



Information for Volunteers Organising a Litter Pick

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, Codsall Parish Council is eager to work alongside local communities who are keen to help improve the quality of their local area.

The Parish Council members are not able to personally attend all litter picks. Despite this, we will always endeavour 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.

About this Guide

This pack has been produced to help you ensure that your event is successful and enjoyable for everyone taking part and that it has a positive impact upon the 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 the council on 01902 842426 or by email at codsallparishcouncil@googlemail.com.

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.

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 a clear guide 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 Staffordshire County Council, South Staffs District or Parish Council land, gaining permission should be fairly straight forward, but if it is private land you will have to locate the landlord to make sure the litter pick can go ahead.</p> <p>As organiser you will also need to think 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 which is safe to park 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, 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>
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Activity	Responsibility	
Get help from local volunteers	Co-ordinator	Contact all those in your community who may be able to help. Useful groups to contact include schools, colleges, community groups, resident associations, and Neighbourhood Watch groups.

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 Codsall Parish Council and staff.</p>
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Activity	Responsibility	
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Insurance	Co-ordinator Parish Councils Community Groups Schools	<p>Litter pickers taking part in an event that is not directly supervised by a Council member of staff are not working for, or on behalf of, Codsall Parish 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. If you are unable to obtain public liability insurance for your event, please contact Codsall Parish Council for further guidance.</p>
Funding	Co-ordinator	As Codsall Parish 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.
Activity	Responsibility	

Equipment	Co-ordinator Civic Pride	Codsall Parish Council can usually help with litter picking equipment on a first come first served basis. It includes: <ul style="list-style-type: none">• Litter pickers.• Bags for litter and recycling.• High visibility jackets.• Litter bag hoops for holding the rubbish bags.• Gloves for protection only (heavy and unmovable items should be reported to SSDC for correct disposal and never be lifted by hand).
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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 needles and dog faeces should never be touched.</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	
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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 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 provided.</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 and walk-in centre (<i>page 9</i>). 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 control 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 either for overnight storage or for immediate collection. You can contact Codsall Parish Council to arrange the removal of rubbish bags (<i>page 9</i>).

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.
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Section 4 Useful Contact Numbers

<p>Accident and Emergency: Heart Attacks Strokes Fits Asthma Attacks Head, Neck and Spinal Injuries Major Bone Injuries Road Traffic Accidents</p>			<p>Call 999 immediately</p>		
<p><u>Local Hospitals</u></p>					
New Cross Hospital		Wolverhampton Road, Heath Town		01902 307999	
<p><u>Urgent Care Centres</u> (for fevers, cuts, sprains, strain, minor allergic reactions, etc)</p>					
Bilbrook Medical Centre		Brookfield Road, Bilbrook		01902 847313	
Russell House Surgery		Bakers Way, Codsall, WV8 1HD		01902 842488	
<p>For removal of general waste generated by your litter pick, please contact the Codsall Parish Council by phoning 01902 842426 (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, they can be left by the Parish Councils workshed</p> <p>For emergency removal of hazardous waste found during your site inspection or on the day of the litter pick please contact 01902 696000</p>					

Section 5 – Activity and Site Assessment

Activity	
Location	
Date	
Participants	

Below is a 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.

IF IN DOUBT PLEASE CONTACT CODSALL PARISH COUNCIL

HAZARDS	CONTROL METHOD
<p>Site conditions including broken / uneven ground and overhanging ground resulting and slips, trips, and participants falls, etc.</p>	<p>Participants instructed to wear suitable footwear for the type of activity being undertaken. Dangerous areas cordoned off instructed not to enter. Participants advised of to stay at least m from base or top of steep slopes.</p> <p>Other:.....</p>
<p>Manual handling (e.g. from overfilling rubbish bags, moving large objects, etc).</p>	<p>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.</p> <p>Other:</p>
<p>Water deeper than 5cm</p>	<p>Participants instructed to stay at least 5m from any water.</p> <p>Supervisor instructed to ensure they are the closest person to the water</p> <p>Other:.....</p>
<p>Vehicles on roads and car parks</p>	<p>Participants instructed to stay at least 5m from any roads / car parks</p> <p>Activity supervisor to ensure they are the closest person to the road / car park.</p> <p>Participants all required to wear hi-vis tabards</p> <p>Dangerous areas cordoned off and participants</p>

	<p>instructed not to enter.</p> <p>Other:.....</p>
<p>Aggression and violence from the general public.</p>	<p>Participants instructed to refer any questions or complaints from the general public to the activity supervisor.</p> <p>Participants instructed not to challenge members of the public they see committing offences (e.g. dropping litter).</p> <p>Other:</p>
<p>Improper use of equipment</p>	<p>Participants given demonstration on correct use of equipment.</p> <p>Participants instructed to consider location of other participants / members of the public when moving position and using equipment.</p> <p>Other:.....</p>
<p>Collision with other participants / members of the public.</p>	<p>Participants instructed to consider location of other participants or members of the public when moving about.</p> <p>Very high footfall areas closed to public using cones, bunting, etc to create safe working space.</p> <p>Additional activity supervisors nominated to direct people away from area.</p> <p>Other:.....</p>
<p>Exposure to the elements.</p>	<p>Participants instructed to adjust clothing to suit the weather conditions</p> <p>Participants instructed to keep skin covered and to use sun cream</p> <p>Participants instructed to keep themselves properly hydrated during activities</p> <p>Suitable locations to take shelter from severe weather identified.</p>

<p>Cuts, lacerations and puncture wounds.</p>	<p>Other:.....</p> <p>Pre-activity site check completed to remove sharp objects.</p> <p>Participants instructed to contact activity supervisor if they find any sharp objects.</p> <p>Participants instructed to use litter picking devices to lift and move items.</p> <p>Other:.....</p>
<p>Exposure to harmful substances</p>	<p>Participants provided with appropriate PPE (e.g. nitrile gloves, gardening gloves, goggles, etc).</p> <p>Participants instructed to protect any cuts / grazes</p> <p>Participants instructed to wash hands before eating and drinking.</p> <p>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.</p> <p>Participants instructed to seek immediate medical care if there is any contamination of eyes or if they ingest anything.</p> <p>Other:.....</p>

I confirm that I have received a safety briefing from ____ (to be added) _____

for the following activity: ____ (to be added) _____

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

Completed by: Team and Participants Date:

Name	Signature	Mobile No