

Clean Up Site;

Location:

Site Coordinator:

First Aid provider:

When planning your site, you should take reasonable steps to avoid or minimise any potential risks. To ensure the safety of all participants, visit the site before the event to assess any risks and complete the Risk Identification Checklist. You will also need to do this on the day of the event. There is an example checklist at Appendix B of this document.

Answering 'Yes' to any of the following questions indicates a need to consider the associated risk, and identify appropriate risk controls. If the answer is 'Yes', consider how someone could suffer harm and how serious that harm is likely to be, then decide what needs to be done to eliminate or minimise the chance of harm occurring

Risk	Yes	No	Risk Control
Project site			
Are there areas that are steep or sloping?			Flag and avoid any obvious hazards such as steep banks, loose rock
Are there areas that are rough or slippery?			Walk around the slope, or avoid carrying heavy or awkward objects
Are there holes, fallen branches or other trip hazards?			Flag or remove obvious hazards, ensure participants avoid the area
Will vehicles be passing in close proximity?			Ensure that the traffic area is flagged with volunteers as a no-go area, wear high visibility vests. Arrange for Traffic Management (council may be able to help), barrier off, ensure that the traffic area is flagged
Could asthmatics be exposed to dust or pollen?			Advise asthmatic participants to work away from high exposure areas, advise to carry an inhaler
Are there overhanging dead branches that could be dislodged by wind?			Flag and avoid the area, take account of weather conditions
Could volunteers become lost?			Advise participants to carry a mobile phone, to stay within earshot, avoid moving too far from the main group, working in small groups or pairs
Are there likely to be spiders, bees or wasps?			Carry relevant first aid equipment, flag and avoid known nests, be aware if anyone has an allergy and remove them from that area
Is there a fire risk?			Seek advice from fire service, avoid remote areas, work in small groups, ensure there is a communicated emergency evacuation plan
Is there deep, murky, or moving water nearby?			Research tide times, be aware of the time, keep your group together
Will tidal movement affect the site?			Flag and avoid obvious hazards
Could volunteers be exposed to contaminated substances / water e.g. sewage?			Flag and avoid obvious hazards, ensure washing facilities are available

Could volunteers be exposed to asbestos in old buildings or building materials?			This risk should be found prior to the event - notify council then, Flag or have materials or building cordoned off prior to event
Is the site isolated or remote from emergency assistance?			Have a clear and documented plan of action in case of emergency, adequate first aid provision and sound mobile coverage, work in small groups
Could volunteers be lifting heavy/bulky items?			Advise participants not to lift heavy/ bulky items. Share the load if safe to do so. Or use lifting equipment.
Are there likely to be discarded syringes at the site?			Gloves should be worn and heavy footwear when picking up litter. Ensure volunteers are aware and will take all due caution while picking up litter, advise to use a rake to sift through suspicious debris, all syringe finds to be flagged immediately with the site supervisor
Weather			
Volunteers will be working in direct sun?			Source spare hats, sun screen, additional fluids, don't work for long periods in the direct sun
Volunteers could be endangered by sun glare?			Advise volunteers to wear hats and sunglasses
Volunteers will experience temperatures that could cause heat stress or dehydration?			Provide adequate drinks, take lots of breaks, monitor volunteers for signs of fatigue, and avoid working in the most intense heat of the day
Volunteers will be exposed to frost or cold winds?			Identify sheltered areas, encourage volunteers to wear layered clothing including a hat
Volunteers will be working in the rain?			Encourage volunteers to wear raincoats and warm clothing, take shelter until adverse weather passes
Electrical storms (thunder and lightening) or earthquakes a possibility?			Check weather forecast or for any public warnings prior to event and call event off if necessary
There might be large numbers of children?			All children are to be accompanied by an adult at all times, ask groups to work in areas of low risk
There might be several volunteers who are physically disabled?			Ensure supervision is adequate, set tasks according to ability
There might be several volunteers who are intellectually disabled?			Ensure supervision is adequate, set tasks according to ability
There might be several volunteers who do not speak English?			Relate any important information as best as possible, identify anyone who could interpret to assist in relaying important information
There might be several volunteers with challenging behaviors?			Ensure supervision is adequate
General public			
Members of the public who are not participants will visit or pass through the site while work is occurring?			Ask volunteers to be mindful of members of the public around them, direct any enquiries to Site Supervisor
Members of the public will visit the site after participants leave but before rubbish is removed?			Ensure rubbish is dropped at collection points which have been previously sorted with council or local transfer station and is away from busy areas, footpaths.

