



Llanharan Community Council Volunteer policy (interim)

Background

The Council has been approached to explore whether a young person could volunteer for the Community Council to carry out some litter picking locally. The young person intends to use the evidence to contribute towards their Welsh Bacculaureate qualification.

Many Parish, Town and Community Councils facilitate volunteering activities related to a legal power or duty. In this case the powers used would be Section 19 of the Local Government (Misc provisions) Act 1972 (Power to maintain recreational facilities) and Section 111 Local Government Act 1972 (incidental power to facilitate).

Consideration

The Council approves this interim volunteer policy to specifically cover volunteer litter picking and other low risk activities on publicly owned or accessible land (eg PROW) by those aged between 16 and 90. The activity not being directly supervised by Council staff or members but rather controlled via written risk assessment and a declaration.

- A written risk assessment to be drawn up by the Clerk of the Council covering the appreciable risks and appropriate control measures.
- The volunteer to sign the risk assessment and a formal declaration (See example below).
- The Community Council to loan such equipment that it has at its disposal such as high visibility vests, litter pickers etc...
- Where a volunteer is aged under 18 years of age (ie 16-17 years of age) they are covered by the Council's current insurance policy The risk assessment for the activity to stipulate that the young person is accompanied at all times by an adult. The declaration to be signed both by the young person and their parent/guardian.
- Discretion over what activities are appropriate and practical application of the policy to be delegated to the Clerk of the Council.

Note: A more comprehensive Volunteer policy covering all aspects of volunteering to be presented to a future meeting of the Council.



LLANHARAN COMMUNITY COUNCIL
OPERATIONAL / PROCESS RISK ASSESSMENT

Task / Activity	Litterpicking - VOLUNTEERS			RA No	LCC05	SSoW No	NA	
Area or location	Public spaces		RA Date	10/03/2026	Review date	na	Page 1 of 2	
Who could be harmed? (Circle)			Person doing job	Members of the public		Others in the vicinity		
			Before controls in place				After controls in place	
SIGNIFICANT HAZARD	L	S	RRN	CONTROL MEASURE(S)	<i>(What we will do and how)</i>		L S RRN	
Slips, trips and falls	2	2	4	<p>Wear footwear with good grip.</p> <p>Assess condition of paths as you walk (especially on public rights of way), avoid excessively poor ground conditions, steep banks and areas where a fall from height is possible.(Separate risk assessments required fro these activities which should not be attempted alone) or areas of dense or hazardous undergrowth.</p> <p>Litterpicking only to be carried out in daylight hours.</p>		1	2	2
Struck by traffic	2	5	10	<p>High vis (kept in a clean condition) to be worn at all times.</p> <p>When working on or near the public highway, never venture into the carriageway without checking it is safe to do so. Always facing oncoming traffic.</p> <p>Never litterpick on the carriageway itself.</p> <p>Remain aware of the risk of passing traffic, particularly from the rear.</p> <p>Your hearing must remain unimpaired. No phones, earpods, headphones, music or other devices or activities that might impair hearing or concentration must not be used or undertaken. If you must use the phone, move to a safe place to the side of the pavement or route.</p>		1	5	5
Struck by bicycles, horses or other moving objects (Including on public rights of way)	2	5	10	<p>High vis (kept in a clean condition) to be worn at all times.</p> <p>When working on or near the public highway, never venture into the carriageway without checking it is safe to do so. Always facing oncoming traffic.</p> <p>Never litterpick on the carriageway itself.</p> <p>Remain aware of the risk of passing traffic, horses and bicycles, particularly from the rear. In wooded areas, public rights of way or other areas with limited visibility you should remain vigilant to the hazard.</p> <p>Your hearing must remain unimpaired. No phones, earpods, headphones, music or other devices or activities that might impair hearing or concentration must not be used or undertaken. If you must use the phone, move to a safe place to the side of the route.</p>		1	5	5
Manual handling (Strains)	3	3	9	<p>Use the correct length of litterpicker to retrieve litter, (To be provided by the Community Council) avoiding excessive or repetitive stretching, twisting or bending. Use appropriate bags with hoops if desired (To be provided by the Community Council).</p> <p>Only carry a weight of litter that you feel comfortable in handling. If necessary leave bags at ther roadside and collect them later.</p> <p>Should you experience discomfort report to the Clerk so alternative equipment can be explored (eg Longer or different litterpickers)</p>		1	3	3

Contact with harmful substances	3	4	12	<p>If a substance is suspected of being harmful, toxic or otherwise hazardous and unsafe to handle (eg asbestos or an unknown chemical) STOP and do not handle it. Report to the Clerk at the earliest opportunity.</p> <p>Examples of hazardous substances that must not be litter picked by volunteers (Not exhaustive): Any needles/syringes; Any knives/blades; Unidentified drums; cans or canisters; Poisons; insecticides; Clinical waste; Condoms; Broken glass; Other hazardous substances (e.g suspected asbestos); Animal faeces</p> <p>Appropriate gloves to be worn at all times. Rigger type gloves and / or nitrile or similar gloves as appropriate.</p> <p>Long trousers and adequate, sturdy footwear with adequate sole protection to be worn at all times.</p> <p>Any open wounds, cuts or rashes to be adequately covered to avoid contact.</p> <p>Hands to be washed thoroughly with anti-bac soap or similar after the activity.</p> <p>Avoid contact with the eyes or mouth or any open wounds/cuts/rashes.</p>	1	4	4
Drowning	2	5	10	Do not work within 2m of large bodies of water (eg ponds).	1	5	5
				<p>No lone working is permitted.</p> <p>You may only litterpick on public land or on public rights of way.</p>			
Person under 18 undertaking the activity.				To be accompanied by a responsible adult at all times . Failure to follow this risk assessment will immediately invalidate any permission to act under the control of Llanharan Community Council and any insurance cover.			

If you identify any other significant hazards that you cannot adequately mitigate or control - **STOP**
You should firstly attempt to **Eliminate** hazards. Then **Reduce**, then **Isolate**, then **Control** and if none of these can be done you must **Protect** against the hazard. **ERIC-P**

Assessor signature		Print name	Leigh Smith	Date	10.3.2026
Litterpicker		Print name		Date	
Responsible adult		Print name		Date	



Llanharan Community Council

Young Volunteer Declaration form

By signing this declaration both parent/guardian and child volunteer declare that:

1. The volunteer is 17.
2. We have both read, understood and signed the risk assessment for the activity of

.....

Risk assessment number.....

and consent to my child/myself undertaking that activity as a young volunteer.

3. My Child / I will comply with all aspects of that risk assessment and any accompanying Safe System of work. If I identify any other significant hazards or are unable to comply with any element of the risk assessment then I will STOP immediately. I understand that failure to do so will invalidate any insurance cover.
4. MY child/I am physically capable of completing the activity and know of no impediments (physical or otherwise) that prevent me from safely doing do.
5. We/I understand that if I am under the age of 18 I will always be supervised by an adult as identified on the risk assessment.
6. All personal information and data will be handled as per the councils policies to comply with GDPR.

7. Child's Details

Name:..... Age:.....

School year:.....

Signed Child:..... Date:.....

8. Parent/Guardian Details

Name:..... Age:.....

Address:.....

Email(optional):..... Phone:.....

Signed Parent/Guardian:..... Date:.....

9. Officer details

Signed (The Clerk to the Council):..... Date:.....