

2026



WOOTTON PARISH COUNCIL LITTER PICKING/CARETAKER RISK ASSESSMENT



3 Longden Close

Haynes

Bedfordshire

MK45 3PJ

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Tel: 07531 930788

Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th October 2016	Full Council Meeting of Wootton Parish Council on 12 th October 2016
Version 2.00	Full Council Meeting of Wootton Parish Council on 10 th May 2017	Full Council Meeting of Wootton Parish Council on 10 th May 2017
Version 2.00	Full Council Meeting of Wootton Parish Council on 11 th September 2019	Full Council Meeting of Wootton Parish Council on 11 th September 2019
Version 2.00	Full Council Meeting of Wootton Parish Council on 14 th October 2020	Full Council Meeting of Wootton Parish Council on 14 th October 2020
Version 2.00	Full Council Meeting of Wootton Parish Council on 9 th June 2021	Full Council Meeting of Wootton Parish Council on 9 th June 2021
Version 2.00	Full Council Meeting of Wootton Parish Council on 12 th October 2022	Full Council Meeting of Wootton Parish Council on 12 th October 2022
Version 2.00	Full Council Meeting of Wootton Parish Council on 12 th July 2023	Full Council Meeting of Wootton Parish Council on 12 th July 2023
Version 2.00	Full Council Meeting of Wootton Parish Council on 12 th March 2025	Full Council Meeting of Wootton Parish Council on 12 th March 2025
Version 2.00	Full Council Meeting of Wootton Parish Council on 11 th March 2026	Full Council Meeting of Wootton Parish Council on 11 th March 2026

To be reviewed annually.

Assessed Risk: Litter Picking		Assessed by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 27 th February 2026
SEVERITY OF HARM → LIKELIHOOD OF HARM ↓	NEGLIGIBLE Superficial injuries, minor cuts, and bruises	MODERATE Minor fractures or ill health leading to minor disability	SEVERE Multiple injuries, major fractures, fatalities
IMPROBABLE	SLIGHT	TOLERABLE	MODERATE
POSSIBLE	TOLERABLE	MODERATE	SUBSTANTIAL
FREQUENT	MODERATE	SUBSTANTIAL	INTOLERABLE

Nature of Hazard?	Who might be harmed and how?	Actions already in place,	Further actions required to manage this risk?	Action to be taken by whom?	Further actions by when?	Date completed
Injury through confrontation with members of the public	Caretaker, litter picker or volunteer	Avoid entering dialogue with general public on council issues, refer to the clerk to the council	Issue personal alarms to lone workers Reference should be made to the Lone and Isolated Working risk assessment as a further action	Clerk to the Council – personal alarm has been issued to the litter picker. The caretaker has confirmed they do not require one (Jan 2025)	None	Ongoing
Accidental injury whilst on council business	Council staff, volunteers and councillors	Issue staff with appropriate protective equipment (PPE) Advise staff of Manual Handling	Keep register and regularly check/inspection of issued PPE Ensure Manual Handling training is	Clerk to the Council – staff have been offered PPE and have confirmed they currently have	As and when required	Ongoing

		requirements	given where necessary	no requirements		
		Ensure staff do not use any equipment for which they have not been trained Whenever possible, ensure two persons' minimum are on site or working together	Issue guideline on authorisation of use of equipment Persons to assess risk prior to commencing work and if deemed unsafe, contact the Clerk to the Council or Chairman for advice			
Accidental injury from biological waste products whilst on council business	Caretaker, litter picker or volunteer	Any biological waste items, faeces, needles, etc. not to be handled and to be reported to the Clerk to the Council informing of type & its location	Report these items to Bedford Borough Council's street cleansing team to deal with	Clerk to the Council	As they arise	Ongoing
Lone working	Caretaker, litter picker or volunteer	Contact designated person by phone or text at start of work shift advising as to what area being worked in during that period Contact designated person at end of shift to advise working has finished and report any incidents, observations etc	Issue personal alarms to lone workers	Clerk to the Council – personal alarm has been issued to the litter picker. The caretaker has confirmed they do not require one	None	Ongoing

Please note this risk assessment should be considered in conjunction with the Lone and Isolated Working risk assessment and policy

Personal Protective Equipment and Work Equipment Issue Record	Issued by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 2026
Equipment Issued: Hi-Viz jacket, suitable footwear and a litter picking tool (where requested)	Issued to: Lorna Cochrane and Katie Day	
Review date: 27.2.26	Instruction on use given by whom: N/A	
Inspection frequency: Before each use	Inspection arrangements: To be carried out by Lorna and Katie	
Reporting arrangements: Report to the Clerk to the Council	Arrangement for routine replacements: Clerk to the Council will arrange for all routine replacements when reported	

Employee Acknowledgement	
I confirm that I have received the Work Equipment described above and understand the instructions on usage, storage, maintenance, reporting and replacement.	
Employee signature: reviewed via email	Date: reviewed February 2026