

## Information for Volunteers Organising a Litter Pick

### Introduction

The Big Spring Clean gives communities the opportunity to work in partnership with Durham County Council to help improve and make a difference to where they live.

Previous Big Spring Clean campaigns have been particularly successful with thousands of bags of litter collected by hundreds of local volunteers. A true testament to what can be achieved by working together.

Whilst the Council tries to keep its own land free of litter, there will always be areas where litter accumulates faster than expected or that are privately owned and that is why we are eager to work alongside local communities on this campaign. Past campaigns have been very popular and demand for both litter picking equipment and Civic Pride involvement has always been high, which means we are not able to attend all litter picks. Despite this, Civic Pride 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 equipment allocated.

Many voluntary groups are capable of managing and delivering their own litter picks and again, we will be here to help you achieve that. These guidelines are specifically for you to help you think about what organising and carrying out a litter pick entails and the responsibilities you need to think about and put into place to help maintain the health and safety of 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 Health and Safety is properly considered to protect all from risk, harm, loss and damage.

Activity	Responsibility	
<b>Pre litter pick</b>		
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 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>
Site Location, Parking, Disabled Access and Meeting Place	Co-ordinator	Try and pick a place which is safe to park and is easily accessible.
Carry out site survey	Co-ordinator Civic Pride	<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 form on (page 8-10) 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 Street Scene (page 5). It is advisable that if these items are found, you should reassess whether the area is still suitable for a litter pick.</p>
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, Neighbourhood Watch and "In Bloom" 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 of the litter pick. Also use local newsletters, websites and notice boards to bring the litter pick to public notice.</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>

Insurance	Co-ordinator Civic Pride Parish Councils Community 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, 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 <b>must</b> 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, Neighbourhood Watch, 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 the Civic Pride team for further guidance.</p>
Funding	Co-ordinator	<p>As Durham County Council and LitterFree Durham both 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 the Civic Pride team may be able to assist in directing you to appropriate funders.</p>
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"> <li>• Litter pickers</li> <li>• Bags for litter and recycling</li> <li>• High visibility jackets</li> <li>• Litter bag hoops for holding the rubbish bags</li> </ul> <p>Heavy and unmovable items should be reported to DCC for correct disposal and never lifted by hand.</p>

<b>Litter pick Activity</b>		
Signing in and Mobile Numbers	Co-ordinator	<p>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, informing the co-ordinator if a volunteer has to leave early.</p> <p>A copy of an Attendance Sheet is provided on page 6 of this pack.</p>
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; Hazardous waste	Co-ordinator	<p><b>Carry out a safety talk to all taking part.</b></p> <p>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 <b>should never</b> 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><b>Set a finishing time and location for people to meet at the end.</b></p>
Checking personal equipment (Clothing/Footwear)	Co-ordinator All	<p>Ensure everyone is suitably dressed for the weather – hot, sunny, windy or raining.</p> <p><b>Correct footwear is essential.</b></p>
Checking equipment and 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 (page 7) If possible carry a small first aid kit and cleansing gel or hand wipes.
Supervising activities	Coordinator All	Children under the age of 18 <b>must</b> always be accompanied by an adult. If children are present the ratio of adult to child is dependent upon age. Further information can be found at: <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
<b>End of litterpick</b>		
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 the DCC Civic Pride or Clean and Green Team to arrange the removal of rubbish bags (page 5).
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.
Clean and Green Team contact details to organise the removal waste including suspected hazardous waste: 03000 261000		



## USEFUL CONTACT NUMBERS

- **Ambulance, Police and Fire – 999**
- **Fast Medical Help – 111**

<b>Accident and Emergency:</b>		
Heart Attacks		
Strokes		
Fits		
Asthma Attacks		
Head, Neck and Spinal Injuries		
Major Bone Injuries		
Road Traffic Accidents		
University Hospital of North Durham	North Road, Durham, <b>DH1 5TW</b>	0191 3332333
Darlington Memorial Hospital	Hollyhurst Road, Darlington, <b>DL3 6HX</b>	01325 380100
North Tees Hospital	Hardwick Estate, Stockton, <b>TS19 8PE</b>	01642 617617
<b>Urgent Care Centres:</b>		
FeverCuts, Sprains and Strains Hand, Foot and Wrist Fractures		
Allergic Reactions		
Bishop Auckland Hospital	Cockton Hill Road, Bishop Auckland, <b>DL14 6AD</b>	01388 455000
Shotley Bridge Community Hospital	Shotley Bridge, Consett, <b>DH8 0NB</b>	0191 3332333
Peterlee Community Hospital	O'Neill Drive, Peterlee, <b>SR8 5UQ</b>	0191 5863474
Titheburn House, Stockton	High Newham Road, Hardwick, Stockton, <b>TS19 8RH</b>	01642 525480

