



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Wednesday, 13 September 2023

TO: COUNCILLORS D WEST, P HOGAN, T DE FREITAS, J FINCH, J GORDON,
P HENNESSY, P HESKETH, K JUCKES, S LAWTON AND
K LLOYD

Dear Councillor,

A meeting of the **CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE** will be held in the **CABINET/COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK L39 2DF** on **THURSDAY, 21 SEPTEMBER 2023** at **7.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JSL', written over a horizontal line.

Jacqui Sinnott-Lacey
Chief Operating Officer

AGENDA
(Open to the Public)

- 1. APOLOGIES**
- 2. MEMBERSHIP OF THE COMMITTEE**
To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.
- 3. URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN**
Note: No other business is permitted unless, by reasons of special circumstances, which shall be specified at the meeting, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

- 4. DECLARATIONS OF INTEREST** 1 - 2
 If a member requires advice on Declarations of Interest, he/she is advised to contact the Head of Legal and Democratic Services in advance of the meeting. (For the assistance of members a checklist for use in considering their position any particular item is included at the end of this agenda sheet.)
- 5. DECLARATIONS OF A PARTY WHIP**
 In accordance with Overview and Scrutiny Committee Procedure Rule 16, Members must declare the existence of any Party Whip, and the nature of it, when considering any matter in the following categories:
- The review of any decision of Cabinet or
 - The performance of any Member of the Cabinet
- N.B. The Secretary of State believes whipping is incompatible with Overview and Scrutiny.
- 6. PUBLIC SPEAKING** 3 - 6
 Residents of West Lancashire, on giving notice, may address the meeting to make representations on any item on the agenda except where the public and press are to be excluded during consideration of the item. The deadline for submissions is 10.00am on Friday 15/09/23. A copy of the public speaking protocol and form to be completed is attached.
- 7. MINUTES** 7 - 10
 To receive as a correct record the Minutes of the meeting held on 8 June 2023.
- 8. ITEMS FROM THE MEMBERS' UPDATE INCLUDED ON THE AGENDA AT THE REQUEST OF A MEMBER**
 No Requests Received.
- 9. MEMBERS ITEMS / CCFA (COUNCILLOR CALL FOR ACTION)**
 There are no items under this heading.
- 10. PROGRESS REVIEW COMMUNITY ENVIRONMENTAL IMPROVEMENTS INC. COMMUNITY ORCHARDS** 11 - 32
 To consider the report of the Corporate Director of Transformation, Housing & Resources, providing an update in relation to The Community Environmental Improvements, including Community Orchards Project, and supporting slides.
- 11. PROGRESS REVIEW LITTER CLEARANCE IN WEST LANCS. INC.FLY-TIPPING & GROT SPOTS** 33 - 72
 To consider the report of the Corporate Director of Transformation, Housing & Resources, providing an update of the Litter Clearance In West Lancs, including Fly-Tipping & Grot Spots Project.
- 12. WORK PROGRAMME** 73 - 74

To consider the work programme and note the dates of future meetings.

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-

Democratic Services on 01695 585384

Or email Member.Services@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, i.e. that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

PUBLIC SPEAKING – PROTOCOL

(For meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee)

1.0 Public Speaking

1.1 Residents of West Lancashire may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.

1.2 The form attached as an Appendix to this Protocol should be used for submitting requests.

2.0 Deadline for submission

2.1 The prescribed form should be received by Member Services by 10.00 am on the Friday of the week preceding the meeting. This can be submitted by e-mail to member.services@westlancs.gov.uk or by sending to:

Member Services
West Lancashire Borough Council
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

2.2 Completed forms will be collated by Member Services and circulated via e-mail to relevant Members and officers and published on the Council website via Modgov. Only the name of the resident and details of the issue to be raised will be published.

2.3 Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking.

3.0 Scope

3.1 Any matters raised must be relevant to an item on the agenda for the meeting.

3.2 The Borough Solicitor may reject a submission if it:

- (i) is defamatory, frivolous or offensive;
- (ii) is substantially the same as representations which have already been submitted at a previous meeting; or
- (iii) discloses or requires the disclosure of confidential or exempt information.

4.0 Number of items

- 4.1 A maximum of one form per resident will be accepted for each Agenda Item.
- 4.2 There will be a maximum of 10 speakers per meeting. Where there are more than 10 forms submitted by residents, the Borough Solicitor will prioritise the list of those allowed to speak. This will be considered having regard to all relevant matters including:
 - a. The order in which forms were received.
 - b. If one resident has asked to speak on a number of items, priority will be given to other residents who also wish to speak
 - c. Whether a request has been submitted in relation to the same issue.
- 4.3 All submissions will be circulated to Members of the relevant body and officers for information, although no amendments will be made to the list of speakers once it has been compiled (regardless of withdrawal of a request to speak).

5.0 At the Meeting

- 5.1 Speakers will be shown to their seats. At the commencement of consideration of each agenda item the Leader/Chairman will invite members of the public to make their representations. Residents will have up to 3 minutes to address the meeting. The address must reflect the issue included on the prescribed form submitted in advance.
- 5.2 Members may discuss what the speaker has said along with all other information, when all public speakers on that item have finished and will then make a decision. Speakers should not circulate any supporting documentation at the meeting and should not enter into a debate with Councillors.
- 5.4 If residents feel nervous or uncomfortable speaking in public, then they can ask someone else to do it for them. They can also bring an interpreter if they need one. They should be aware there may be others speaking as well.
- 5.5 Speakers may leave the meeting at any time, taking care not to disturb the meeting.

(Please see attached form.)



REQUEST FOR PUBLIC SPEAKING AT MEETINGS

MEETING & DATE

NAME

ADDRESS

.....

Post Code

PHONE

Email

Please indicate if you will be in attendance at the meeting

YES/NO*

*delete as applicable

Note: This page will not be published.

(P.T.O.)

Agenda Item 7

CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE

HELD: Thursday, 8 June 2023

Start: 7.00 pm

Finish: 7.45 pm

PRESENT:

Councillor: D West (Chairman)
P Hogan (Vice Chairman)

Councillors: Mrs M Westley T De Freitas
J Finch J Gordon
P Hennessy K Jukes
S Lawton K Lloyd

In attendance: Paul Charlson, Head of Planning and Regulatory Services
Adam Spicer, Assistant Solicitor
Kirsty Breakell, Democratic Services Officer
Helen Peek, Democratic Services Officer
Jacky Denning, Democratic Services Manager

1 APOLOGIES

There were no apologies.

2 MEMBERSHIP OF THE COMMITTEE

There were no changes to the Membership of the Committee.

3 URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN

There were no urgent items of business.

4 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5 DECLARATIONS OF A PARTY WHIP

There were no declarations of Party Whip.

6 PUBLIC SPEAKING

There were no items under this heading.

7 MINUTES

RESOLVED: That the minutes of the meeting held on the 9 March 2023, be received as a correct record and signed by the Chairman.

8 THE ROLE OF THE COMMITTEE

Members received a presentation from the Democratic Services Manager, advising Members of the role of the Committee.

RESOLVED: The Presentation be noted.

9 TASK & FINISH GROUP - COMMUNITY ENVIRONMENTAL IMPROVEMENTS, INCLUDING COMMUNITY ORCHARDS - MINUTES OF THE MEETING HELD ON THURSDAY, 16 MARCH 2023

RESOLVED: That the minutes of the Task & Finish Group - Community Environmental Improvements, Including Community Orchards, held on Thursday 16 March 2023, be noted.

10 TASK & FINISH GROUP - SHOP FRONT IMPROVEMENTS - MINUTES OF THE MEETING HELD ON TUESDAY, 21 MARCH 2023

RESOLVED: That the minutes of the Task & Finish Group - Shop Front Improvements, held on Tuesday 21 March 2023, be noted.

11 TOPIC SCORING EXERCISE AND TASK AND FINISH GROUP OVERVIEW

Consideration was given to the report contained on pages 19-24 of The Book of Reports, which provided the Committee with an update on the progress of the four Task and Finish Groups.

The Chairman invited the Democratic Services Officer to present the report to the Committee.