## Health and Safety

Identify first aiders prior to your event and ensure that you have organised for a first aid kit to be onsite. Minor injuries can usually be taken care of onsite by following first aid instructions. For more serious injuries, such as a suspected fracture or a serious fall, do not move the person, have someone stay with them and call 111 immediately.

First Aid for Common Injuries:

### Cuts / scrapes Abrasions

1. First aider to put on disposable gloves.
2. Gently clean with water, antiseptic wipe
3. Gently remove any foreign material.
4. Dry the area well by blotting with gauze, swabs or pad of tissues.
5. If needed apply a non-adherent sterile dressing and fix in place with a light bandage.

1. Avoid contact with blood or other body fluids and use disposable gloves, thoroughly wash your hands or any bloodsplashed skin as soon as possible.

2. Apply firm pressure over the wound using a sterile or clean bulky pad.

3. Apply a bandage to keep the dressing in place.

4. Raise the injured area to reduce blood flow.

5. Seek medical advice or call 111 if bleeding is severe.

### Puncture Wounds

1. First aider to put on disposable gloves.
2. Clean the wound (with clean water/ antiseptic liquid/wipe) to remove any harmful organisms.
3. Allow the wound to dry thoroughly in the air before covering it.

4. If a protective dressing is needed use a porous adhesive dressing.

5. Seek medical advice urgently for advice on any infection risks and tetanus immunisation.

### Minor eye injuries

1. First aider to put on disposable gloves.
2. Check whether the foreign material is visible on the white part of the eye.
3. Ask the patient to blink several times to try to remove the foreign body by washing it out with tears.

4. If it can be seen, it may be able to be removed by gently using the soft corner of a moistened tissue.

5. Use saline solution from a first aid kit or a clean jug filled with water and pour a stream of fluid across the eye. Pour from the nose end of the eye to the outer corner.

6. If unsuccessful cover the eye with a clean pad and seek medical advice.

7. Apply firm pressure over the wound using a clean cloth.

### Fractures and dislocations

1. Control any bleeding and immobilise the injured limb/area.
2. Make the patient comfortable. Use blankets, pillows or clothing for comfort and support.
3. Pad the injured area and seek medical advice.

4. Do not move the patient or injured area unnecessarily.

Call 111 for an ambulance if required.

Sprains, strains and bruises

1. Assist the patient to rest in a comfortable position.
2. Apply ice for significant pain.
3. Consider applying a compressing bandage (do not persist if it increases the pain).
4. Keep the injured area elevated and at total rest and arrange for medical advice. Bites and stings

### **Bee Stings**

1. If stung by a bee, within seconds brush or scrape the area with a fingernail or side of your hand to remove the barb from the skin.
2. Apply an ice pack and leave in place for up to 10 minutes.
3. Reapply the ice pack at frequent intervals or whenever pain relief is needed.
4. Raise the affected area as high as possible to limit swelling.
5. Observe the patient closely for any change in condition. If any warning signs of an allergic reaction occur call 111 for an ambulance. Warning signs include a fine rash over the trunk, wheezing, coughing or swelling around the face, eyes and neck.

### **Spider Bites**

Katipo spider bites may cause pain and illness in small children but are not a threat to life under normal circumstances. Anti venom is available in some hospitals, but is rarely needed. Research has shown that White tail spider bites may be painful but do not cause ulceration of the skin as commonly feared.

1. Wash the affected area to remove remaining venom.
2. Keep the patient still to reduce the toxic effects of the venom.

3. Apply a wrapped ice pack for up to 10 minutes at a time or a cold compress.
4. Raise the bitten limb to limit swelling.
5. Observe the patient closely for a change in condition and if pain becomes severe or patient becomes ill with fever, headache, and nausea or vomiting seek medical advice or call 111.

