

Information for Voluntary Litter Picking Groups

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Introduction

Whilst the Council tries to keep its own land free of litter, there will always be areas of public land where litter accumulates faster than expected or privately owned land that has accumulations on it. For this reason, the Council's Waste and Street Scene Team is eager to promote the opportunity for local communities/groups who are keen to help improve the quality of their local area. There are numerous National Campaigns that you can join e.g. Keep Britain Tidy events, these have lots of useful guidance and publicity for your event. The demand for help from Waste and Street Scene is always high, which means we are not able to promptly attend all litter picks. Despite this, we will always try to support your litter pick and we ask that you contact us as soon as possible so that you can be booked in and allocated loan equipment. The Council does not accept any responsibility for the actions of litter-picking groups or individual litter pickers, or any liability for incidents arising out of these actions and may withhold the loan of equipment if it is made aware of unsafe practices.

About this Guide

This pack has been produced to help you ensure that your litter pick is successful and enjoyable for everyone taking part and that it has a positive impact upon the area and community. The information within is not exhaustive; therefore, if you have any questions about the pack or if you require any assistance, please do not hesitate to contact Waste and Street Scene on 01609 788100 or by email at wasteandstreetscene@hambleton.gov.uk

Organising your own litter pick isn't difficult but it does need you to think through a number of issues. This guide is specifically designed to help you think about what organising and carrying out a litter pick entails, the responsibilities you have and the arrangements you will need to put into place to help maintain the safety of your volunteers, residents and the wider community. **For this reason it is advised that only highways with a speed limit up to 40 mph are litter picked by volunteers.**

Organisers should be aware that they owe a duty of care to volunteers, staff and members of the public. As an organiser of an event, you have a duty to ensure that all taking part are kept as safe as possible and that their health and safety is properly considered to protect all from risk, harm, loss and damage.

The guide is broken down into distinctive sections to give guidance on how to organise a litter picking event.

Sections One, Two and Three (pages 2 – 8) give details of the tasks that need to be undertaken before, during and after the litter pick.

Section Four (page 9) contains useful contact numbers.

Section Five (page 10 – 14) provides a template for an activity site assessment.

Section One – Pre-Litter Pick

Activity	Responsibility	
Choose location, date and time	Co-ordinator	<p>It is important to choose the location of your litter pick carefully. As well as making sure the area has a litter problem, it is also essential that you know who owns the land you wish to pick on. If it is Hambleton District Council or Parish or Town Council land, gaining permission should be fairly straight forward, but if it is private land you will have to locate the land owner to make sure the litter pick can go ahead.</p> <p>As organiser you will also need to consider about the best time for your litter pick. Morning, afternoon, weekday or weekend will all affect who can come along to the event.</p>
Meeting point – location, parking, and disabled access	Co-ordinator	Try and pick a place where it is safe to park vehicles and is easily accessible.
Carry out site survey	Co-ordinator	<p>It is always advisable to take a look at the area to be litter picked before the event takes place. This will give an idea of any potential hazards and whether or not some areas are entirely unsuitable for litter picking. The Site and Activity Assessment form in this pack will help you to consider the main hazards that each site might present as well as providing suggestions of measures that could be put in place to protect participants and the public from those risks.</p> <p>In some circumstances it would be advisable that only the local authority remove the litter. For example, highways with a speed limit of 40mph and over, in the case of fly-tips or drug paraphernalia. If any of these items are discovered please contact the number from the key contacts list in this pack. It is advisable that if these items are found, you should reassess whether the area is still suitable for a litter pick.</p>

Activity	Respons- ibility	
Get help from local volunteers	Co-ordinator	<p>Contact all those in your community who may be able to help. Useful groups to contact include schools, colleges, community groups, resident associations, Neighbourhood Watch etc.</p> <p>Volunteers under the age of 18 years require appropriate supervision; it is the coordinator's responsibility to determine the level of supervision. Children must be accompanied by an adult at all times. Further information is available at www.nspcc.org.uk</p>
Advertise	Co-ordinator	<p>It is important that the litter pick is well advertised, so designing and displaying posters may be useful to inform residents that it is taking place. Also use local newsletters, websites and notice boards to bring the litter pick to public notice.</p> <p>It is important to ask people to register before the event; this enables you to know how many people will be there on the day. From a practical point of view it is important to know volunteer numbers to establish how much equipment you will need and if you will need extra support to supervise the event.</p> <p>Stay in touch with the volunteers to update them on progress, including what they need (if anything) to bring with them. Also remember to keep in touch with Waste and Street Scene.</p>