RESOLVED:

- A. That the decision of the Annual Council held on 17 May 2023, not to establish Task and Finish Groups under the remit of the Corporate and Environmental Overview and Scrutiny Committee, be noted.
- B. That given the change of governance arrangements in May 2024, to a Committee system, no additional topics be sought for 2023/24.
- C. That the work undertaken and current position in relation to the four Task and Finish Groups, as set out in paragraph 4, be noted.
- D. That the outstanding tasks in relation to 'Community Environmental Improvements, Including Community Orchards Task & Finish Group' and the 'Litter Clearance In West Lancs, Including Fly-tipping and Grot spots Task & Finish Group', be continued in 2023/2024 and reported directly to this Committee.
- E. That following the decision at Annual Council on 17 May 2023, work in relation to Ormskirk Market T&FG, and the Shop Front Improvements T&FG, be

ceased with immediate effect and it be noted that the £50k budget provision allocation to Shop Front improvements will remain unspent.

12 ITEMS FROM THE MEMBERS' UPDATE INCLUDED ON THE AGENDA AT THE REQUEST OF A MEMBER

There were no items under this heading.

13 MEMBERS ITEMS / CCFA (COUNCILLOR CALL FOR ACTION)

There were no items under this heading.

14 WORK PROGRAMME

RESOLVED: The Work Programme be noted.

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Chairman



**CORPORATE AND ENVIRONMENTAL
OVERVIEW &
SCRUTINY COMMITTEE: 21
SEPTEMBER 2023**

Report of: Corporate Director of Transformation, Housing & Resources

Relevant Portfolio Holders: Councillors A Yates

Contact for further information: Dan Massey (Ext. 5265)

Email: daniel.massey@westlancs.gov.uk

Gillian Wossick, (Ext. 3424)

E-mail: gillian.wossick@westlancs.gov.uk

**SUBJECT: RECOMENDATIONS FROM COMMUNITY ENVIRONMENTAL
IMPROVEMENTS, INCLUDING COMMUNITY ORCHARDS, TASK &
FINISH GROUP**

Wards affected: Skelmersdale, Burscough and Ormskirk

1.0 PURPOSE OF THE REPORT

1.1 To provide an update to committee on the actions completed to plant the orchards at six sites in West Lancashire.

2.0 RECOMMENDATIONS TO CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE

2.1 That the update be noted.

3.0 BACKGROUND

3.1 In November 2020, West Lancashire Borough Council (the Council) adopted a new 'Climate Change Strategy and Action Plan 2030' (Strategy) to assist in the delivery of the Council's aspiration to be carbon neutral by 2030 at the latest, to be committed to climate action in other areas and to progress towards a low carbon West Lancashire.

3.2 The Strategy identified seven key priority areas for action, they are:

1. Delivering a carbon neutral Council,
2. Sustainable procurement,
3. Transport and travel,
4. Residential buildings,
5. Commercial activity,
6. Community action and the

7. Natural environment.

The Community Orchards Project has directly assisted the council to implement Priority 7: Natural Environment, and action: Protect and Promote Green Infrastructure.

3.3 Councillors were invited to propose locations in the borough for community orchards. 11 sites were visited to assess their suitability, with 6 sites short-listed at:

1. The Community Garden in Elswick, Tanhouse, Skelmersdale.
2. Pocket greenspace in Eskdale, Tanhouse, Skelmersdale.
3. Kiln Lane playing fields in Greenhill, Skelmersdale.
4. Manor Road Estate play park and pocket greenspace, Burscough.
5. Thompson Avenue field, Ormskirk.
6. Pocket greenspace on Brookhouse Road and Cotton Drive, Ormskirk.

3.4 Cabinet approved a consultation be undertaken within the short-listed areas.

4.0 CURRENT POSITION

4.1 Council officers conducted a community consultation with the communities surrounding the short-listed sites. The on-line survey went live on Friday 10th February 2023 and closed on Monday 27th February 2023. Approximately 260 letters and questionnaires were hand delivered to residents directly surrounding the proposed sites on Friday 10th February 2023 and postal responses were accepted until Wednesday 29th February 2023. Posters were displayed in the six areas to promote the consultation to residents from the wider area. The posters included a QR code to the online survey.

4.2 In addition, residents at the Brookhouse Road and Cotton Drive site, completed a longer questionnaire and were asked if they wanted wildflower in addition to fruit trees. To increase the response rate, the Community Connectors Team door knocked and completed the questionnaire with residents.

4.3 The consultation received 164 responses, of these:

- 124 were completed via 'Your Voice... West Lancashire'
- 27 postal responses for all sites but Brookhouse/Cotton, 3 did not give their consent.
- 13 postal responses for Brookhouse/Cotton (8 were received by the Community Connectors), 1 did not give their consent.
- 9 volunteering expressions of interest – 1 did not give their consent.

4.4 Overall, the responses were positive, with:

Location	In Favour	Unsure	Not in Favour
The Community Garden in Elswick, Tanhouse, Skelmersdale.	100%	0%	0%
Pocket greenspace in Eskdale, Tanhouse, Skelmersdale.	93%	7%	0%
Kiln Lane playing fields in Greenhill, Skelmersdale.	85%	10%	5%

Manor Road Estate play park and pocket greenspace, Burscough.	87%	0%	13%
Thompson Avenue field, Ormskirk.	88%	4%	8%
Pocket greenspace on Brookhouse Road and Cotton Drive, Ormskirk.	93%	0%	7%

4.5 Following a review of the concerns raised by residents and the ground utility surveys at all sites, changes were made to four of final orchard locations and wildflowers were not planted at Brookhouse Road/Cotton Drive.

4.6 The Community Orchards were planted between April and June 2023 at the six sites.

4.7 As part of replanting proposals included in the forthcoming Tree Policy, fruit trees will be considered where appropriate.

5.0 ISSUES

5.1 Due to the early summer, high temperatures and reported vandalism, some trees will be replaced in Autumn 2023.

5.2 Due to competing work demands, the Community Orchards webpage has not been published. The webpage and the QR codes will be completed in Autumn/Winter 2023/4. This action will be added to the Climate Change Action Plan.

6.0 SUSTAINABILITY IMPLICATIONS

6.1 This project will have a positive impact on the local areas. They will help to mitigate climate change, will improve local air quality, provide a wildlife habitat and will help struggling pollinators.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

7.1 A budget of £6000 for Community Environmental Improvements, including Community Orchards was used to conduct the community consultation, purchase the trees. The remainder of the budget will be used to purchase QR code signs, plant bulbs around the base of the trees and to replace any damaged or dead trees.

7.2 Due to the high cost of the information signage boards, the Task and Finish group agreed to purchase and attach QR code signs to some of the tree stakes at each site. The QR code will link to a new Community Orchards webpage on the Council website.

8.0 RISK ASSESSMENT

8.1 Officers completed and reviewed risk assessments prior to completing the consultation, utility surveys and tree planting.

9.0 HEALTH AND WELLBEING IMPLICATIONS

- 9.1 Tackling climate change and enabling a low carbon future has many links to health and well-being. The impacts of climate change include warming temperatures and increases in the frequency or intensity of extreme weather events such as heat waves, cold spells, storms and flooding. Such events can threaten our health (especially for the most vulnerable), the food we eat, the water we drink and the air we breathe.
- 9.2 Planting fruit trees in these communities will help to improve the health of the residents through the availability of free fresh fruit, providing shade during hot weather and improving green spaces that help to lower stress.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

As part of the consultation, members of the public were asked if they had any concerns about the project and if they had any protected characteristics. No equality issues were raised.