\*This is a guide only.

## Resuscitation - St John's CPR guide

D - Dangers Check for any danger to you, the patient, or bystanders and make the area safe.

R - Response Check for response by asking a simple question and grasp/squeeze the shoulders.

S - Send For Help Call for an ambulance or send someone else to call.

A - Airway Open the airway by tilting the head back and lifting the chin.

B - Breathing Check normal breathing.

C - CPR Perform chest compressions and breaths.

Give 2 breaths to make chest rise, give 30 compressions at a rate of approximately 100 per minute, then give 2 breaths.

Continue the ratio 30:2 until an ambulance arrives. Check that the chest rises and falls when giving breaths.

D - Defib Apply an AED (Automated Electronic Defibrillator) if available.

To call for an ambulance in an emergency: Phone 111 (including mobile phones) People with impaired hearing: Text 0800 16 16 16 (text phone only) or fax 0800 16 16 10 You can call this emergency number 24 hours a day, seven days a week from any phone, including a mobile phone.

If you have a prepaid mobile phone, and you have run out of airtime, you can still phone 111 and you will be connected.

## The rule of thumb when you phone 111

- Phone 111
- Ask for Ambulance
- Keep calm
- Be clear
- Tell them where
- Tell them who you are
- Tell them what has happened

Ask for ambulance When the operator answers, ask for an ambulance.

You will be put through to the relevant Ambulance Communications Centre. The person who answers your call will state "Ambulance" and ask, "Where is your emergency?"

Keep calm, be clear It is very important that you give the ambulance 111 operator the details that they need to do their work calmly and clearly, so that there is no misunderstanding and they can fully brief the St. John's team as they respond to your call. Tell them where you are

Tell the 111 operators where you are first, so that an ambulance can be dispatched to you immediately.

It is important to know the street name and number if possible and the closest side street and the suburb and city or town you are in.

If you are on a main road tell them approximately how far you are from the nearest town or landmark.

Tell them who you are and give them your phone number

Tell the 111 operator who you are and the phone number of the location you are calling from as this will help locate your house or location on their maps and gives them the means of ringing you back for more information or to give advice.

Tell them what has happened Tell the 111 operators what has happened so that they can send the most appropriate resources to your assistance and enable their staff to offer you advice about what to do before they arrive. You will be prompted for information. Please answer these questions if you know the answers.

For example:

- It is important to know if the person is unconscious or awake
- Any dangers at the scene that the ambulance staff needs to be aware of (such as fallen electricity lines)
- Any medical information about those who have been injured that will help (example: anyone who is pregnant or suffering from asthma, epilepsy or a heart condition)
- What happened leading up to the emergency

Further things you can do to prepare

Do a St. John's First Aid Course. That way you will know what to do in an emergency situation. A basic one-day course will cost \$179.00 including GST. Courses can be booked online at [www.stjohn.org.nz](http://www.stjohn.org.nz). Keep a St. John's First Aid Kit handy. Kits can be ordered online from [www.stjohn.org.nz](http://www.stjohn.org.nz). You can also request a St. John's representative be present at your Clean Up. The cost for this is variable depending on your requirements. You can contact St. John's Head Office in first instance on 09 5260527.

## Traffic Management

The clean up zone should have event signs set up on the approach and possibly a works end sign.

- Volunteers will ensure only one vehicle approaches faces each direction at a time.
- The clean up will have a traffic monitor, wearing high viz and signage.
- As many litter Collectors as possible shall wear a Hi viz vest at all times, and shall work off traffic areas so as not to endanger themselves or impede those driving.
- Rubbish Collectors shall all work in one direction to minimize disruption to traffic.
- When repositioning any signs all Collectors are to move safely away from the traffic zone until the signs are reset and a Pilot Vehicle is in place.
- Any trailers will secure their load, and travel under the speed limit.
- All vehicles will have one registered phone, and be checked off as returned at the end of the event.
- All volunteers will read the safety briefing, and be checked off at the end of the event.
- No alcohol will be consumed during this event.
- All vehicles that are part of the clean-up should have a clean up sign on the rear of the vehicle and a roof mounted flashing beacon would be preferable!