoid working close to ditches or on steep slopes, as there is an increased risk of slips and falls.

Be mindful of wildlife. In the spring time avoid disturbing animals and birds that may be nesting and in the summer time be wary of wasp and bee nests.

Do not enter an area, or attempt to clean graffiti in an area, where works are restricted, are already taking place (for example road works) or where the public do not have a right of entry.

The level of risk will vary at each location, so prior to commencing graffiti cleaning, it is recommended that a visual site inspection and risk assessment is carried out to establish the above risks and to identify and note other possible hazards. Volunteers have a duty towards themselves, fellow volunteers and the public to work safely. If there is any doubt about the safety of a site or material, then it should be avoided.

### **Lifting and Handling Materials**

Volunteers should be aware of the risk of injury by carrying heavy materials. To avoid injury, the following basic principles of manual handling should be applied:

- Make sure an item is safe to handle with no sharp edges or noxious contents.
- Decide if an item can be safely moved either by one or two people.
- Only try to move an item if this can be done so without straining.
- When lifting an item, bend the legs and keep the back straight.

### **Young Volunteers**

While it is beneficial to get young people involved in Volunteering, age plays a big part in the ability to recognise and avoid risk. Accordingly, volunteers under the age of 18 should be supervised by an adult and permission for their participation should be gained from a parent or guardian. In the interest of safeguarding children, adults supervising or working with volunteers under the age of 18 should be Disclosure and Barring Service checked.

### **Disclaimer**

Volunteers should not participate unless they understand and accept that **participation is entirely at their own risk**, unless they confirm with the Parish Council their intention to carry out voluntary work, location of graffiti cleaning, adhere to the Guidelines and complete a Risk Assessment. The Council will not be held responsible for any loss, damage or inconvenience caused as a result of the actions and omissions of volunteers or this guidance.