Activity	Respons- ibility	
Insurance	Co- ordinator Parish Councils Commu nity Groups Schools	<p>Litter pickers taking part in an event that is not directly supervised by a Council member or staff are not working for, or on behalf of, Hambleton District Council and, therefore, are not covered by the Council's insurance.</p> <p>Obtaining public liability insurance is very important and strongly recommended. This will provide cover for your legal liability arising from accidental damage or injury that may occur during the event, including damage or injury to a member of the public or their property.</p> <p>If you are an individual organising a tidy up, your current household insurance may cover you for public liability. You must check your policy to ensure you are covered. If not, you will need to take out a separate public liability insurance.</p> <p>If you do not have or want to use your own private insurance, contact an organisation such as a local parish council, school or community partnership as it is possible that they may already have insurance in place. It is important to check that the litter picking activity is covered under such insurance. If not, a suitable extension should be made to the policy.</p>
Funding	Co- ordinator	<p>As Hambleton District Council have equipment for litter picking activities and can help with the collection and disposal of the waste, the amount of funding you need should be small. For those groups who regularly undertake litter picking we may be able to donate the equipment for retention.</p>

Activity	Responsibility	
Equipment	Co-ordinator Waste and Street Scene	<p>Hambleton District Council can usually help with litter picking equipment on a first come first served basis. It includes:</p> <ul style="list-style-type: none"> • Litter pickers. • Bags for litter and recycling. • High visibility jackets (please ensure these are returned cleaned and dried). <p>It is advisable to wear protective gloves, heavy and unmovable items should be reported to HDC for correct disposal and never be lifted by hand.</p>

Section 2 – On the Day of the Litter Pick

Activity	Responsibility	
Signing in and mobile numbers	Co-ordinator	Make sure everyone has signed an attendance list and that mobile telephone numbers are exchanged. This will ensure that everyone is contactable if the need arises (for example, checking if someone has left early without informing anyone).
Health and safety talk to all taking part to include: start time; end time; meeting up at end; leaving early; adult to child ratio; black sacks and heaviness; lone working; and hazardous waste	Co-ordinator	<p>Carry out a safety talk to all taking part. During this you should briefly explain all the hazards you identified on your site inspection and the measures you have put in place to protect the participants from them. You should also explain that some substances such as dog faeces should never be touched with bare hands, use shovel or dog bags. Do not attempt to pick up needles by hand, report to Waste and Street Scene.</p> <p>Do not litter pick with your back to passing vehicles/on the same side as moving vehicles.</p> <p>Do not wear headphones if in close proximity of moving vehicles.</p> <p>Ask everyone taking part to make a note of the location of any hazardous materials so that the local authority can be notified and arrangements made to have them safely removed. Again, it is advisable that if these items are found you reassess whether the area is still suitable for a litter pick.</p> <p>Rubbish sacks can become heavy and if they become difficult to move they should be tied securely and left in an area to be picked up at a later time.</p> <p>Set a finishing time and location for people to meet at the end.</p>
Checking personal equipment (clothing / footwear)	Co-ordinator All	Ensure everyone is suitably dressed for the weather - hot, sunny, windy or raining. Correct footwear is essential.

Activity	Responsibility	
Checking equipment and explaining how to use it	Co-ordinator All	<p>Explain how to use the litter picking equipment, focusing especially on the safety aspects such as the need for safety gloves and litter pickers. It is important to highlight that volunteers should not under any circumstances pick up litter with their hands and should use the litter pick equipment.</p> <p>It may be necessary to highlight the need to be careful with litter picking sticks as they should always be pointed down and never waved about or run with.</p>
What to do in an accident/incident, first aid kit (additional contact numbers)	Co-ordinator All	Have contact details of the nearest hospital (page 9). If possible carry a small first aid kit and cleansing gel or hand wipes.
Supervising activities	Coordinator All	<p>Children under the age of 18 must always be accompanied by an adult. If children are present, the ratio of adults to children is dependent upon age. Further information on this can be found at: www.nspcc.org.uk</p> <p>As the coordinator of the event you should ensure that controls to protect the health and safety of all participants are being adhered to and that no one is putting themselves or others at risk in any way. If you feel that this is not the case, it is reasonable to ask the person/persons to leave the event.</p>

