

# Community Clean-up Toolkit



In this toolkit, you will find:



Step-by-step guide to organising a litter pick



Guidance on safety and best practice



A risk assessment form

[www.daventrydc.gov.uk/cleanup](http://www.daventrydc.gov.uk/cleanup)

# Step-by-step guide to organising a litter pick



## Plan ahead

Think of an area that's in need of a tidy. It could be your local park, village green or another public area. Please make sure you have legal access to the site and consider any hazards involved. Use the best practice guide in this toolkit to help you consider any risks.



## Invite people to join you

Many hands make light work, and litter picks can be a great way to bring members of the community together. Use word-of-mouth, posters, noticeboards, websites and social media to invite people along. Make it easy for people to join in – can they drop in for ten minutes?



## Contact us for support

Tell us where and when you are holding your litter pick and we will arrange the collection of the refuse sacks you fill. We also have a supply of additional litter picking kits available on a first-come, first-served basis. Phone **01327 871100** or email **customer care@daventrydc.gov.uk**



## Complete a risk assessment

Make sure you have considered any safety issues and taken the necessary precautions to prevent them (as far as is practical) by completing a risk assessment. You will find one at the back of this toolkit.



## On the day

Brief your volunteers to make sure everyone is aware of the health and safety risks identified in the risk assessment. The checklist provided in this toolkit will also help you with this. If you've agreed with us a suitable spot to leave the rubbish you've picked up, leave it in a neat pile and it will be collected for proper disposal.



## Share your success

Take pictures of your event and share them with us so we can help spread the word! You can post them on your social media accounts and tag us in or email them to **communitygrants@daventrydc.gov.uk**. If you have received litter picking kits from us as part of the Community Clean-Up initiative please also remember to complete the monitoring form.

# Community Clean Up – Best Practice Guide



Litter picking in a public place, especially on or by the Highway will always involve a level of risk to the individuals involved and possibly members of the general public. This guide has been produced to highlight some of the key risks to consider and to assist you in preparing for a litter pick.

The level of risk will vary at each location, so prior to commencing a litter pick, it is recommended that a visual site inspection and risk assessment is carried out to establish the risks and to identify and note the possible hazards. This toolkit includes a risk assessment which should be used to assess the risks in your area if you do not already have one in place for this activity.

The event group leader should ensure that all people involved in the litter pick are made aware of the findings of the risk assessment before the litter pick begins. We have provided a health and safety checklist which may also be useful for this. Volunteers have a duty towards themselves, fellow volunteers and the public to work safely. If there is any doubt about the safety of a site or material, then it should be avoided.

## Protective Clothing and Equipment

You have been provided with most of this equipment in your litter picking kit and it is recommended these items should be used at all times by volunteers undertaking litter picks:

- Gloves – to minimise physical contact with dangerous materials
- Reflective hi-visibility waistcoats or light coloured clothing - to clearly highlight volunteers to traffic and pedestrians.
- Litter pickers - to avoid direct contact with litter and repetitive bending.
- Strong boots or shoes – to reduce likelihood of slips/falls and severity of any resulting injury.
- Mobile phones – should be carried to contact the emergency services (if required).

## Dangerous Materials

The following materials may be encountered during litter picks and should be treated with caution:

- Broken glass – Avoid direct hand contact; remove using a litter picker and dispose of in a solid container.
- Drug related litter/hypodermics - These should not be touched. Contact the Council for removal.
- Suspect materials and fly tipping - Items that are possibly dangerous such as unknown liquids in containers, asbestos, or fly tipping should not be touched. Contact the Council for specialist removal.

If there is any doubt about an item, leave it, and let the Council know.

## **General Site Safety**

Litter picking of areas beside roads should be carried out with extreme caution, due to the risk of being struck by vehicles. Litter picking should be restricted to areas where there are wide verges or pavements, suitable for pedestrians, and should be carried out facing oncoming traffic.

It is essential when litter picking adjacent to busy roads that hi-visibility garments are worn and that the litter picks are only conducted in good visibility conditions. Volunteers should never clear litter from highways. The health and safety checklist in this toolkit provides further information and advice.

## **Lifting and Handling Materials**

Volunteers should be aware of the risk of injury by carrying bags of collected litter and attempting to lift and carry heavy materials. To avoid injury, the following basic principles of manual handling should be applied:

- Use litter pickers to prevent constant bending and stretching.
- Make sure an item is safe to handle with no sharp edges or hazardous contents.
- Avoid cuts to legs by ensuring that glass and other sharps are placed in sturdy containers, and not directly into the plastic bags.
- Decide if an item can be safely moved either by one or two people.
- Only try to move an item if this can be done so without straining.
- When lifting an item, bend the legs and keep the back straight.

