

Community Litter Picking Support (CLiPS)

Guidelines for Organised Litter Picking



Introduction

- These guidance notes will explain where problems may occur and general issues whilst undertaking cleansing duties on CCC land; they will also show how to maximise safety and get the most from your day.
- The Council will support any voluntary groups who want to do a litter pick.
- Please read and follow these guidelines and abide by the conditions of the risk assessment.
- Litter picks by unsupervised groups and individuals will not be supported by the Council because of the risks involved. e.g. slips, trips, falls, contact with discarded syringes and sharps.

Where can we litter pick?

- Litter picking can be very rewarding but there are some potential risks associated with it. To make it easier we recommend that you choose an area where the hazards are reduced to a minimum.
- Check the area before you start litter picking. We cannot support litter picks where groups and individuals will be at risk.
- We will not support litter picks on main roads, on rivers, water margins or land that is not owned by CCDC.

Look at the hazards

- A risk assessment will help to identify hazards, if the hazards start to add up then it's probably best that a different location is chosen.
- The risk assessment should help avoid danger and reduce the hazard to a significantly low level.
- Always remember if there is any doubt, do not proceed and ask for assistance.

How can the Council help?

- The Council will support groups who wish to participate in organised litter picks, and will assist them as much as possible.
- The Council will supply some equipment where possible, this may include; litter pickers, gloves, high-vis vests and bags for rubbish.
- We will also remove and dispose of the rubbish for you.

Litter Pick Checklist

One Week before the litter pick:

- Get a map of the litter picking area.
- Walk around the site making sure you know where the hazards are.
- Choose a location to act as your base.
- Choose a location for the rubbish to be collected from and let the Council's Cleansing Team know where it is.
- Remind people doing the litter pick to wear sensible clothes, Hi-Viz vests and sensible shoes or safety boots.
- Check if there are any toilets nearby.
- Check what equipment you need, i.e. bags, litter pickers, gloves etc.

Just before and during the litter pick:

- Make sure you know who is attending, have an event sign in and out sheet and get a mobile contact number for each of your litter picking teams.
- Ensure young people (under 16 years old) are accompanied by an appropriate adult.
- Check who is responsible for them.

- Make sure the area is safe and there are no new hazards.
- Set a start and finish time.
- Get everyone who is doing the litter pick together and tell them the health and safety rules and point out any hazards.
- Finally - take plenty of photos of the area before you start to show people the difference you have made afterwards!

After the litter pick

- Check that everyone back.
- Ensure that everyone has wiped their hands down and been told to wash again when they get home.
- Take photographs of the site to show how it looks after the litter pick.
- Thank everyone for participating and their help.
- Let the **Council's Cleansing Team** know how many bags have been collected and where you have left them. The can be contacted **on 01543 456840 or 01543 462621.**

Health and Safety Check Sheet

The rules

- **You should** wear Personal Protection Equipment (PPE) at all times including; gloves, Hi-Viz vest/jacket and suitable boots/shoes as a minimum.
- **Do not** pick up litter with bare hands use gloves, or litter pickers if provided.
- **Do not** climb up trees or down slopes or enter any water. Be specific about your litter pick. Tell people exactly what you want to do.
- **DO NOT** pick up 'needle sticks/syringes', asbestos or any other dangerous items.
- **Always Leave 'needle sticks' where you found them** and contact the Council's Cleansing Team with a location of these items and we will send a trained person out to collect them.
- Children and young people (up to 16 years old) must be accompanied at all times by a responsible adult.
- Make sure that all people know who is in-charge.
- Make sure that the bagged up litter is safe to handle (the teams picking up the rubbish may not have been involved in the planning).
- All people **must** be signed in and out.
- **Do not** go out of the litter picking area
- Be aware of all the hazards in the area.
- Wear clothes that correspond with the climate e.g. if it is cold wrap up warm.
- Agree a start and end time and end location.
- Only Litter pick 1 metre either side of pathways
- Be aware of and adhere to parking and vehicle movement on site



Shown above is a 'Needle Stick' and a 'Needle Stick and Sharps' collection box.