



Information for Volunteers organising a litter pick

Introduction

We try to keep our own land free of litter but there will always be areas of public land where litter accumulates faster than expected or privately-owned land that has litter on it. The Civic Pride Team is therefore eager to work alongside local communities who are keen to help improve the quality of their local area.

The demand for help from Civic Pride is always high, which means we 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 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 on 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 team on 03000 261 000 or by email at civicpride@durham.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.

Organisers should be aware 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 Durham County Council or Parish council land, gaining permission should be 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	<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 and “In Bloom” groups.</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 the Civic Pride and/or Clean and Green teams.</p>

Activity	Responsibility	
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, Durham County 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 Civic Pride for further guidance.</p>

Funding	Co-ordinator	As Durham County 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. If however, you feel there is a need to look for further long term funding then Civic Pride may be able to assist in directing you to appropriate funders.
Activity	Responsibility	
Equipment	Co-ordinator Civic Pride	<p>Durham County 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 jacket • Litter bag hoops for holding the rubbish bags.

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	
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 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 Civic Pride or Clean and Green 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.

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>		
<p>University Hospital of North Durham</p>	<p>North Road, Durham, DH1 5TW</p>	<p>0191 3332333</p>
<p>Darlington Memorial Hospital</p>	<p>Hollyhurst Road, Darlington, DL3 6HX</p>	<p>01325 380100</p>
<p>North Tees Hospital</p>	<p>Hardwick Estate, Stockton, TS19 8PE</p>	<p>01642 617617</p>
<p><u>Urgent Care Centres</u> (for fevers, cuts, sprains, strain, minor allergic reactions, etc)</p>		
<p>Bishop Auckland Hospital</p>	<p>Cockton Hill Road, Bishop Auckland, DL14 6AD</p>	<p>01388 455000</p>
<p>Shotley Bridge Community Hospital</p>	<p>Shotley Bridge, Consett, DH8 0NB</p>	<p>0191 3332333</p>
<p>Peterlee Community Hospital</p>	<p>O'Neill Drive, Peterlee, SR8 5UQ</p>	<p>01429 266654</p>
<p>To speak to a trained advisor about none urgent medical concerns</p>		<p>NHS 111</p>

For removal of general waste generated by your litter pick, please contact the Civic Pride Team at Litterfreedurham@durham.gov.uk or by phoning 03000 26 1000 (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 our Clean and Green Team can collect the rubbish.

For emergency removal of hazardous waste found during your site inspection or on the day of the litter pick please contact 03000 261 000.



CIVIC PRIDE – ACTIVITY & SITE ASSESSMENT

Activity	
Location	
Date	
Participants	

Below is a list of hazards that you may be faced with when carrying out an activity and some suggested control measures (neither list is exhaustive). Prior to conducting the activity you must complete this assessment 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 you to reduce the risks to an acceptable level for the activity to go ahead, you must ensure you brief all participants on the risks you have identified and explain the control measures they need to comply with.

IF IN DOUBT DO NOT PROCEED AND CALL A SUPERVISOR

Hazards

Control Measure Used

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

- Manual handling (e.g. from overfilling rubbish bags, etc). 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:

◦ Water deeper than 5cm Participants instructed to stay at least 5m from any water.

◦ Supervisor instructed to ensure they are the closest person to the water

◦ Other:

◦ Vehicles on roads and car Participants instructed to stay at least 5m from any roads / parks car parks.

◦ Activity supervisor to ensure they are the closest person to the road / car park.

◦ Participants all required to wear hi-vis tabards.

◦ Dangerous areas cordoned off and participants instructed not to enter.

◦ Other:

◦ Aggression and violence from Participants instructed to refer any questions or complaints the general public from the general public to the activity supervisor.

◦ Participants instructed not to challenge members of the public they see committing offences (e.g. dropping litter).

◦ Other:

◦ Improper use of equipment Participants given demonstration on correct use of equipment.

◦ Participants instructed to consider location of other

participants / members of the public when moving position and using equipment.

Other:

Collision with other participants or members of the public Participants instructed to consider location of other participants / members of the public when moving about. Very high footfall areas closed to public using cones, bunting, etc to create safe working space.

Additional activity supervisors nominated to direct people away from area.

Other:

Exposure to the elements Participants instructed to adjust clothing to suit the weather conditions.

Participants instructed to keep skin covered and to use sun cream.

Participants instructed to keep themselves properly hydrated during activities.

Suitable locations to take shelter from severe weather identified.

Other:

Participants instructed to use litter picking devices to lift and move items.

Other:

Exposure to harmful substances

Participants provided with appropriate PPE (e.g. disposable coveralls, nitrile gloves, gardening gloves, goggles, etc).

Participants instructed to protect any cuts / grazes.

Participants instructed to wash hands before eating and drinking.

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: _____

Cuts, lacerations and puncture wounds. Pre-activity site check completed to remove sharp objects.

Participants instructed to contact activity supervisor if they find any sharp objects.

Non-Standard Hazards & Control Measures

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

Before you start

		YES	NO
1	Have you carried out pre-start checks on site prior to commencement of work?		
2	Have you got the required Generic Risk Assessment ?		
3	Have you got the correct PPE ?		
4	Have you got the correct tools to complete the task and are they in good condition ?		

5	Have you checked mobile phones are operational?		
6	Have you checked first aid kits are present and in good condition?		
7	Have you advised all the participants of the risks?		
8	Do the participants understand and aware of associated risks at the location?		
9	Are the participants wearing suitable clothing and footwear prior to the activity		
10	Have the team and participants signed the attached form to say they have understood the briefing.		

Signed by the person delivering the briefing:

Name _____

Signature _____

Date _____

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

- Streetscene depots (particularly for Clean & Green team leaders to organise removal of waste including suspected hazardous waste):
 - North – 01207 218648 ○ East – 07713 193413
 - or 07747 118253 ○ South – 03000260000 (OOH
 - : 01388 722538)