Section 3 – At the End of the Litter Pick

Activity	Responsibility	
Storage and collection of waste	Co-ordinator All	Ensure that all the bags are securely tied and they are in a safe place until collection. Please liaise with Waste and Street Scene in advance to agree a suitable collection point. (page 9).
Gratitude and signing out	Co-ordinator All	Ensure everyone who started the litter pick is accounted for. Some people taking part may not be able to stay until the end. If anyone does have to leave early, ask them to let you know with a quick phone call by mobile.

Section 4 Useful Contact Numbers

Keep Britain Tidy		https://www.keepbritaintidy.org
Accident and Emergency: Heart Attacks Strokes Fits Asthma Attacks Head, Neck and Spinal Injuries Major Bone Injuries Road Traffic Accidents		Call 999 immediately
<u>Local Hospitals</u>		
Friarage Hospital Northallerton	Bullamoor Road, Northallerton DL6 1JG	01609 779911
Darlington Memorial Hospital	Hollyhurst Road, Darlington, DL3 6HX	01325 380100
The James Cook University Hospital	Marton Road, Middlesbrough TS4 3BW	01642 850850
North Tees Hospital	Hardwick Estate, Stockton, TS19 8PE	01642 617617
<p>For removal of general waste generated by your litter pick, please contact Waste and Street Scene by phoning 01609 788100 (please note this information is required at the time of booking your loan of equipment). If your litter pick is to take place over a weekend, a safe secure area for storage of the rubbish will be required until Waste and Street Scene can collect the rubbish.</p> <p>For emergency removal of hazardous waste found during your site inspection or on the day of the litter pick please contact 01609 788100.</p>		

Section 5 – Activity and Site Assessment

Activity	
Location	
Date	
Time	
Participants	

Below is an example list of hazards that the group may be faced with when carrying out an activity and some suggested control measures (neither list is exhaustive). Prior to conducting the activity it is advisable that assessments are completed to identify all likely hazards and the corresponding control measures necessary to minimise the risk to participants. If the risk cannot be reduced to a reasonable level the activity should not take place. Where the control measures allow a reduction in risks to an acceptable level for the activity to go ahead, ensure all participants are briefed on the risks identified and explain the control measures which need to be complied with.

Hazards

- ☐ Site conditions including broken / uneven ground and overhanging ground resulting and slips, trips, falls, etc.

- ☐ Manual handling (e.g. from overfilling rubbish bags, moving large objects, etc.).

Control Measure Used

- ☐ Participants instructed to wear suitable footwear for the type of activity being undertaken.
- ☐ Dangerous areas cordoned off and participants instructed not to enter.
- ☐ Participants advised of to stay at least m from base or top of steep slopes.
- ☐ Other:

- ☐ Participants instructed not to lift any items that they cannot comfortably manage by themselves.
- ☐ Participants advised to refer heavy items that need to be moved to the activity supervisor.
- ☐ Area(s) for participants to place items for collection identified and marked as close to activity area as possible.
- ☐ Other:

- | | |
|--|--|
| <input type="checkbox"/> Water deeper than 5cm | <input type="checkbox"/> Participants instructed to stay at least 5m from any water.

<input type="checkbox"/> Activity supervisor instructed to ensure they are the closest person to the water

<input type="checkbox"/> Other: |
| <input type="checkbox"/> Vehicles on roads and car parks | <input type="checkbox"/> Participants instructed to stay at least 5m from any roads / car parks.

<input type="checkbox"/> Activity supervisor to ensure they are the closest person to the road / car park.

<input type="checkbox"/> Participants all required to wear hi-vis tabards.

<input type="checkbox"/> Dangerous areas cordoned off and participants instructed not to enter.

<input type="checkbox"/> Other: |
| <input type="checkbox"/> Aggression and violence from the general public | <input type="checkbox"/> Participants instructed to refer any questions or complaints from the general public to the activity supervisor.

<input type="checkbox"/> Participants instructed not to challenge members of the public they see committing offences (e.g. dropping litter).

