

Stage 4 - How can I make my event safe?

Before the big day, make sure that you have taken all the necessary precautions to reduce any risk of injury.

Site visits

Choose the area you want to work in before the event or activity takes place. A day or two before the big day, do a **“pre-event walk about”** on the site to check what hazards are present and what control measures are necessary to remove or reduce the risk to your volunteers. It is the event organiser’s responsibility for the safety of the volunteers. If you require help please contact Groundwork Leeds on 0113 2380601.

Possible Hazards that may exist:

- **Asbestos materials**
- **Sharps (glass, sharp metal, knives etc)**
- **Needles (Never pick these up, see below)**
- **Heavy objects**
- **Biological hazards (dog excrement etc)**
- **Chemical hazards (glue containers, spray cans etc)**
- **Slips, Trips and Falls**
- **Insect bites and stings**

This list is not exhaustive and is for guidance only.

Equipment

Please ensure that you have the **CORRECT EQUIPMENT** for the activity and that all volunteers are aware of how to use the equipment correctly and safely. Have you thought about all the equipment you need for your event or activity? Here is a list of things you may need:

- Black rubbish sacks for landfill rubbish
- Green rubbish sacks for recyclable rubbish (paper, cans, plastic bottles, plastic bag and cardboard)
- Skips
- Wheelbarrows
- Litter pickers – these can be loaned from Leeds City Council.
- A sharps box (a box to contain any small bits of metal and broken glass you find on the day)
- Gloves
- Hand trowels

Risk Assessment

Ensure that a risk assessment has been carried out for the event or activity **BEFORE** it takes place. If you require any assistance in this matter please contact Groundwork Leeds on 0113 2380601 for more details.

Personal Protective Equipment

This should be identified in your Risk Assessment. Please ensure that your volunteers are wearing the correct and appropriate clothing for the activity.

- Reflective clothing
- Steel toe capped boots
- Gloves (appropriate for the task)
- Helmets
- Goggles

During the day

Do not let volunteers work on their own and out of sight of others. Watch out for sharp objects (bits of metal and broken glass) and needles. Remember to wear boots and gloves with the appropriate protection. Any sharp objects should be placed in the sharps box using a litter picker. For needles see below:

If you come across any needles on either the "pre-event walk about" or during the activity or event

DO NOT TOUCH THEM

Call the Leeds City Council Needle Collection Team on
0800 1386 227 for their removal

If it is hot and sunny provide plenty of drinks, especially water. Make sure people do not injure themselves by lifting heavy items or doing too much. Lastly, ensure that any children are supervised at all times.

Insurance

We strongly recommend that your group have Public Liability Insurance. This will cover you for your legal liability arising from accidental damage or injury that happens during your event or activity, including damage or injury to a member of the public or their property.

Information about insurance cover and more is available from Volunteering England at www.volunteering.org.uk or you can contact them on 0800 02833.

STAY SAFE AND ENJOY THE HARD WORK YOU ARE DOING!