

KEEP IT SAFE

Please Take This With You

DRESS FOR THE OCCASION

- Appropriate shoes and boots
- Gloves—preferable leather or with rubberised palm
- Hi Vis waistcoat

BEWARE DANGEROUS ITEMS

- If you come across anything you are unsure about, do not touch it—report it to your organiser
- Particular items to watch out for are needles, syringes, unidentified drums, cans or canisters of chemicals, poisons and insecticides
- Do not pick up items that are too bulky/heavy and leave fly-tipping where it is and report it to your organiser
- Do not put glass bottles/jars or sharp objects in plastic sacks—you organisers will have a green glass box for it

KEEP IN CONTACT

- Make sure you know how to get in touch with your organiser in case you need to report dangerous items or for any other reasons
- Take a mobile phone with you if you can

Thank you for volunteering and demonstrating your commitment to a clean Gedling Borough

Please read the following guidance for volunteer litter pickers.

Please ensure everyone involved is fully briefed on this guidance note.

GUIDANCE FOR VOLUNTEER LITTER PICKERS

Introduction

Individuals and groups acting as volunteer litter pickers can be exposed to a number of easily avoidable hazards. This guidance has been produced to help volunteers identify these hazards, making their involvement safe and enjoyable, and should be followed by all volunteers.

To contact the council about any of the items raised in this guidance, please call 0115 901 3901 or via email at parcs@gedling.gov.uk

Protective Clothing and Equipment

Volunteers undertaking litter picks should use the following items at all times:

- Reflective hi-visibility waistcoats to clearly highlight volunteers to traffic and pedestrians. (Those provided are only appropriate for areas where the speed limit is 30mph or less)
- Litter pickers to avoid direct contact with litter and repetitive bending. (Provided)
- Gloves to minimise contact with any noxious or dangerous materials. (Not provided)
- Suitable footwear/clothing (flip flops or other open toe footwear is not recommended)

Noxious and Dangerous Materials

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

Dog Dirt – remove using an inverted dog poo bag or shovel, avoiding contact by hand, and dispose of in a black bin bag.

Broken Glass – remove using a litter picker or a brush and shovel, avoiding contact by hand, and dispose of in a green glass box or other sturdy container.

Drug Related Litter/Needles & Syringes – these should not be moved. Note the location and report to the Council for specialist removal.

Suspect Materials and Fly Tipping – items that are possibly dangerous such as unknown liquids in containers, building materials or asbestos should not be moved by volunteers. Note the location and report to the Council for specialist removal.

If there is any doubt about an item, leave it, and let the Council know. (Only items on publicly accessible land)

General Site Safety and Inspection

Litter picking of areas beside roads should be carried out with extreme caution, due to the risk of being struck by vehicles; a pre-site inspection should determine an agreed safe working area. Litter picking should be restricted to only where there are wide verges or pavements, suitable for pedestrians, and should be carried out facing oncoming traffic. It is essential that volunteers are visible to road users, for that reason, hi-visibility waistcoats must be worn and litter picks should only take place in clear daylight. Volunteers should not attempt to walk in or clear litter from the carriage/roadway.

Avoid reaching into hedges or undergrowth in such a way as to expose the face, eyes and skin to scratches from thorns or branches. If an item of litter can not be safely reached with a litter picker, leave it and report its location to the council.

Avoid working close to rivers or on steep slopes, as there is an increased risk of slips and falls. When working close to ditches, avoid reaching into the ditch to remove litter, unless it can be safely reached with a litter picker.

Be mindful of wildlife. In the spring time avoid disturbing animals and birds that may be nesting and in the summer time be wary of wasp and bee nests.

Do not enter an area, or attempt to litter pick an area, where works are restricted, are already taking place (for example road works) or where the public do not have a right to entry.

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 be carried out to establish the above risks and to identify and note other possible hazards. 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. A dynamic 'on the spot' assessment can take place for any new or changing risks which occur.

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 principals 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 noxious contents.
- 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.

Young Volunteers

While it is beneficial to get young people involved in litter picks, age plays a big part in the ability to recognise and avoid risk. Accordingly, a parent/guardian should supervise those taking part under the age of 18, if a parent/guardian is not taking part with them then they will need to nominate an adult to supervise their children and give their permission for them to take part.

Collection and Disposal of Litter

Where larger quantities of litter are being collected, the Council can arrange for the litter collected to be disposed of after the event, please contact 0115 901 3901 or via email at parks@gedling.gov.uk

Recycling

Volunteers are not expected to separate recyclable items of litter, but if they are willing to do so this, it would be welcomed. The recyclable items should be placed in blue recycling bags (where clean and acceptable) or taken to their nearest recycling point.

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, Gedling Borough Council, therefore the Council will not be held responsible for any loss, damage or inconvenience caused because of the actions and omissions of volunteers or this guidance.

Public Liability Insurance

As volunteer litter pickers you are not covered by the Council's insurance if you litter pick and cause accidental injury or damage, on Gedling Borough Council land, private land or on other publically owned land. This includes County Council highways land such as pavements and road-side verges. In such circumstances you would be liable to pay any compensation unless you have your own Public Liability insurance.

You will only be covered under our Public Liability Policy if you suffer from injury or loss when litter picking on Borough Council owned land.

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, as a result of your negligence, 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 confirm this and ensure your policy extends to cover this type of activity. If not you will need to take out a separate public liability insurance.

Other private and public land owners should also have Public Liability cover that would respond to any incidents that happen when the litter pickers are working on their land. If you are representing an organisation, check that you are covered by the organisation's insurance.

FREQUENTLY ASKED QUESTIONS

What is the difference between litter and fly tipping?

There is no clear definition of the difference between litter and fly tipping.

Litter is generally considered to be waste associated with eating, drinking and smoking, which has been improperly discarded and left by members of the public, or waste that is spilt during business operations.

Fly-tipping is controlled waste (household, commercial, industrial or clinical waste) which has been dumped illegally rather than being disposed of correctly.

Gedling Big Clean

Event Contact & Equipment Request Sheet



Event Details

Event Lead:	Contact details:
Location:	Date & Time: (from - to)

Contact e-mail for equipment request and black bag litter collection following your event: **parks@gedling.gov.uk**

Volunteer	Name Telephone Number Email Address	Signature or Parental Consent
1		
2		
3		
4		
5		
6		
7		
8		
	List continued overleaf.	

Equipment	Amount	Drop off location	Pick up location
Litter Pickers			
Tabards			
Bin Bags			

Disclaimer

We sign to acknowledge we are fully briefed on the Volunteer Litter Pickers guidance note provided by Gedling Borough Council.
Event leaders are responsible for all equipment and personal protective clothing provided which must be returned following the event.

Information about how your personal data is used can be found at <https://www.gedling.gov.uk/council/aboutus/policies/privacypolicies/>

Volunteer	Name Telephone Number Email Address	Signature or Parental Consent
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