## **Weather**

Litter picking is an outdoor event and volunteers need to be appropriately dressed. If it is hot and sunny applying sunscreen, wearing a cap and long sleeved shirts are advised to protect against sunburn.

Bottled water is also advisable to guard against dehydration. If the weather is cold, wet or windy volunteers should wear clothing that will keep them warm and dry.

Poor visibility conditions resulting from time of day or weather conditions may significantly increase the risks associated with litter picking, especially on roads. Consideration should be given to arranging the event for suitable times of day and suspending the event if visibility reduces.

## **Young Volunteers**

Age plays a big part in people's ability to recognise and avoid risk. With that in mind, an adult should always supervise volunteers under the age of 18 and permission for their participation should be gained from a parent or guardian.

In the interest of safeguarding children, adults tasked with supervising or working with volunteers under the age of 18 should be Criminal Record Bureau checked.

## **Hygiene**

To avoid illness from poor hygiene, all those taking part in the litter pick should:

- Wear gloves at all times
- Cover any cuts or grazes with surgical tape or waterproof plasters
- Avoid rubbing the mouth and eyes whilst working
- Wash hands and forearms before eating, drinking, smoking or going to the toilet.

## **Insurance**

Volunteer litter pickers are not working for, or on behalf of Daventry District Council, therefore you are not covered by the Council's insurance. 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.

If you are an individual organising a tidy up your current household insurance may cover you for public liability. You will need to check your policy to ensure you are covered. If not you will need to take out a separate public liability insurance.

If you represent an organisation such as a local school it is probable that you already have insurance in place but it is important to check that litter picking activities are covered under such insurance. If not, a suitable extension should be made to the policy.

## **Disclaimer**

Volunteers should not participate in litter picks unless they understand and accept that participation is entirely at their own risk. Volunteers are not working for, or on behalf of Daventry District Council and therefore the Council cannot be held liable for any loss, damage or injury caused as a result of the actions and omissions of volunteers.

# Health and safety checklist



This checklist provides information on some of the dos and don'ts of taking part in a litter pick. You may find it handy to go through this with your volunteers, alongside any of the specific hazards you have identified in your risk assessment.

## DO:



Carry a mobile phone in case of an emergency.



Wear reflective clothing and strong boots or shoes, and use the gloves and litter pickers while collecting litter.



Wash your hands after litter picking.



Inform the Council of any problems or issues that you notice.

## DO NOT:



Handle any needles or sharp objects



Work on any busy roads, near rivers, ditches and steep slopes, or on land where the public does not have right of entry.



Lift anything that is too heavy or overstretch to pick up an item of litter. If it can't safely be reached with a litter picker, leave it.



Reach into hedges or undergrowth that may expose the face to scratches from thorns or branches.



Work when you are tired or in poor visibility.

**It is the responsibility of the group leader(s) to undertake their own risk assessment prior to the event.**

**SAMPLE RISK ASSESSMENT: COMMUNITY CLEAN-UP WITH VOLUNTEERS AND CHILDREN**

<b>Assessors Name(s):</b>		<b>Group Leader:</b>	<b>Assessment Date:</b>	<b>Review Date:</b>
<b>Site / Area:</b>		<b>Location:</b>	<b>Identify People at Risk: Volunteers/ public</b>	
<b>Details of operation or work activity undertaken:</b> Clean up with volunteers and children				
<b>Hazards Identified</b> Source of potential danger	<b>Control measures</b> To remove hazard, reduce risk	<b>Risk Rating</b>	<b>Action required</b>	<b>Action by who</b>
Personal Injury; cuts and grazes Nettle/insect stings	<ul style="list-style-type: none"> <li>• Access to First Aid kit</li> <li>• No unprotected feet – wear sturdy shoes, boots or trainers</li> <li>• Wear suitable clothing (gloves at all times, sleeves and trousers)</li> <li>• All volunteers to use litter pickers to collect rubbish - NEVER scoop up items by hand</li> </ul>	L	Remind volunteers of control measures in briefing	Group leader  Volunteers
Lifting items - strains	<ul style="list-style-type: none"> <li>• Do not move or lift any heavy objects.</li> <li>• If item to be lifted, only trained staff aware of correct lifting procedure should undertake</li> </ul>	L	Remind volunteers of control measures in briefing.	Group Leader  Volunteers
Contact with Hazardous Chemicals / Dangerous Materials	<ul style="list-style-type: none"> <li>• Do not approach or remove containers which contain/ contained chemicals.</li> <li>• Any suspicious drums, materials or containers with contents not identifiable to be left untouched and Environment Agency Incident Hotline to be contacted (Tel 0800 807060)</li> <li>• Always use equipment and PPE provided when litter picking.</li> <li>• Suspect materials and fly tipping - Items that are possibly dangerous such as unknown liquids in containers, asbestos, or fly tipping should not be touched. Contact the Council for specialist removal.</li> <li>• Drug related litter/hypodermics - These should not be touched. Contact the Council for removal.</li> <li>• Broken glass – Avoid direct hand contact; remove using a litter picker and dispose of in a solid container.</li> </ul>	L	Remind volunteers of control measures in briefing. Report instances to group leader.  Group leader to contact DDC for removal of suspect materials (01327 871100)  Seek medical attention if exposed to chemicals – record any label details.	Group Leader  Volunteers
Car Park and Roads	<ul style="list-style-type: none"> <li>• Children to remain under supervision and in sight of a responsible adult at all times</li> </ul>	M	Remind volunteers of control measures in	Group Leader

