

Ref.

COMMUNITY **LITTER PICKING PACKS**

PLEASE READ THE GUIDANCE ON
LITTER PICKING – HAZARDS AND
PRECAUTIONS - BEFORE LITTER PICK

**Clear recycling sacks to be used for plastic bottles,
glass bottles and tin cans in good condition only
please.**

For more information contact:
waste.team@southandvale.gov.uk
01235 422 146



Working
together

Introduction

Both South Oxfordshire and Vale of White Horse District councils are responsible for clearing litter and fly tipping from relevant land in their district. This is a major undertaking, which involves both planned and responsive work.

Many local individuals and groups who take pride in their local environment, would like to support the Councils work and help to keep their area free from the blight of litter which has been dropped by other members of society. It is these groups which the pack is aimed at.

In order to assist these groups in their desire to keep their locality clean the councils have developed 'Litter Picking Packs' for organisers of 'Litter Pick Events' These packs: -

- Consists of litter pickers, high visibility vests, gloves and sacks.
- They are available on a loan basis from the councils at any time of the year.
- Once the litter has been bagged up we will collect it.

All we ask is that: -

- You carry out a full risk assessment of where the litter pick is taking place.
- You read the health and safety section of this booklet.
- The packs are used to clear the verges, footpaths, bridle ways and public open space in South Oxfordshire and Vale of White Horse.
- The bags of litter are piled up in places where we can pick them up.
- You let us know the location you will be litter picking in.
- Bulky items that are found e.g fridges/freezers should be left in situ and the waste team informed of their location.
- You take responsibility for any of the litter pickers or high visibility vests that go missing.
- **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.**

Before starting your clean up ensure all volunteers

- Have the correct Personal Protective Equipment (PPE) – e.g. Gloves, hi-viz vest, sensible footwear, weather appropriate clothing etc.
- Have the correct equipment – e.g. Litter grabbers, plastic bags etc and know how to use the equipment.
- Consider all the risks and hazards in the work area, e.g. hazardous waste, broken glass, dog waste, low branches, traffic, uneven ground, hidden banks etc.
- Know the work area and how to report
 - incidents or hazardous or unidentified waste
 - where to get first aid
 - where to meet on completion
 - where to place full bags of recycling and refuse

On Completion of the Litter Pick Ensure

- Everyone washes their hands thoroughly as soon as possible after the litter pick and before taking any food or drink.
- Any wounds are redressed after cleaning and disinfecting if there has been any contact with water.
- Volunteers carry out a personal inspection for cuts etc.
- That the area covered is inspected to see if there is any hazardous material / flytipping still present. If so record for reporting to the Council.
- All volunteers have reported back and all equipment is collected back in.
- All rubbish / recycling for collection is left in separate piles and left in the arranged pick up site.
- Any bags containing sharp material, e.g. broken glass, have been securely wrapped and tied up.

Guidance on Litter Picking - Hazards and Precautions

1. Injuries caused by slipping or tripping. The danger is increased during wet or frosty weather and when working on uneven surfaces.

Take extra care when the ground underfoot is wet or frosty. You may wish to think about delaying the start any activities until the conditions underfoot are more favourable.

2. Injuries caused from handling sharp objects for example glass, tins, needles etc.

Care needs to be taken when handling items such as glass and tins, where possible use a litter picker to pick up such items.

If you find any needles leave them, mark their location and report then to Biffa describing their location and the marker used. If you are carrying out work on a weekend please report any needles on Monday morning to the Waste team.

3. Injuries to the eyes, head and upper body, through contact with overhanging branches, bushes, twigs etc.

You must take extreme care when working under or adjacent to overgrown areas. If in doubt do not carry out the work and report any litter or dumped rubbish to Biffa.

4. Injuries to the back caused by bending and/or incorrect lifting.

If you are lifting heavy items you must, when carrying out manual lifting work, follow all guidance and procedures. Strict attention must be paid to the following lifting guidelines.

- i) correct position of feet
- ii) straight back
- iii) arms close to the body (for both lifting & carrying)
- iv) correct hold
- v) chin in
- vi) use of body weight

5. Impairment of hearing caused by extensive periods of working adjacent to heavy volumes of noisy traffic

If traffic is particularly heavy or noisy you may wish to suspend litter picking operations.