Appendices

1. Photographs of planted sites

Appendix 1



Cotton Drive, Ormskirk



Tower Hill, Ormskirk

Appendix 1

Cotton Drive, Ormskirk



Thompson Avenue Playing Field, Ormskirk



Manor Road Park, Burscough



Kiln Lane Playing Fields, Skelmersdale



Eskdale, Tanhouse, Skelmersdale



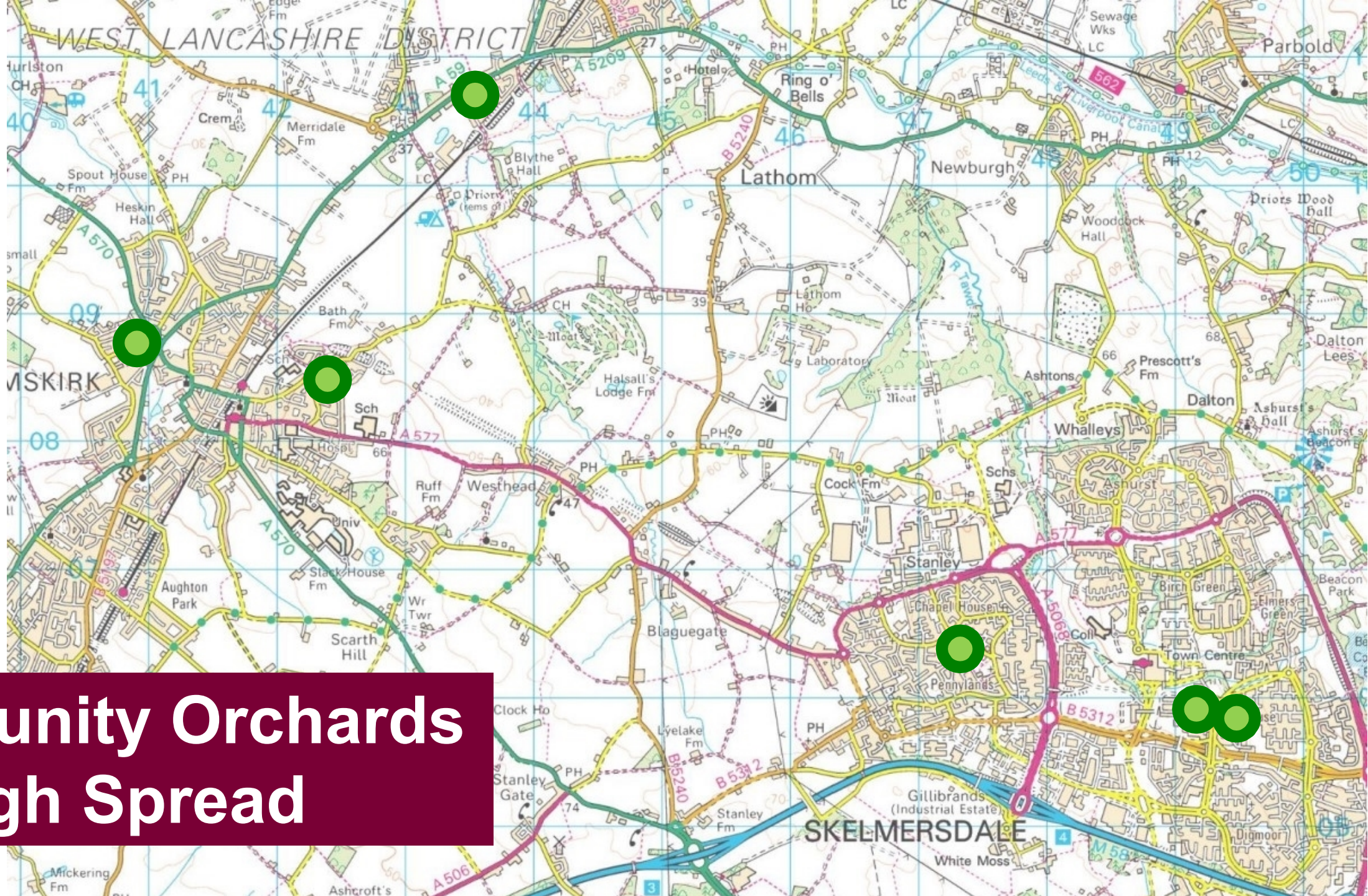
The Community Garden, Elswick, Tanhouse, Skelmersdale





Community Orchards

Consultation Results and Planting 2023



Community Orchards Borough Spread

Community Consultation Process

Six sites were short-listed by the Task and Finish Group for the Community Orchards, they are:

- Brookhouse Road/Cotton Drive in Ormskirk
- Elswick in Skelmersdale
- Eskdale in Skelmersdale
- Kiln Lane playing field in Skelmersdale
- Manor Road park in Burscough
- Thompson Avenue field in Ormskirk

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A community consultation was developed to find out if residents and those visiting the areas wanted the orchards, how they would use them, to understand any concerns and if they related to any protected characteristics.

The team also recognised that others may support the initiative that do not live or visit the six short-listed areas, therefore a question was added to allow these residents to nominate sites should the pilot continue.

The on-line survey went live on Friday 10th February 2023 and closed on Monday 27th February 2023.



Approximately 260 letters and questionnaires were hand delivered to residents directly surrounding the proposed sites on Friday 10th February 2023 and postal responses were accepted until Wednesday 29th February 2023.

Posters were displayed in the six areas to promote the consultation to residents from the wider area. The posters included a QR code to the online survey.

Brookhouse Road/Cotton Drive

In addition to fruit trees, the residents at this site were asked if they wanted wildflower areas. The residents on the ground floors completed a longer questionnaire to find out if they wanted trees or wildflowers outside their property. To increase the response rate, the Community Connectors door knocked and completed the questionnaires with residents.

Consultation Statistics

The consultation received:

- **164** responses, of these:
 - **124** were completed via 'Your Voice... West Lancashire'
 - **27** postal responses for all sites but Brookhouse/Cotton, **3** did not give their consent*
 - **13** postal responses for Brookhouse/Cotton (**8** were received by the Community Connectors), **1** did not give their consent*
- **9** volunteering expressions of interest – **1** did not give their consent*

*Where people did not give their consent for the council to collate and process their feedback / personal details, their responses have not been included in the results.

Due to the paper responses and not all answers being 'must answer', the data in the following slides may not match the figures above.

Do you like the idea of having Community Orchards in the Borough?

The comments received about the project were overwhelmingly positive

It's a healthy ecosystem for insects and birds which is essential for the environment and wildlife. It's a step in the right direction for sure.

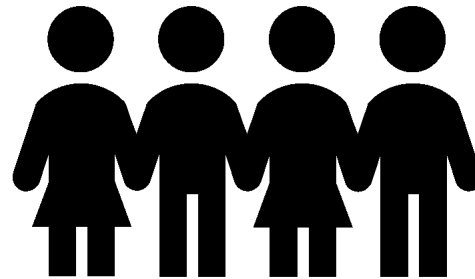
Skelmersdale is a beautiful town with green areas on the edges of most estates.

I love the idea of turning some of these to wild flower meadows or community orchards as I feel they will further improve the beauty of the town whilst providing free fruit to the locals, like myself.

Good way to get people feeling more connected to nature.

Good to have more trees. Fruit trees, especially, bring lots of benefits, including attractive blossom and food for insects, as well as the fruit.

This is a good opportunity for residents to work together for their benefit and the wider community. Food Banks and Schools may also eventually benefit. Adults and children can work together.



Good on so many levels - trees for climate crisis, blossom for pollinators, look beautiful and fruit and opportunity for people to see it all growing and take part - good for physical and mental health.

Greenery around where people live brings contentment relaxation and feel good there should be more trees

Make waste ground look better, good for the environment and wildlife. But most of all offer free fruit at these very difficult times to people in the community. Getting people together is always good for community too.