	<ul style="list-style-type: none"> <li>• Briefing to include warning on roads, speed limits and any known hazards</li> <li>• Briefing to include warning to always focus when crossing streets and be aware of surroundings at all times</li> <li>• Be aware of cars, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles</li> <li>• Volunteers not to pick litter from the road but to remain on pavements and paths</li> <li>• Keep away from the edge of the road as far as possible</li> <li>• Tabards or hi-vis to be worn at all times</li> </ul>		<p>briefing.</p> <p>Seek medical attention in the event of injury</p>	Volunteers
Paths – impact with bicycles and street cleansing machinery	<ul style="list-style-type: none"> <li>• Maintain awareness of other footpath users.</li> <li>• Always wear the hi-vis jackets provided.</li> <li>• Be alert to the potential presence of street cleansing machinery.</li> <li>• Maintain awareness of moving vehicles in the vicinity.</li> </ul>	L	<p>Remind volunteers of control measures in briefing.</p> <p>Seek medical attention in case of injury.</p>	<p>Group Leader</p> <p>Volunteers</p>
Ground conditions – potential trip, slips and falls	<ul style="list-style-type: none"> <li>• Be wary of uneven ground and trip hazards including trailing vegetation</li> <li>• Maintain awareness of ground conditions: potholes, uneven ground or rabbit holes.</li> <li>• Wear appropriate footwear: sturdy shoes, boots or trainers</li> <li>• Avoid climbing/walking on anything other than footways.</li> <li>• Avoid slopes, drains, potholes and particularly uneven ground.</li> <li>• Maintain awareness of weather conditions.</li> </ul>	M	<p>Remind volunteers of control measures in briefing.</p> <p>Advise participants of first aid box in litter pick kits.</p> <p>Seek medical attention for</p>	<p>Group Leader</p> <p>Volunteers</p>
Drowning, slips, trips and falls: Water (ponds, rivers marshes, bogs)	<ul style="list-style-type: none"> <li>• Avoid collection close to river banks.</li> <li>• Do not go on to marsh/ bog areas</li> <li>• Work in pairs if close to water</li> <li>• Do not walk on frozen water.</li> </ul>	L	<p>Remind volunteers of control measures in briefing.</p>	<p>Group Leader</p> <p>Volunteers</p>
Electric fences and pylons	<ul style="list-style-type: none"> <li>• Always assume electric fences are live</li> <li>• Avoid contact.</li> </ul>	L	<p>Remind volunteers of control measures during briefing.</p>	
Dog fouling	<ul style="list-style-type: none"> <li>• Do not touch dog fouling</li> <li>• If a volunteer steps in dog faeces return to the base to clean shoes</li> <li>• If found warn others in the vicinity</li> </ul>	L	<p>Advise on issue of dog fouling during the briefing</p>	<p>Group leader</p> <p>Volunteers</p>
Dogs	<ul style="list-style-type: none"> <li>• Staff to maintain vigilance for dogs off leads</li> <li>• Do not touch dogs</li> <li>• Dog Walkers in vicinity to be advised by staff of the litter pick and to keep dogs under control</li> </ul>	L	<p>Remind volunteers of control measures in briefing</p>	<p>Group leader</p> <p>Volunteers</p>