6. General health problems resulting from sustained outdoor working during severe weather conditions.

Tabards and gloves will be provided and must always be worn. Appropriate clothing in hot weather and sun barrier cream should be used. You must at all times wear the appropriate clothing for weather conditions

7. Contraction of diseases from the handling of dog faeces (disease known as TOXOCARA) or from discarded waste.

If you come across dog faeces, please do not attempt to move it. If it is in an area, which is, frequented by children, please contact Biffa who will make arrangements for its removal.

Toxocara infection results from microscopic eggs present in the faeces of infected animals. The eggs can remain in the soil for 2 years or more. Most infections are picked up by small children or crawling babies, but adults can be infected.

Note: Paper products can be contaminated by disease and will remain contaminated for long periods. Litter should always be collected with litter pickers and gloves should be worn at all times when carrying out litter picking work.

8. Risk of bites from animals and reptiles

You must take extreme care when working in overgrown areas, as animals and reptiles can be camouflaged by long grass. If you are bitten seek medical advice immediately, keeping details of the location and type of animal encountered.

9. Risk of stings from insects

In addition there may be certain times during the year when accumulated litter or waste attracts wasps or other stinging insects. Some people do experience a reaction to insect stings and reactions can occasionally be severe. Care should be taken throughout the summer and early autumn period to avoid being stung.

10. Injuries caused by impact from passing vehicles whilst working on the highway/verge.

You must familiarise yourself with the working conditions at each site you work at. You must make your own assessment on the safest method of carrying out individual tasks before starting work. If in doubt **DO NOT** carry out the work and report any litter or dumped rubbish to the Waste Team.

Always wear a high visibility vest when working on or next to the highway.

You should not attempt to carry out litter picking activities on Dual carriageway roads as Health and safety guidance requires additional safety and traffic management systems.

The Council accepts no liability or responsibility for any injuries, accidents or damage howsoever caused as a result of any litter pick event. Those involved in the events are not employees or agents of the Council and must not represent themselves as such.

On acceptance of the Litter Pick Packs the event organiser confirms that they are responsible for the event including but not limited to any risk assessment, insurance and the behaviour and actions of those involved in the event.

Although the Councils cannot accept any liability or responsibility for any injuries or accidents, we would ask you provide us with details of any accidents or injuries so we can assess any risks and provide appropriate advice to other groups. Contact number: 01235 422 146

For any further information about litter picks visit 'The Big Tidy Up' at www.thebigtidyup.org. This is a campaign run by Keep Britain Tidy and has more information available about health and safety, planning, managing and publicising your tidy up.

Risk Assessment

Having chosen a place for your tidy up, visit the site and carry out a full risk assessment. It is important that you consider all of the possible risks to you and your volunteers. When assessing the risks, look for the following hazards:

- Unidentified cans or canisters, oil drums, poisons, insecticides, clinical waste, other hazardous substances, broken glass, condoms, syringes, etc
- Deep or fast flowing water, currents or tides, steep, slippery or unstable banks, manhole covers, sharp rocks, mud holes, derelict buildings, busy roads, electric fences (which are identified by yellow warning signs) etc.

If the area carries too many risks you may want to choose another place to carry out your event.

An example risk assessment is attached to give you an idea of the types of hazards and measures that should be included. Please make sure to fill out your own risk assessment using the blank template making sure that the hazards are appropriate for your litter pick location.

Guidance on equipment use supplied by the council

- **Plastic bags**- litter collected on the event should be placed in the plastic bags provided. Bags should not be used for any other purpose and should not be placed over the head. They should be kept away from small children to avoid the risk of suffocation.
- **Hoops**- should be used to clip bags to and not for any other activity.
- **Gloves**- are to be worn at all times during the litter pick
- **Hi visibility jackets** – are to be worn throughout the duration of litter picks by all members.
- **Litter pickers**- should be held using the hand grip and used to pick up all manageable items on the day.
 - Litter picks should be kept at waist height and not waved around.
 - The litter picking end should always be facing the ground and not touched.
 - Items that are too large to be picked up by the litter pickers should be picked up and bagged by hand, if safe to do so.

Bulky items should be left where they are found and their location reported after the event to the waste team.

Declaration to be completed by the group leader:

I confirm that I have read, understood and will adhere to the full guidance detailed in this information pack and confirm a risk assessment has been completed.