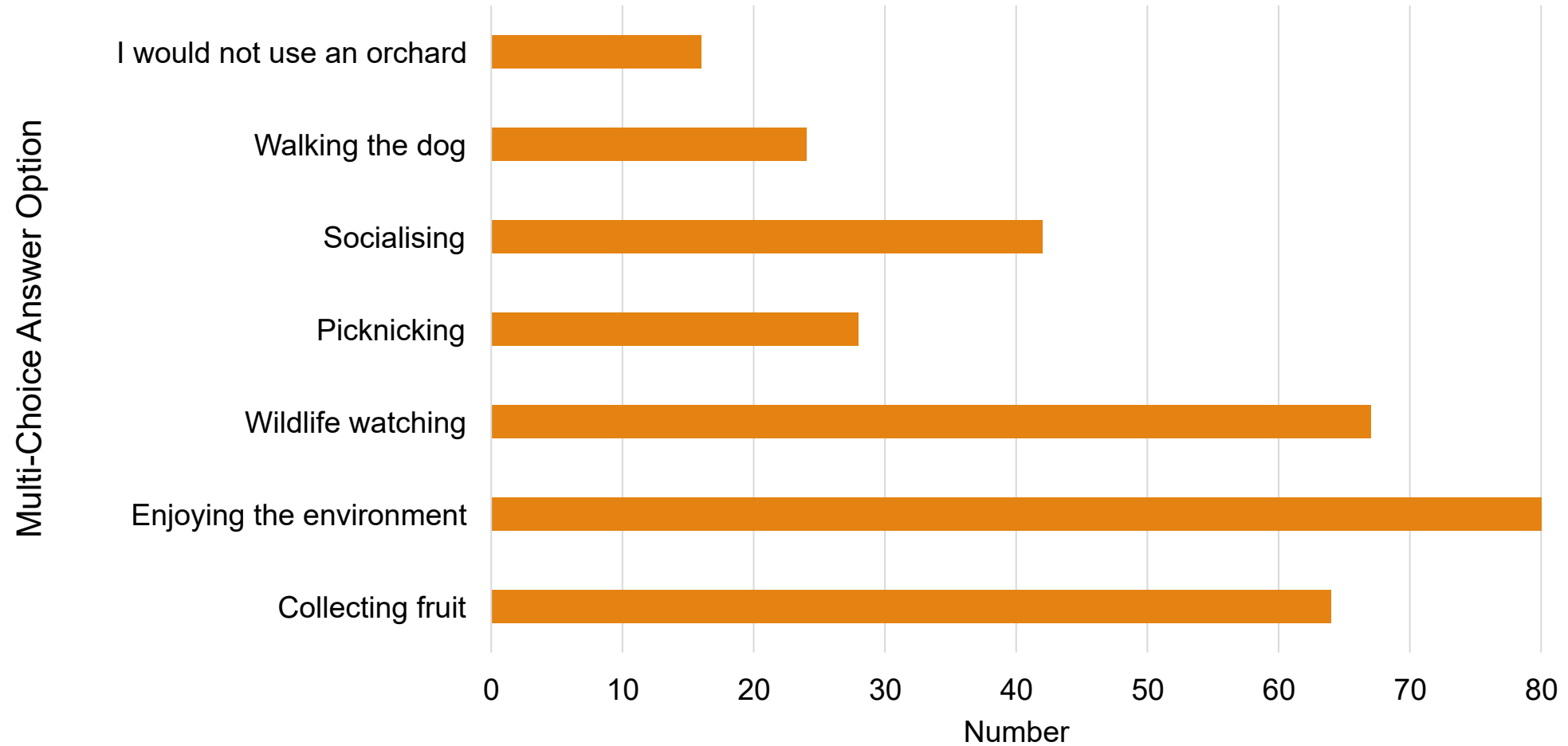
Ability to support nature and allow people to access the trees and allow children to see how plants grow is beneficial

We had community orchards where we used to live and it was beautiful, attracted wildlife and meant we could buy fruit to use at home. it really improves the area

As the cost of living bites and the cost of fruit increases I feel its is a no brainier. It makes sense to grow fruit trees, it will enrich the environment whilst helping the local community

How Would You Use the Community Orchard? All Sites

This question was not asked to those who did not live near or visit any of the sites.



I Don't Live Near or Visit Any of the Sites

Emails were sent from 'Your Voice... West Lancashire' to inform residents and other groups who had previously registered on the platform.

As we were aware some people/groups would like to engage in the survey, a seventh site option was included: 'I don't live near or visit any of the sites'.

We received 46 responses.

They were able to nominate a site should the pilot be continued and answer:

Do you like the idea of having Community Orchards in the Borough?

In favour:	45 (98%)
Unsure:	1 (2%)
Not in favour:	0 (0%)

Brookhouse Road and Cotton Drive, Ormskirk

Results

In favour: 25 (93%)
Unsure: 0 (0%)
Not in favour: 2 (7%)

Page 28



Thompson Avenue field, Ormskirk

Results

In favour: 21 (88%)
Unsure: 1 (4%)
Not in favour: 2 (8%)



The Community Garden, Elswick, Tanhouse

Results

In favour: 9 (100%)

Unsure: 0 (0%)

Not in favour: 0 (0%)



Eskdale, Tanhouse

Results

In favour: 14 (93%)

Unsure: 1 (7%)

Not in favour: 0 (0%)



Kiln Lane playing fields, Skelmersdale

Results

In favour: 17 (85%)
Unsure: 2 (10%)
Not in favour: 1 (5%)



Manor Road Park, Burscough

Results

In favour: 20 (87%)
Unsure: 0 (0%)
Not in favour: 3 (13%)



Next Steps

Approximate Date	Action	By
Autumn/Winter 2023/4	Webpage and QR Code Signs	Parks and Countryside Services
November 2023	Staff training	Parks and Countryside Services to train Clean and Green teams





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**CORPORATE AND ENVIRONMENTAL
OVERVIEW &
SCRUTINY COMMITTEE:
21st SEPTEMBER 2023**

Report of: The Corporate Director of Transformation, Housing & Resources

Relevant Portfolio Holders: Councillor Neil Furey

Contact for further information: Stephen Bissette (Ext 5290)

Email: stephen.bissette@westlancs.gov.uk

**SUBJECT: UPDATES FOR THE LITTER CLEARANCE IN WEST LANCS,
INCLUDING FLY TIPPING AND GROT SPOTS TASK AND FINISH
GROUP**

Wards affected: All Wards

1.0 PURPOSE OF THE REPORT

1.1 This report is to provide an update to the committee on the actions completed for the Litter Clearance in West Lancashire, including Fly Tipping and Grot Spots.

2.0 RECOMMENDATIONS TO CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE

That the update in this report be noted to show the progression of the project.

3.0 BACKGROUND

3.1 It was agreed at the last Corporate and Environmental Overview and Scrutiny Committee on 31st May 2023 that due to the significant progress that has been made with the Litter Clearance in West Lancashire, including Fly Tipping and Grot Spots that the project would continue.

3.2 The project involved a detailed action plan to set out the vision and following actions:

1. To roll out Community Skip Days in other parts of the Borough in conjunction with Parish Councils.
2. Eco Schools, to invite the 58 Primary Schools within West Lancashire to enter a competition to design a Poster showing their 'Eco School Ethos. Winning schools will receive a Character Bin and will receive an educational visit by the Environmental Enforcement Team.

3. Volunteer litter picking:
 - (a) Handbook for Volunteer Litter Picking Groups
 - (b) Gifting Litter Picking Equipment to Volunteer Groups/Individuals, including litter pickers, bags, hazard tape and Hi Vis tabards with logo (Community Litter Picking Volunteer)
4. Environmental Borough Improvements to tackle Grot Spot Locations, four locations were identified by Clean and Green Services to benefit from environmental improvements, to be set as project work:
 - a. Project 1 - East Gillibrands, Skelmersdale
 - b. Project 2 – West Pimbo, Skelmersdale
 - c. Project 3 – Old Boundary Way, Ormskirk
 - d. Project 4 – Elmers Clough, Skelmersdale

4.0 CURRENT POSITION

4.1 The update for each project is below:

- 1. To roll out Community Skip Days in other parts of the Borough in conjunction with Parish Councils.**

All Parish Councils have been contacted to host a Community Skip Day within their Parish. To date none of the Parish Councils have expressed an interest the Community Skip Day.

There were 4 Parish Councils who responded and declined this offer.

The Clean and Green Operations Manager attended the Parish Council Annual General Meeting on 27th July 2023 and highlighted that the Community Skip Days were still available to all Parish Councils should they wish to host one of these events.

- 2. Eco Schools, to invite the 58 Primary Schools within West Lancashire to enter a competition to design a Poster showing their 'Eco School Ethos. Winning schools will receive a Character Bin and will receive an educational visit by the Environmental Enforcement Team.**

There were 56 entries received from 4 primary schools:

- Burscough Village Primary School, Burscough
- Pontville School, Ormskirk
- Hesketh-with-Becconsall All Saints CE School, Hesketh Bank
- St Johns RC Primary School, Burscough

The 6 winning entries (Appendix 1) for the Eco School competition were chosen by the Portfolio Holder for Street Scene.

Burscough Village Primary School, and St Johns RC Primary School, Burscough were presented with their character 'Monster' bin by the Mayor Cllr Maureen Nixon on 13th July 2023.

The Council's Environmental Enforcement Team have contacted both schools to arrange a follow up educational visit and are awaiting dates from the schools.

