

## Risk assessment template

Company name: **Hollesley Parish Council – Litter Picking (carried out by Mrs Elaine Curtis (EC))**

Assessment carried out by: **Clare Cooper, Clerk to Hollesley Parish Council**

Date of next review: **01/03/2027**

Date assessment was carried out: **01/03/2026**

What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Lone contractor working alongside the Highway could be injured or become ill carrying out her duties</b>	EC  Members of the public	Lone Contractor safe working practise includes telling a family member when she starts the work and when she finishes.  Health and safety policy updated to reflect the requirements for contractors working alone	Triangular Warning Sign used when practical  Emergency contact information to be carried in paper format in case there is no mobile signal	EC	At all times	

What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Contractor injured by piece of litter</b>	EC	Gloves and sturdy shoes to be worn at all times  Picking Grab to be used at all times.	Contractor informed not to pick up any item without the use of the picking stick and not to touch any drug use paraphernalia (to report this to the Parish Council)	EC	At all times	
<b>Contractor injured by passing vehicle or cyclist</b>	EC  Member of the Public	EC to only work outside 30mph zone on a clear day and to walk towards oncoming traffic at all times  Contractor to wear High Visibility clothing at all times		EC	At all times	

Adopted by Hollesley Parish Council on: *19th March 2026*

*C Cooper*

*E Curtis*

Clare Cooper  
Clerk to Hollesley Parish Council

Mrs Elaine Curtis  
Contractor