<input type="checkbox"/> Other: |
| <input type="checkbox"/> Improper use of equipment | <input type="checkbox"/> Participants given demonstration on correct use of equipment.

<input type="checkbox"/> Participants instructed to consider location of other participants / members of the public when moving position and using equipment.

<input type="checkbox"/> Other: |

- | | |
|--|--|
| <input type="checkbox"/> Collision with other participants or members of the public. | <input type="checkbox"/> Participants instructed to consider location of other participants / members of the public when moving about.

<input type="checkbox"/> Very high footfall areas closed to public using cones, bunting, etc. to create safe working space.

<input type="checkbox"/> Additional activity supervisors nominated to direct people away from area.

<input type="checkbox"/> Other: |
| <input type="checkbox"/> Exposure to the elements | <input type="checkbox"/> Participants instructed to adjust clothing to suit the weather conditions.

<input type="checkbox"/> Participants instructed to keep skin covered and to use sun cream.

<input type="checkbox"/> Participants instructed to keep themselves properly hydrated during activities.

<input type="checkbox"/> Suitable locations to take shelter from severe weather identified.

<input type="checkbox"/> Other: |
| <input type="checkbox"/> Cuts, lacerations and puncture wounds. | <input type="checkbox"/> Pre-activity site check completed to remove sharp objects.

<input type="checkbox"/> Participants instructed to contact activity supervisor if they find any sharp objects.

<input type="checkbox"/> Participants instructed to use litter picking devices to lift and move items.

<input type="checkbox"/> Other: |
| <input type="checkbox"/> Exposure to harmful substances | <input type="checkbox"/> Participants provided with appropriate PPE (e.g. disposable coveralls, nitrile gloves, gardening gloves, goggles, etc.).

<input type="checkbox"/> Participants instructed to protect any cuts / grazes.

<input type="checkbox"/> Participants instructed to wash hands before eating and drinking. |

- ☐ Exposure to harmful substances (cont.)
 - ☐ Participants briefed on manufacturers safety procedures for any products that are to be used (e.g. paint).
 - ☐ Participants issued with dust masks.
 - ☐ Participants instructed to immediately wash any skin that may have been exposed to contamination using hot, soapy water and to seek immediate medical care if there is any sign of a reaction.
 - ☐ Participants instructed to seek immediate medical care if there is any contamination of eyes or if they ingest anything.
 - ☐ Other:

Non-Standard Hazards and Control Measures

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

I confirm that I have received a safety briefing from: _____

for the following activity: _____

and confirm that I understand the instructions I have been given and will comply with them.

Completed by: Team and Participants

Name	Signature	Date

Voluntary Litter Picking Groups Safety Briefing Checklist

Below are some key points that should be included in your safety briefing it is not exhaustive please add any specific details for your activity and location highlighted in your risk assessment such as start time; end time; meeting up at end; leaving early; adult to child ratio and lone working.

- Avoid direct contact with litter at all times – use the litter picking sticks provided and do not touch anything with your hands.
- Be aware of your environment and do not put yourself at risk whilst picking litter – this is especially important near roads you need to be aware of traffic at all times.
- Do not pick when visibility is poor and only pick in daylight hours.
- Rubbish bags should not be compressed using hands or feet as this can accidentally puncture the skin.
- Do not pick up any items that cannot easily be identified or where they are clearly hazardous such as asbestos. Report to Waste and Street Scene on 01609 788100.
- Do not attempt to remove dead or live animals. If dead report to Waste and Street Scene on 01609 788100. If the animal is alive report to the RSPCA.
- Any needles or drug paraphernalia needs to be left alone and reported to Waste and Street Scene on 01609 788100.
- Avoid contact with the body when carrying plastic bin bags.
- Do not attempt to pick up any large or potentially heavy items such as gas bottles or canisters.
- Ensure any cuts or abrasions are clean and covered with a waterproof plaster.
- Clean hands thoroughly before eating food or drinking.
- Wear sturdy shoes or boots and clothing appropriate for the weather, including high visibility jackets/vests.
- Do not overfill bin bags and avoid lifting heavy objects or sacks alone.
- Follow local rules as well as our guidelines, including safe and lawful parking.
- Do not confront anyone you see littering.