Pontville School, Ormskirk and Hesketh-with-Becconsall All Saints CE School, Hesketh Bank could not be finalised before the summer term break. The character 'Monster' bins will be presented during the autumn term 2023.

A follow up educational visit from the Council's Environmental Enforcement Team will follow within a month of the presentation.

3. Volunteer litter picking:

(a) Handbook for Volunteer Litter Picking Groups/Individuals

(b) Gifting Litter Picking Equipment to Volunteer Groups/Individuals, including litter pickers, bags, hazard tape and Hi Vis tabards with logo (Community Litter Picking Volunteer)

(a) The Litter Picking Volunteer Group Handbook is completed and will be supplied to volunteer groups (Appendix 2)

(b) The litter picking equipment is in stock and has been gifted to the following groups:

1. Ormskirk Scout Group
2. Skelmersdale Litter Picking Group

(c) There are currently 16 groups registered with the Council as volunteer litter picking groups/individuals. All groups/individuals have been contacted and notified in connection with the handbook and the equipment that is being gifted as part of this initiative.

4. Environmental Borough Improvements to tackle Grot Spot Locations, four locations were identified by Clean and Green Services to benefit from environmental improvements, to be set as project work:

a. Project 1 - East Gillibrands, Skelmersdale

- Timeframe: April 2023 – July 2023
- Status: Completed
- Appendix 3

b. Project 2 – West Pimbo, Skelmersdale

- Timeframe: September 2023 – October 2023
- Status: Work to commence 11th September 2023

c. Project 3 – Old Boundary Way, Ormskirk

- Timeframe: October 2023 – November 2023
- Status: Work to commence 14th October 2023

d. Project 4 – Elmers Clough, Skelmersdale

- Timeframe: November 2023 – December 2023
- Status: Work will commence 25th November

5.0 ISSUES

5.1 Environmental Borough Improvements were paused during the 6-week school holiday break due to existing annual leave of operatives and wet weather conditions. Further work is to resume from 11th September 2023.

6.0 SUSTAINABILITY IMPLICATIONS

6.1 This project will have a positive impact on the local areas. The cleansing of 'Grot Spot' locations will improve the access to the industrial areas of Skelmersdale.

6.2 Each project area will be added to cleansing schedules to ensure areas stay well maintained.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

7.1 Budget provision is in place for the delivery of the project.

8.0 RISK ASSESSMENT

8.1 Officers complete and review risk assessments prior to the completion of each the project.

9.0 HEALTH AND WELLBEING IMPLICATIONS

9.1 Tackling litter clearance, fly tipping and grot spot locations will have a positive impact on community wellbeing in West Lancashire. The engagement of primary schools promotes the importance on protecting our planet and that littering, and fly tipping has a detrimental impact on the environment that we live in.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is a positive direct impact on members of the public, employees, elected members and / or stakeholders, therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix 4 to this report.

Appendices

Appendix 1 – Primary School Competition winning entries.

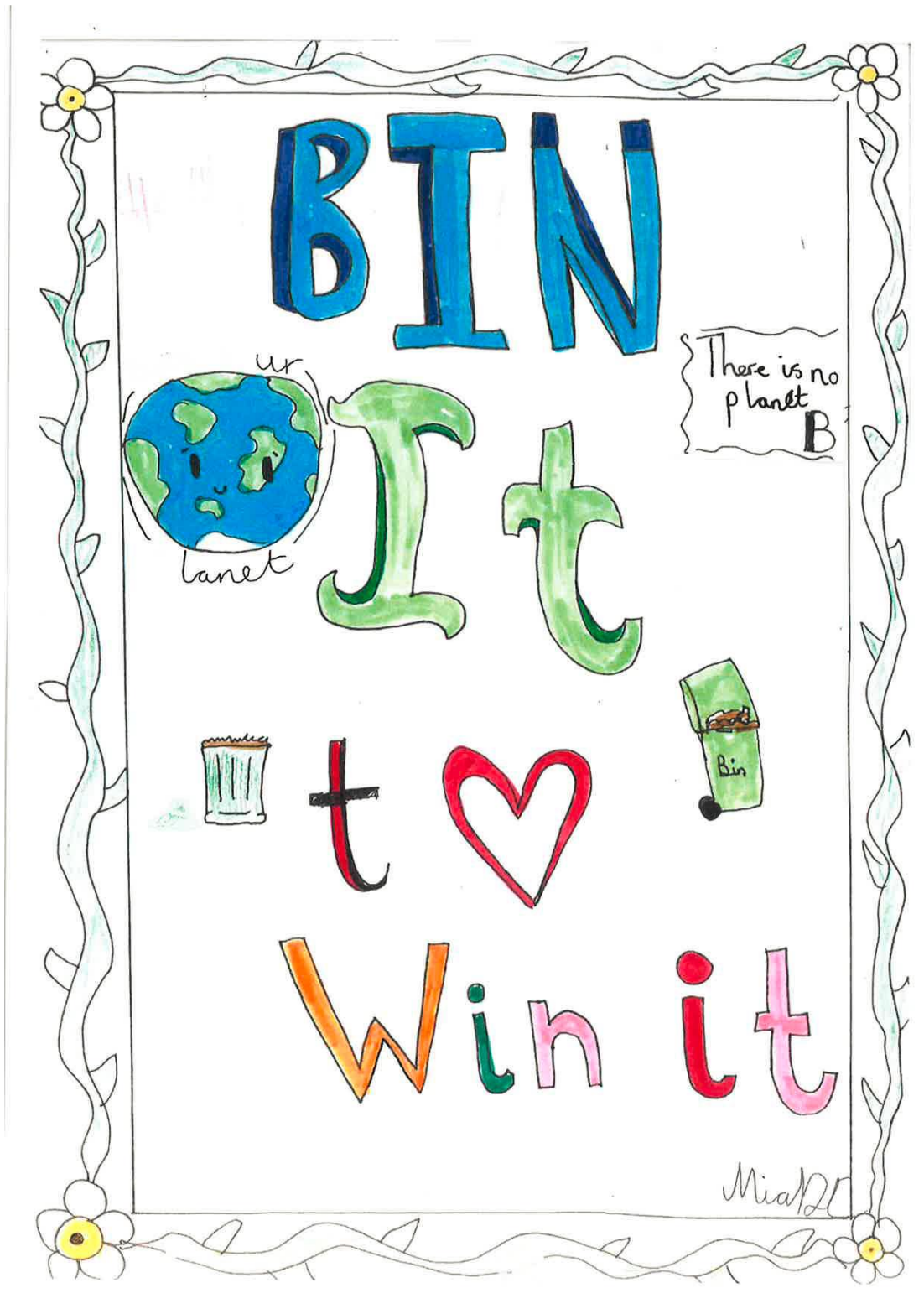
Appendix 2 – Litter picking volunteer group handbook.

Appendix 3 – Environmental Borough Improvement works: East Gillibrands project update

