



# LITTER PICK PACK

**In this litter pick pack you will find:**

- 1: What Cambridge City Council can do to help
2. Your guide to organising a litter pick
3. A safety checklist
4. Some useful contacts

## **A. Introduction**

Cambridge City Council is committed to a cleaner and greener city by working with our residents. We do this in a number of ways. One of which is to encourage and support communities who are tackling the problem of litter themselves, by organising tidy up activities that enhance their neighbourhoods for the better.

This pack has been produced to help your events be successful and enjoyable for everyone taking part and that it has a positive impact upon the community. The guide is broken down into distinctive sections to give a clear guide on how to organise a litter picking event.

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 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 their health and safety is properly considered to protect all from risk, harm, loss and damage.

If you have any questions about the pack information or if you require any assistance, please contact our Operations Co-ordinator Rina Dunning on 01223 458084, email: [caterina.dunning@cambridge.gov.uk](mailto:caterina.dunning@cambridge.gov.uk) or tweet us [@cambstreetscene](https://twitter.com/cambstreetscene).

A little local action can go a long way!

### **If you are an individual, group or business thinking about organising a litter pick here is how we can help:**

- offer advice on how to plan a pick
- direct you to locations that may need the help of a litter pick.
- loan you litter picking equipment.
- take the rubbish away afterwards.
- promote your group and efforts via our website and social media accounts
- connect you with other local litter picking groups to share ideas.

### **If you are a local organisation who supports and organises your own volunteers to litter pick here is how we can help:**

- help coordinate your activities with other groups and organisations.
- offer advice on managing the waste you collect.
- Arrange for the disposal of the rubbish collected as part of your volunteer activities. (Exceptions may be made in some cases where your activities take place on private land).

## B. Guide to Organising A Litter Pick



### **1. PLAN AHEAD**

Where, when, do I need permission?



### **2. INVITE FOLK**

Make it easy for people to join in



### **3. TELL US**

Register the pick and ask for help



### **4. HAZARDS**

Take 10 minutes to do a risk assessment



### **5. CHECKLISTS**

Prepare for the day and the people



### **6. MUST DO'S**

On the day cover the essentials



### **7. COLLECTION**

After...check the rubbish has gone



### **8. FEEDBACK**

Tell us how you did and send a pic



## 1. PLAN AHEAD

Choose an area you want to clean up. If you are not sure how to pick a location you can get in touch with us and we can recommend one for you.

It is important that you talk to us about the location so that we can confirm who the land belongs to. If it's privately owned land, please get permission from the landowner(s). If you need help locating them let us know.

Once you know where you would like to hold your litter pick decide when you want to do it. If it is a one off event then think about whom you would like to join in and when they might be available.

If you would like to run regular litter picking activities then perhaps ask us to connect you to other communities doing the same. You can share ideas, learn about what they do, find out how they got funding for their own equipment and how they try to stop litter finding its way into their local spaces in the first place.



## 2. INVITE FOLKS

Make it easy for people to join in - can they just drop in for 10 minutes?

Use, word of mouth, social media, websites, and community notice boards to advertise your event locally.

Hit the headlines – Your clean up event is an excellent opportunity for you, your group or organisation to get some publicity. Approach the local press at least one week before the event. If they are unable to cover the event, why not send them a brief story and photograph afterwards.

If you register your event with us, then we can add it to our webpage calendar and social media accounts and spread the word amongst residents, councillors, visitors and businesses.



## 3. TELL US

Registering means, if you need them, then we can provide you with:

- Litter pickers
- Litter and recycling bin bags
- Hi-visibility vests

It also means that we can arrange to have the rubbish taken away by the Council, you just tell us where and when.

You can register by emailing [caterina.dunning@cambridge.gov.uk](mailto:caterina.dunning@cambridge.gov.uk)



## 4. HAZARDS

Take 10 minutes to complete a Risk Assessment.

This is a simple way to ensure you have considered any safety issues for the group and taken the necessary precautions to prevent them, as far as is practical.