Name:

Date:

Example Risk Assessment

Date:	Assessor Name																																							
Activity																																								
Location																																								
Risk Rating If all control measures are in place Who may be exposed to the risks: L = Litter-picker P = Pregnant Litter-picker Y = Young person	LIKELIHOOD 1 – Unlikely 2 – Possible 3 – Strong Possibility 4 – Highly Likely 5 – Expected Imminently	SEVERITY 1 – Low 2 – Moderate 3 – Substantial 4 – Severe 5 - Critical	RISK RATING																																					
			<table border="1"> <thead> <tr> <th></th> <th>S1</th> <th>S2</th> <th>S3</th> <th>S4</th> <th>S5</th> </tr> </thead> <tbody> <tr> <th>L1</th> <td>W1</td> <td>G2</td> <td>G3</td> <td>G4</td> <td>Y5</td> </tr> <tr> <th>L2</th> <td>G2</td> <td>G4</td> <td>Y6</td> <td>Y8</td> <td>Y10</td> </tr> <tr> <th>L3</th> <td>G3</td> <td>Y6</td> <td>Y9</td> <td>Y12</td> <td>R15</td> </tr> <tr> <th>L4</th> <td>G4</td> <td>Y8</td> <td>Y12</td> <td>Y16</td> <td>R20</td> </tr> <tr> <th>L5</th> <td>Y5</td> <td>Y10</td> <td>R15</td> <td>R20</td> <td>B25</td> </tr> </tbody> </table>		S1	S2	S3	S4	S5	L1	W1	G2	G3	G4	Y5	L2	G2	G4	Y6	Y8	Y10	L3	G3	Y6	Y9	Y12	R15	L4	G4	Y8	Y12	Y16	R20	L5	Y5	Y10	R15	R20	B25	
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L5	Y5	Y10	R15	R20	B25																																			
Identified Hazards (anything (object, person, condition etc) that has the potential to cause harm)	Who may be exposed to the hazards e.g. L-P-Y	Current control measures used to mitigate/reduce risks (Include details of maintenance / checks currently undertaken) (Eliminate, Reduce, Isolate, Control, PPE, Discipline)			Current Risk Rating (after control Measures)																																			
Manual Handling – general from picking up litter, carrying bags, moving bins, moving large objects, reaching, bending or twisting	L-P-Y	<ul style="list-style-type: none"> • Use the litter picker, so that you do not bend as much. • Lift and move items using your legs to bend, not your back. • Take regular breaks to prevent fatigue as if you are tired you are more prone to injuring yourself. • Do not handle large items. Only collect litter that can be put into rubbish bags. • Assess items before you move them for hazards such as unknown substances, sharp edges. • Wear appropriate foot ware that has suitable tread and ankle support, so that you are less likely to slip whilst carrying out the activity. 			L2																																			

Environmental hazards Ground surfaces (un-even, poor, slippery) Ditches (dirty water, possibly biological hazards, hidden debris) Steep banks Shrubs, brambles, tree, branches etc. Weather, sun and hot temperatures, wet and cold weather	L-P-Y	<ul style="list-style-type: none"> • Be aware of surfaces walked on, wear appropriate footwear. • Personal hygiene, wash hands before eating, drinking or going to the toilet. • Do not handle items you suspect could be contaminated with a hazardous substance. • Take regular breaks out of the sun, at least every 2 hours and more frequently in extreme temperatures. Water should be carried and drunk regularly. A Sun hat and sun cream (factor 15) should be used. Keep covered up as much as possible. • Suitable waterproof and warm clothing, trousers, coat, hat should be worn. 	W1
Moving vehicles	L-P-Y	<ul style="list-style-type: none"> • Hi- Vis clothing to be worn at all times • Awareness of road vehicles • Stick to paths and pavements. • If working on lanes, ensure that you or another can be seen by traffic (e.g. on a blind bend, have someone on the opposite side to raise awareness to other road users of litter pickers nearby). • Children should not work by a road-side 	W1
Lone working	L-P-Y	<ul style="list-style-type: none"> • Inform Team leader if a deviation from daily route is needed • Inform Team leader of any abusive or expected abusive behavior • Ensure mobile phone is charged • In/out check system in place • Keep together and stay off private property. 	W1
Broken glass, sharp/rusty edges, needles	L-P-Y	<ul style="list-style-type: none"> • Use litter grabbers to pick up sharp litter • Leave alone & report to event organizer to dispose of in sharps container using litter grabber, or report to council for removal 	W1
Trees, shrubs	L-P-Y	<ul style="list-style-type: none"> • Be alert to the risks and keep a look out for hazards. • Be aware of low hanging branches and exposed tree and shrub roots. 	W1