Appendix 4 – Equality Impact Assessment Form

Appendix 1 – Eco Schools Competition winning entries

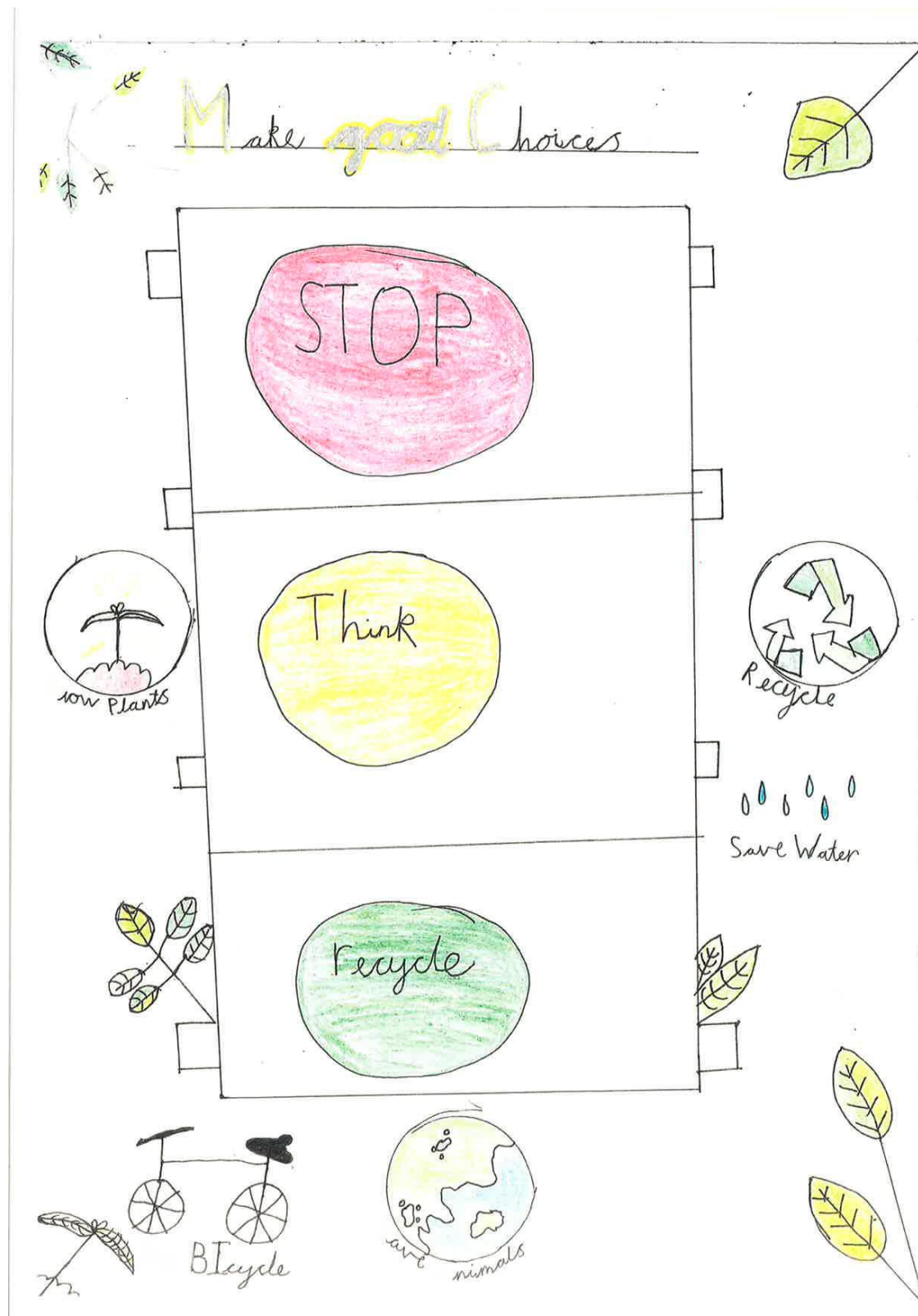
Burscough St Johns RC Primary School

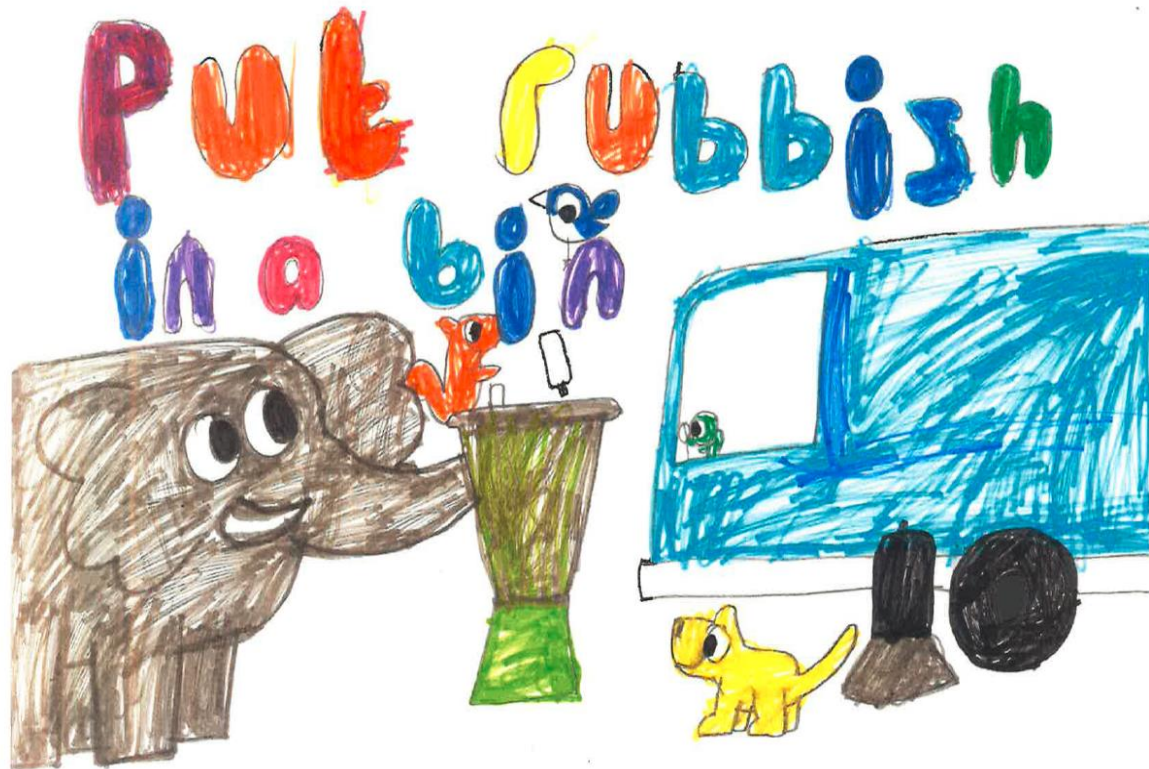


Save our planet









No Littering



PLEASE
use a litter
bin



A Handbook for Volunteer Litter Picking Groups

Issue Number: 1

Date: September 2023

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1. Foreword

Clean and Green is part of Environmental Services, Place and Community and provides a high-quality environmental maintenance service including both planned and reactive work for all aspects of street cleansing and grounds maintenance functions. In addition, the service is responsible for environmental enforcement, cemetery maintenance and burials, pest control, tree stock management including Tree Preservation Orders and planning applications, playground maintenance, inspection and repairs, drainage and engineering.

Clean and Green maintain the borough's parks and open spaces to provide enjoyment for residents and visitors to the borough. West Lancashire Borough Council recognises the importance of involving the local community and volunteer groups/individuals to provide a cleaner physical environment to enhance the Borough.

All Litter Picking Volunteer groups are welcomed to participate in keeping the environment clean and tidy and to focus on the reduction of litter across the borough by participating in local community litter picks.

2. Introduction

This handbook has been prepared to provide advice and support to existing/new groups who wish to establish a volunteer litter picking group for their local park, open space, school, parish, or local community area and to support those groups already in existence.

There are a number of volunteer litter picking groups within West Lancashire which have been established over recent years, each of these groups has evolved independently and the Clean and Green Service have worked closely with each group to develop collaborative partnerships. Essentially a volunteer litter picking group is a collective of local people with a shared interest in getting involved with 'hands on litter picking' activities to improve the local area.

The Council will support volunteer litter picking groups/individuals by providing litter pickers, hi vis tabards and refuse sacks to collect the litter. The service will also assist with the removal of full refuse sacks from litter picks from an agreed suitable pick-up location and take this to the Council's waste transfer station at the Robert Hodge Centre Depot.

3. Council Vision and Priorities



4. First Steps - Contact the Council

In the first instance, if you wish to discuss the setting up a Volunteer Litter Picking Group with a council officer, please contact West Lancashire Borough Council's Environmental Services by emailing:

Email: EnvServicesOpsSupport@westlancs.gov.uk or

Telephone: 01695 585254 / 651308

5. General Advice

Why get involved?

People generally get involved or help set up a Volunteer Litter Picking Group because they have an interest in their local environment. They may wish to assist in making improvements to their immediate area, help to maintain an area, and to be involved with the ongoing management of future litter picks.

The outcomes at a personal level can include improvements to the local environment and forging good relationships within the local community which are reinforced by the volunteers.

Getting Started

Establishment –Volunteer Litter Picking Groups need to share their common aspirations for the group and include all volunteers with an interest in keeping the environment free from litter.

Effective Communication and Decision Making - It is essential that the group nominate a spokesperson who is willing to take overall responsibility for the group as Volunteer Leader. This person must be willing to provide contact details to the WLBC nominated Council Officer. It is good practice to also have a deputy spokesperson(s) to cover periods of time when the nominated person is not available.