To get make sure your event is insured send a copy of your completed Risk Assessment to us. Volunteers should be asked to wear their own suitable footwear (steel toecaps where possible)



## 5. CHECKLISTS

Prepare yourself and your helpers for the day:

- Decide where you will meet and at what time. Select a place that is easily accessible to all.
- Think about if and how to split the group up to cover the area
- Decide how long you will litter pick, when you will take breaks
- Think about refreshments and what toilet facilities are available. Is there a local nearby business that might offer all involved a free cuppa?
- Think about first aid, safety and hygiene – will there be a first aider in the group, do you have a supply of antibacterial wipes or hand gel, take some plasters and antiseptic for any cuts or grazes.
- Read and print a copy of the litter pick safety checklist.
- Check back over your completed Risk Assessment; is there anything else you need to prepare for the day?



## 6. MUSTS DO'S

On the day please ask people to sign in.

When you are ready please brief the group on:

- The Litter Pick Safety Checklist and run through it with your volunteers (for council organised events an officer will give brief talk on hazards and measures that must be put in place to protect participants)
- Meeting points break and finish times.
- Where to place the collected rubbish – consider using a map if the area is large.
- Who the first aider is and/or what to do if an injury occurs.
- Thank them for joining in.

Also...you may need to:

- Check everyone has appropriate clothing, sunscreen and footwear for the weather and terrain and issued with a vest.
- Ensure there is sufficient supervision for young/vulnerable volunteers.

ALWAYS be considerate to wildlife and people using the area:

- Do not disturb animals or damage plants.
- Do not remove “natural” rubbish like logs, stones and weeds.
- Do not try and release entangled animals. Please see our list of useful contact numbers on whom to call for help.

And finally...

If you are covering a large area and feel it would be a good idea then exchange mobile phone numbers to ensure good communication links between the group. Ensure all bags are securely tied and in a safe place for collection. (The collection place should be agreed prior to event day).



## 7. COLLECTION

After the event please check the rubbish has been collected. If not, please contact us.



## 8. FEEDBACK

Tell us how you got on...

- How many people joined in?
- How many bags of rubbish were collected?
- Were there any large objects that needed removing?
- Was there a type of rubbish that you found frequently?
- We'd also love to hear your ideas on how you think we can prevent the problem continuing?
- If you have a photo and the permissions to us it please send it our way! (via email or social media)

## C. Safety checklist

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 any doubt please contact the Operations Co-ordinator Rina Dunning.

Hazards		Control Measure Used	
	Site conditions including broken / uneven ground and overhanging ground resulting and slips, trips, falls, etc.		Participants instructed to wear suitable footwear for the type of activity being undertaken.
	Manual handling (e.g. from overfilling rubbish bags, moving large objects, etc).		Participants instructed not to lift any items that they cannot comfortably managed by themselves.
	Water Courses		Participants instructed to stay away from any water courses.
	Vehicles on roads and car parks		Participants to be supervised
			Participants all required to wear hi-vis tabards.
	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.
	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.
	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.

Hazards		Control Measure Used	
			Suitable locations to take shelter from severe weather identified.
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.
			Participants instructed to use litter picking devices to lift and move items.
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.
Non-Standard Hazards and Control Measures			

## **Key points**

- Avoid direct contact with litter at all times.
- Be aware of your environment and do not put yourself at risk whilst picking litter.
- Do not pick when visibility is poor and only pick in daylight hours.
- Do not pick up any items that cannot easily be identified or where they are clearly hazardous.
- Do not attempt to remove dead or live animals. If dead report to the Cambridge City Council or if alive report to the RSPCA.
- Any needles or drug paraphernalia needs to be left alone and reported to the Council
- Clean hands thoroughly before eating food or drinking.
- Rubbish should not be compressed using hands or feet as this can accidentally puncture the skin.
- Avoid contact with the body when carrying plastic bin bags.
- Ensure any cuts or abrasions are clean and covered with a waterproof plaster.
- Wear stout shoes and weather appropriate clothing.
- Be aware of traffic at all times and stop picking to allow any vehicle to pass.
- Do not overfill bin bags and avoid lifting heavy objects or sacks alone.
- Do not confront anyone you see littering.

## **D. Useful contacts**

**999** (24 hours)

Emergency Services including Lifeguards.

**01223 458282** (out of hours **0300 303 8389**)

Cambridge City Council Customer Services to report needles, drug paraphernalia, hazardous items or any other questions relating to the land you are on.

**0300 123 4999** (24 hours)

RSPCA to report any kind of incident where help is needed with an animal in any location

**We would like to thank you for joining in the effort to keep our city litter free and tidy.**



**Please don't forget to tell us how you get on and send us pictures from your pick**



<https://www.cambridge.gov.uk/volunteer-litter-picking>



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