

Risk Assessment for the Distribution of Flyers by Local Residents

Task Description:

Local residents distribute informational flyers to neighbours by placing them into letterboxes as a voluntary activity to assist the community. The flyers may contain important community updates, safety information, or event notifications.

1. Task Details

- Task Name: Distribution of 'Challenge Cards'
- Location: Residential areas
- Participants: Local residents volunteering
- Activity: Walking to neighbouring houses and placing flyers in letterboxes
- Objective: Spread important information to the community effectively and safely

2. Identified Risks and Mitigation Measures

Hazard: Slips, trips, and falls

- Risk: Uneven pavements, wet surfaces, or clutter on walkways may cause falls.
- Who might be harmed: Volunteers
- Risk level before controls: Moderate (Possible injury)
- Control measures:
 - Encourage volunteers to wear appropriate footwear.
 - Distribute safety guidelines highlighting potential hazards.
 - Conduct a pre-assessment of routes.
- Risk level after controls: Low (Unlikely minor injury)

Hazard: Manual handling

- Risk: Carrying a heavy weight of flyers may strain muscles or cause fatigue.
- Who might be harmed: Volunteers
- Risk level before controls: Low (Possible minor strain)
- Control measures:
 - Limit the number of flyers carried at a time.
 - Encourage frequent breaks.
 - Provide smaller batches to reduce load.
- Risk level after controls: Low (Rare minor strain)

Hazard: Traffic accidents

- Risk: Risk of being struck by vehicles when crossing roads or walking near driveways.
- Who might be harmed: Volunteers
- Risk level before controls: High (Severe injury possible)
- Control measures:
 - Advise the use of pedestrian crossings.
 - Highlight safe crossing practices in safety briefing.
 - Wear high-visibility clothing if necessary.
- Risk level after controls: Low (Unlikely severe injury)

Hazard: Dog bites or aggression

- Risk: Encountering loose or aggressive dogs while approaching homes.
- Who might be harmed: Volunteers
- Risk level before controls: Moderate (Possible minor injury)
- Control measures:
 - Avoid houses with warning signs (e.g., "Beware of Dog").
 - Maintain a safe distance from loose dogs.
 - Do not enter gated areas.
- Risk level after controls: Low (Rare minor injury)

Hazard: Allergic reactions

- Risk: Exposure to allergens such as pollen, grass, or household pets.
- Who might be harmed: Volunteers
- Risk level before controls: Low (Possible mild reaction)

- Control measures:
 - Encourage volunteers to carry necessary medications (e.g., antihistamines).
 - Avoid known allergens if possible.
- Risk level after controls: Low (Rare mild reaction)

Hazard: Weather conditions

- Risk: Risk of dehydration, heat exhaustion, or exposure to cold and rain.
- Who might be harmed: Volunteers
- Risk level before controls: Moderate (Possible moderate risk)
- Control measures:
 - Check weather forecasts and plan accordingly.
 - Advise wearing weather-appropriate clothing.
 - Ensure access to water and breaks in shaded areas.
- Risk level after controls: Low (Unlikely minor risk)

Hazard: Confrontation or disputes

- Risk: Residents may confront volunteers about unwanted flyers or privacy concerns.
- Who might be harmed: Volunteers
- Risk level before controls: Low (Possible verbal conflict)
- Control measures:
 - Provide a script for explaining the purpose of the flyers.
 - Instruct volunteers to remain polite and disengage if tensions arise.
- Risk level after controls: Low (Rare verbal conflict)

Hazard: Injury from letterboxes

- Risk: Sharp edges or spring-loaded letterboxes may cause minor injuries.
- Who might be harmed: Volunteers
- Risk level before controls: Low (Possible minor cuts)
- Control measures:
 - Handle letterboxes carefully and wear gloves if needed.
 - Highlight risks of spring-loaded mechanisms.
- Risk level after controls: Low (Rare minor cuts)

3. Mitigation Strategies

- Pre-Activity Briefing: Conduct a short training session to cover safety practices and provide maps or guides for distribution areas.
- Health and Safety Equipment: Supply gloves, high-visibility vests (if needed), and a first-aid kit.
- Emergency Contacts: Share a contact number for support in case of emergencies or disputes.
- Buddy System: Encourage volunteers to work in pairs or small groups for added safety.
- Feedback Mechanism: Collect feedback post-activity to identify any new risks and improve the process for future tasks.

4. Residual Risk Assessment

- Risks before controls: Moderate to High, including potential severe injuries such as traffic accidents or slips.
- Risks after controls: All risks reduced to Low, with minor injuries being unlikely and severe injuries very rare.

The activity can proceed safely with the implementation of the outlined control measures.

Subject: Important Instructions for Distributing EcoTitchfield Challenge Cards

Dear Volunteer,

Thank you for helping with the distribution of the Challenge Cards to our Titchfield community!

The purpose of this flyer is to encourage community participation in "Greening Titchfield," a campaign through 2025 aimed at promoting sustainability, reducing environmental impact, and fostering community connections. The initiative invites households to commit to simple, achievable challenges over a "Year of Action" that benefit both the environment and their daily lives.

The flyer outlines key actions such as creating spaces for nature, reducing waste, adopting energy-efficient habits, and engaging in conversations about climate change. By displaying the card in their windows, residents show their commitment to these efforts, helping to inspire others and making Titchfield a visible beacon of sustainability.

Key details for volunteers to emphasise:

- **Purpose:** Empower individuals to take small steps toward a greener future and create a collective impact within the Titchfield community.
- **How to Participate:** Commit to 3 out of 5 challenges, display the card in a window, and enter commitments on-line using the links provided.
- **Launch Event:** An opportunity to learn more and connect with neighbours on February 15, 2025, at Titchfield Village Hall.
- **Community Goal:** Build awareness, inspire action, and strengthen the local community around shared environmental values.

This card serves as both a visual commitment to change and a way for residents to actively support and connect with the larger **Greening Titchfield** movement.

To ensure everyone's safety and a smooth process, please follow these instructions when posting them:

Before You Start

1. Wear appropriate footwear– Choose comfortable shoes with good grip to avoid slips or trips.
2. Dress for the weather– Check the forecast and bring water, a hat, or a raincoat as needed.
3. Carry only a small number of flyers at a time– This will help avoid strain or fatigue.
4. Check your route– Plan ahead and identify safe paths, pedestrian crossings, and areas to avoid.

While Distributing Flyers

1. Stay safe near roads:
 - Use pedestrian crossings wherever possible.
 - Watch out for driveways and vehicles.
2. Be cautious of dogs:
 - Avoid homes with "Beware of Dog" signs.
 - Stay away from loose or aggressive animals.
3. Handle letterboxes carefully:
 - Some may have sharp edges or spring-loaded flaps.
 - Gloves can help protect your hands.
4. Be respectful:
 - If someone objects to receiving a flyer, politely apologise and move on.

Emergency Tips

- In case of a serious injury or emergency, contact the emergency services on 999

- Work with a buddy if possible to stay safe and support each other.

After Distribution

- Let us know when you've completed your area, giving a good indication of street names and house numbers please.
- Share any feedback or issues you encountered so we can improve the process.

Thank you for your time and effort in supporting our community! If you have any questions, feel free to reply to this email or contact us directly at info@ecotitchfield.com.

Best regards,

The EcoTitchfield Team

A full risk assessment can be found at: <https://ecotitchfield.com/risk-assessments>