Volunteer litter picking groups can set up their own specific email address/Facebook/Instagram page/ Website/Twitter feed if they wish, which can provide an excellent means of communication.

6. Health and Safety

It is the group's responsibility to always ensure the Health & Safety of its members whilst attending a litter picking activity. It is important for the group to comply with the various health & safety considerations that may be applicable for each activity. This should be reviewed at regular intervals to ensure details are up to date and relevant to all volunteers. For the most part this will relate to assessing the potential 'risk' associated with each task and activity to ensure the members are aware of the risks and control measures in places to reduce the likelihood of harm.

In addition to this a group may wish to take on board some of the following general health & safety guidelines:

- Election of a nominated health and safety representative to act as a group coordinator for all health & safety related issues.

- Management of 'Risk Assessment' records to ensure all members have been made aware of risks and acknowledged that they understand and agree to any control measures.
- Creation of a signing in and out sheet for each litter picking activity. This will ensure everyone is accounted for and provide a good record of work completed.
- Consideration to some basic emergency procedures for the group, including mobile contact numbers, location of first aid box and amenities. (details could be provided to each member or held by the lead officer).
- Location and accessibility of welfare facilities.

7. Risk Assessment

Risk assessment' essentially works on the basic principle of breaking an activity down into core components and considering each against any perceived risks. This is generally done by assessing and scoring the 'likelihood of harm' and the potential 'severity' of any resulting injury.'

The combination of these score ratings provide an overall 'risk' rating which may then require 'control measures' to reduce the risk.

'Control measures' are provided and may include such as scanning the area for hazards ahead of picking the litter up or not entering certain areas where it is believed too hazardous for example weather conditions, instruction/advice. Group members will be required to review each risk assessment for the tasks they wish to participate in and should confirm that they have read and understood the risks identified.

Additional guidance on risk assessment is available on the Health & Safety Executive website on the following link: <http://www.hse.gov.uk/risk/index.htm>.

8. Litter Picking Equipment

All volunteers will be gifted litter picking equipment for their group. The equipment will be signed out by the Lead Volunteer. The Council ask that if you decide to stop facilitating litter picking activities in the future that the equipment is returned to the Council so that this can be gifted to another volunteer litter picking group.

Equipment Gifted

- Litter Picking Sticks
- Hi Vis Tabard(s) with 'Community Volunteer Litter Picker West Lancashire'
- Refuse Sacks
- Hazard tape to identify litter in the refuse sacks

9. Further Guidance

Quick Reference Guide Check	
Dynamic Risk Assessment: the continuous process of identifying hazards, assessing risk, eliminate, reduce the risk, monitoring and reviewing throughout the litter pick	Check weather conditions before and on the day of the litter pick
Toolbox Talk from Group Leader prior to activity. Q&A session	No litter picking near high-speed roads (more than 30mph) / main roads / roads without footpath i.e., grass verges
Wear appropriate sturdy footwear gloves that are cut and puncture resistant without limiting dexterity.	Check for hazards at the start of the litter pick. Look for obvious slips, trips or falls and avoid area
Ask volunteers to bring a small handy bottle of non-alcoholic antiseptic hand gel whilst litter picking	Look for steep embankments and slopes (over 25 degrees) and avoid area
Wear appropriate clothing for the weather on that day	Are there other Park users or organised events within the area?
Volunteers to bring their own refreshments / drinks etc	Are there any dogs on / off leads which may affect the litter pick?
Keep to large open spaces / housing areas / parks	Avoid broken glass, dog faeces and sharp objects (refer to WLBC)
Do a walkthrough of the area beforehand, risk assess, take notes, and share with volunteers: (review risk assessment)	Do not pick up used needles and avoid the area (refer to WLBC)
Always supervise children	Use the litter picking equipment provided and wear hi vis tabards 'to be seen'
<p>Contact the Council by logging into:</p> <p><u>WLBC Self Service Portal Login/Register - Self Service (westlancs.gov.uk)</u></p> <p>Website: <u>www.westlancs.gov.uk</u></p>	

Disclaimer

The Council are very supportive of local volunteer litter picking; however, 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, West Lancashire Borough Council, therefore we will not be held responsible for any loss, damage or inconvenience caused because of the actions and omissions of volunteers or this guidance.

Appendix 1 Risk Assessment Example

RISK ASSESSMENT REFERENCE NUMBER:		
TITLE OF TASK / ACTIVITY: Litter Picking		
		DATE OF ASSESSMENT:
NAME OF VOLUNTEER GROUP:		REVIEW DATE:
LOCATION:		VERSION NUMBER:
NAME OF ASSESSOR:		SIGNATURE:
POSITION OF ASSESSOR:		

SEVERITY (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	NO INJURY	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	FIRST AID	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	3 DAY INJURY	3	6	9	12	15	HIGH (H) 16-25	DO NOT PROCEED
4	MAJOR INJURY	4	8	12	16	20		
5	FATALITY	5	10	15	20	25		

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HAZARD	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	RISK RATING			L/M/H	FURTHER ACTION REQUIRED	NEW RISK RATING			RESIDUAL RISK L / M / H
		VOLUNTEER	OTHER		L x S = RR					L x S = RR			
Lack of Communication	Injury / Accident / Working Unsafely	Yes	Yes	Toolbox Talk from Group Leader prior to activity. Q&A session	3	1	3	L					
Roads over 30MPH /Main	Injury / Accident /	Yes	Yes	Identifying litter picking areas that	3	5	15	H	DO NOT PROCEED				

HAZARD	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	RISK RATING			L/M/H	FURTHER ACTION REQUIRED	NEW RISK RATING			RESIDUAL RISK L / M / H
		VOLUNTEER	OTHER		L	S	RR			L	S	RR	
Roads / Dual Carriageways / No footpaths / Water Ways including canals, rivers and ponds	Death / Working Unsafely			do not exceed 30MPH or has no pathway. No activities near Water Ways including canals, rivers & ponds									
Infections found in water and where infected rats may accumulate	Weils Disease Routes of disease into the body eyes, skin, mouth, open wounds	Yes	Yes	Protect all areas of the body Cover all open wounds Long sleeve and full leg clothing Appropriate footwear Hand Protection-gloves to be worn by operatives - Hand washing-personal hygiene-	1	5	5	L					

HAZARD	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	RISK RATING			L/M/H	FURTHER ACTION REQUIRED	NEW RISK RATING			RESIDUAL RISK L / M / H
		VOLUNTEER	OTHER		L	S	RR			L	S	RR	
				facilities available and used Bacterial Hand Gel Eye Protection									
Volunteer Medical Conditions	Injury / Illness	Yes	Yes	Group Leader & Volunteer to discuss individual medical conditions / concerns and document what activities are being undertaken during the day and planned in	3	2	6	L					
Manual Handling	Manual handling strains, sprains, slips & trips, entrapment, falls, cuts, bruises,	Yes	Yes	Manual Handling manual distributed to all.	1	2	2	L	See Manual Handling Risk Assessment Example below				

HAZARD	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	RISK RATING			L/M/H	FURTHER ACTION REQUIRED	NEW RISK RATING			RESIDUAL RISK L / M / H
		VOLUNTEER	OTHER		L	S	RR			L	S	RR	
	fractures, eye injuries												
Work Area	Strains, sprains, slips & trips, entrapment, falls, cuts, bruises, Fractures	Yes	Yes	All reasonable steps should be taken to remove obstacles and hazards from the work area	1	2	2	L					
Dog Faeces	- Infection from direct ingestion, inhalation. Hand contamination and ingestion skin puncture through contact with broken skin - Contamination of clothing	X	X Public	- Hand Protection-gloves to be worn by operatives - Hand washing-personal hygiene-facilities available and used Bacterial Hand Gel	2	3	6	L				L	
Contact with sharps including spent	- Microbiological infection from	X	X	- Do not remove	1	3	3	L					