	<ul style="list-style-type: none"> <li>• Children to remain under adult supervision and within sight of adults at all times</li> <li>• Seek medical attention if a dog attack occurs (bite/scratch).</li> </ul>			
Working in public areas – abuse, violence and illness	<ul style="list-style-type: none"> <li>• Do not work alone – always work within sight of others.</li> <li>• If a member of the public is abusive in any way, walk away and report to Group Leader</li> <li>• In the event of illness, seek appropriate medical attention and report to Group Leader.</li> </ul>	L	<p>Remind volunteers of control measures in briefing.</p> <p>Advise of first aid box in litter pick kits.</p>	<p>Group leader</p> <p>Volunteers</p>
Refuse, litter and broken glass – general injury Cuts and possible infection through contact with Sharps and Syringes	<ul style="list-style-type: none"> <li>• Pick up only general litter.</li> <li>• Do not touch suspect materials and fly tipping - Items that are possibly dangerous such as unknown liquids in containers, asbestos. Contact the Council for specialist removal.</li> <li>• Use the equipment and PPE provided. Avoid using your hands, especially where you cannot see hazards. Carry bags/sacks away from body.</li> <li>• Never collect needles or syringes. Leave in situ and report to Group Leader.</li> <li>• Group leader to survey site prior to event to check for any evidence of syringes. Volunteers finding syringes should not touch them, but immediately notify the Group Leader who will arrange disposal. All work must then cease in this particular area</li> <li>• Any accidental piercing by syringe should be immediately treated at medical practice or A &amp; E (see below)</li> </ul>	M	<p>Remind volunteers of control measures in briefing.</p> <p>Group leader to refer medical waste/ syringes to DDC.</p> <p>Group leader to seek urgent medical attention for any accidental piercings</p>	<p>Group Leader</p> <p>Volunteers</p>
Use of tools and equipment	<ul style="list-style-type: none"> <li>• Always use the tools or equipment only in the way intended or as instructed.</li> <li>• Use the appropriate Personal Protective Equipment (PPE) at all times.</li> <li>• Allow sufficient working area for the correct and safe use of the tool.</li> </ul>	L	<p>Remind volunteers of control measures in briefing.</p> <p>Advise of first aid box in kit.</p> <p>Provision of PPE</p>	<p>Volunteers</p>
Accidents/incidents	<ul style="list-style-type: none"> <li>• Group leader to carry a charged mobile phone for contact purposes.</li> <li>• First aid box available in kit.</li> <li>• In an emergency ring 999.</li> </ul>	L	<p>Remind volunteers of control measures in briefing.</p> <p>Group leader to refer injured person for</p>	<p>Group Leader</p> <p>Volunteers</p>

			medical attention if required.	
Hygiene and biological risks – Weils disease, Hep B & C, Tetanus	<ul style="list-style-type: none"> <li>• Use Personal Protective Equipment at all times.</li> <li>• Awareness of the types of risk from clinical waste, syringes, stagnant water (weils disease- rats)</li> <li>• Follow hygiene procedures – wash hands before eating, drinking or smoking and following activities.</li> <li>• Establish location of nearest toilet facilities. If no facilities nearby, reduce working time.</li> <li>• Provide handwipes if running water not available.</li> </ul>	L	<p>Remind volunteers of control measures in briefing.</p> <p>Highlight location of nearest facilities.</p>	<p>Group Leader</p> <p>Volunteers</p>
Allergies and irritants	<ul style="list-style-type: none"> <li>• Beware of dangerous plants and possible adverse reactions.</li> <li>• Notify the event manager of any known allergies before commencing activities.</li> <li>• Use Personal Protective Equipment at all times.</li> <li>• Maintain an awareness of potential hazards.</li> <li>• Carry epi-pen and/or any medication if known to be required.</li> <li>• Wash thoroughly on completion of activity.</li> </ul>	L	<p>Remind volunteers of control measures in briefing.</p> <p>Advise of first aid box in kit.</p> <p>Advise volunteers of contacts in the event of an emergency.</p>	<p>Group Leader</p> <p>Volunteers</p>
Weather	<ul style="list-style-type: none"> <li>• Wear protection if working in the sun. Keep in the shade during the hottest part of the day.</li> <li>• Do not work if extremely cold.</li> <li>• Take shelter in heavy rain/thunderstorms.</li> </ul>	L	<p>Postpone activities in extreme weather</p> <p>Remind volunteers of control measures in briefing.</p>	<p>Group Leader</p> <p>Volunteers</p>
Volunteers not familiar with safety procedures	<ul style="list-style-type: none"> <li>• All volunteers should be given a briefing Safety Talk, covering the above risks and general information about correct use of the equipment, the site</li> </ul>	L	Cascade training/ information to all volunteers	<p>Group leader</p> <p>Supporting staff</p>
Children and vulnerable adults in a public area (safeguarding)	<ul style="list-style-type: none"> <li>• All children and any vulnerable adults to be accompanied by responsible adult (parent, carer or teacher) in approved ratios</li> <li>• No child to be out of sight of a responsible adult</li> <li>• Where DBS is required for individuals this is in place</li> <li>• All staff on site to maintain vigilance where members of the public not participating in the event are using the same public space</li> <li>• All event volunteers to wear event tabards to allow easy identification</li> </ul>	M	Remind volunteers of control measures in briefing.	<p>Group Leader</p> <p>Supporting staff</p>