**ACTION: CIVIC PRIDE – ACTIVITY AND SITE ASSESSMENT**

<b>Activity</b>	
<b>Location</b>	
<b>Date</b>	
<b>Participants</b>	

**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 THE CIVIC PRIDE TEAM**

**Hazards**

**Control Measure Used**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Site conditions including broken / uneven ground and overhanging ground resulting and slips, trips, falls, etc.</li> <br/> <li><input type="checkbox"/> Manual handling (e.g. from overfilling rubbish bags, moving large objects, etc).</li> <br/> <li><input type="checkbox"/> Water deeper than 5cm</li> <br/> <li><input type="checkbox"/> Vehicles on roads and car parks</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Participants instructed to wear suitable footwear for the type of activity being undertaken.</li> <li><input type="checkbox"/> Dangerous areas cordoned off and participants instructed not to enter.</li> <li><input type="checkbox"/> Participants advised of to stay at least ..... m from base or top of steep slopes.</li> <li><input type="checkbox"/> Other: .....</li> <br/> <li><input type="checkbox"/> Participants instructed not to lift any items that they cannot comfortably manage by themselves.</li> <li><input type="checkbox"/> Participants advised to refer heavy items that need to be moved to the activity supervisor.</li> <li><input type="checkbox"/> Area(s) for participants to place items for collection identified and marked as close to activity area as possible.</li> <li><input type="checkbox"/> Other: .....</li> <br/> <li><input type="checkbox"/> Participants instructed to stay at least 5m from any water.</li> <li><input type="checkbox"/> Supervisor instructed to ensure they are the closest person to the water</li> <li><input type="checkbox"/> Other: .....</li> <br/> <li><input type="checkbox"/> Participants instructed to stay at least 5m from any roads / car parks.</li> <li><input type="checkbox"/> Activity supervisor to ensure they are the closest person to the road / car park.</li> <li><input type="checkbox"/> Participants all required to wear hi-vis tabards.</li> <li><input type="checkbox"/> Dangerous areas cordoned off and participants instructed not to enter.</li> <li><input type="checkbox"/> Other: .....</li> </ul> |
|---|--|



- |  |   |
|--|---|
| <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.<br><input type="checkbox"/> Participants instructed not to challenge members of the public they see committing offences (e.g. dropping litter).<br><input type="checkbox"/> Other: .....  |
| <input type="checkbox"/> Improper use of equipment                                   | <input type="checkbox"/> Participants given demonstration on correct use of equipment.<br><input type="checkbox"/> Participants instructed to consider location of other participants / members of the public when moving position and using equipment.<br><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.<br><input type="checkbox"/> Very high footfall areas closed to public using cones, bunting, etc to create safe working space.<br><input type="checkbox"/> Additional activity supervisors nominated to direct people away from area.<br><input type="checkbox"/> Other: .....  |
| <input type="checkbox"/> Exposure to the elements                                    | <input type="checkbox"/> Participants instructed to adjust clothing to suit the weather conditions.<br><input type="checkbox"/> Participants instructed to keep skin covered and to use sun cream.<br><input type="checkbox"/> Participants instructed to keep themselves properly hydrated during activities.<br><input type="checkbox"/> Suitable locations to take shelter from severe weather identified.<br><input type="checkbox"/> Other: .....                  |
| <input type="checkbox"/> Cuts, lacerations and puncture wounds.                      | <input type="checkbox"/> Pre-activity site check completed to remove sharp objects.<br><input type="checkbox"/> Participants instructed to contact activity supervisor if they find any sharp objects.<br><input type="checkbox"/> Participants instructed to use litter picking devices to lift and move items.<br><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).<br><input type="checkbox"/> Participants instructed to protect any cuts / grazes.<br><input type="checkbox"/> Participants instructed to wash hands before eating and drinking.<br><input type="checkbox"/> Participants briefed on manufacturers safety procedures for any products that are to be used (e.g. paint). |
| <input type="checkbox"/> Exposure to harmful substances (cont..)                     | <input type="checkbox"/> 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**

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