HAZARD	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	RISK RATING			L/M/H	FURTHER ACTION REQUIRED	NEW RISK RATING			RESIDUAL RISK L / M / H
		VOLUNTEER	OTHER		L	S	RR			L	S	RR	
hypodermic needles	needle sharps injury		Public	Contact WLBC									
Site Activity and Conditions	Accidents arising from site conditions – slips, trips, falls	X		- Work areas to be inspected by Group Leader prior to work commencing. - Feet – Safety Boots to be worn	2	3	6	L					L
Broken Glass / Cut Glass	Injury to hands	X	X Public	- hand protection to be worn - wear gloves that are cut and puncture resistant without limiting dexterity - litter picker to be used to isolate waste - Scraper boards used for leaves / piles of litter	2	3	6	L	NFA				L
Dense Shrubberies	- Injury to eyes and face - Puncture wounds	X		- Do not litter pick in this location	3	3	9	M	DO NOT PROCEED				

HAZARD	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	RISK RATING			L/M/H	FURTHER ACTION REQUIRED	NEW RISK RATING			RESIDUAL RISK L / M / H
		VOLUNTEER	OTHER		L	S	RR			L	S	RR	
Embankments / Slopes over 25 degrees	Slips, trips and sprains	X		- Do not litter pick in these locations	3	3	27	M	DO NOT PROCEED				

Appendix 5 Manual Handling Risk Assessment Example

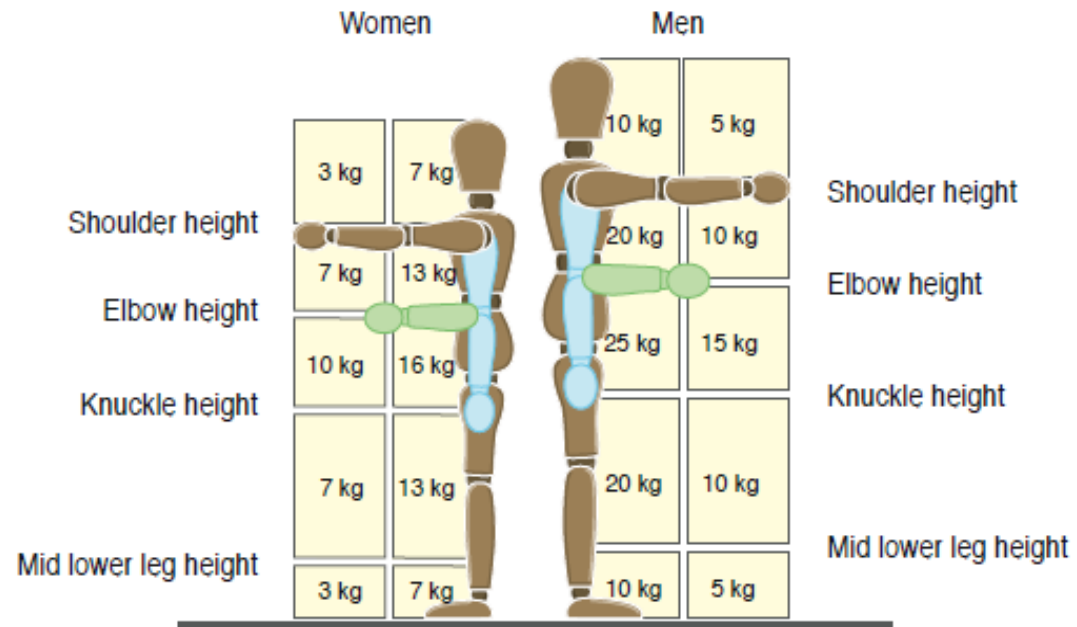
HAZARD	YES	NO	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	NEW RISK RATING			RESIDUAL RISK L / M / H
				STAFF	OTHER		L	S	RR	
DOES THE TASK INCLUDE ANY OF THE FOLLOWING?										
Holding loads away from trunk?										
Twisting?										
Stooping?										
Reaching upwards?										
Large vertical movements?										
Long carrying distances?										
Strenuous pulling or pushing?										
Unpredictable movement of loads?										
Repetitive Handling?										
Insufficient rest recovery?										
Work rate imposed by a process?										

HAZARD	YES	NO	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	NEW RISK RATING			RESIDUAL RISK L / M / H
				STAFF	OTHER		L	S	RR	
Other?										
All of the above?										
INDIVIDUAL CAPABILITY DOES THE JOB REQUIRE ANY OF THE FOLLOWING?										
Require unusual capability?										
Hazardous to those with health problems?										
Hazardous to pregnant workers?										
Hazardous to young or older workers?										
Require specialist training?										
Any other?										
THE LOAD(S) ARE THEY?										
Heavy?										

HAZARD	YES	NO	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	NEW RISK RATING			RESIDUAL RISK L / M / H
				STAFF	OTHER		L	S	RR	
Bulky / unwieldy?										
Difficult to grasp?										
Unstable / unpredictable?										
Intrinsically harmful (sharp / hot / cold)?										
Any other?										
ENVIRONMENT (WORKING) ARE THERE ANY?										
Constraints on posture?										
Poor floors?										
Variations in levels?										
Strong air movement?										

HAZARD	YES	NO	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	NEW RISK RATING			RESIDUAL RISK L / M / H
				STAFF	OTHER		L	S	RR	
Poor lighting conditions										
Any other?										
ARE THERE ANY OTHER FACTORS?										
Is movement or posture hindered by clothing or personal protective equipment?										
Any other?										

Health and Safety Executive lifting and lowering guidance



The Tasks – do they involve	Low – Green	Medium - Amber	High - Red
Holding loads away from the trunk?	Load within zone close to body within base of support	Load moved in zone furthest from body	Load moved outside base of support
Twisting?	Up to 45°	45°-90°	Greater than 90°
Stooping?	Slightly	To knee level	To floor level
Reaching Upwards?	Shoulder Height	Head height	Above head height
Large Vertical Movements?	Less than 1 Metre	1-2 metres	More than 2 metres
Long carrying distances?	Up to 10 metres	10-20 metres	More than 20 metres
Strenuous pushing and pulling?	Up to 10 metres	10-20 metres	More than 20 metres
Unpredictable movements of	Rarely shifts when moved	Will shift often	Always shifts
Repetitive Handling?	1-4 operations	5-10 operations	More than 10 operations
Insufficient rest periods?	Rarely	Occasionally	Always
A work rate imposed by a	Rarely	Occasionally	Always
The Loads – are they:	Low – Green	Medium - Amber	High - Red
Heavy? Indicate weight in kg	Up to guideline figures	Sometimes in excess of guideline figures	Always in excess of guidelines
Bulky/ Unwieldy?	Grip is easily maintained	Awkward to handle	Great difficulty in maintaining
Unstable/unpredictable?	Rarely	Occasionally	Always
Intrinsically harmful? (Hot /sharp)	Exposure to harm generally avoidable	Exposure not easily avoidable	Exposure unavoidable
Working environment – are	Low – Green	Medium - Amber	High - Red
Constraints on posture?	Minimal interference with body movements	Moderate interference	Significant interference
Poor condition of floors?	Minimal or no unevenness or obstruction	Moderate unevenness, low grip or noteworthy obstruction	Dangerous uneven floor, very low grip and/or obstructed
Variations of levels?	Load moved <1 meter vertically	Load moved 1-2 meter vertically	Load moved more than 2
Hot/cold/humid conditions?	Rarely	Occasionally	Always
Strong air movements?	Rarely	Occasionally	Always
Poor lighting conditions?	Rarely	Occasionally	Always
Individual Capability – does the job require:	Low – Green	Medium - Amber	High - Red
Require unusual capabilities?	Most people can carry out the operation	Certain people can carry out the operation	A minority of people can carry out the operation
Injury to those with a health problem?	Possibly	Likely	Certainly
Injury to those who are pregnant?	Possibly	Likely	Certainly
Call for special training or	Would be beneficial but not essential	Considered necessary	Essential to carry out

Other factors	Low – Green	Medium - Amber	High - Red
Movement hindered by PPE?	Rarely	Occasionally	Certainly

Appendix 3 – Environmental Borough Improvement works project and updates

Project 1 – East Gillibrands update

Before:



After :



Equality Impact Assessment Form



Directorate: Place and Community		Service: Environmental Services	
Completed by: Stephen Bissette		Date: 05/09/23	
Subject Title: Litter Clearance in West Lanc's Task and Finish Update			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	No	<i>*delete as appropriate</i>	
Is a service being designed, redesigned or cutback:	No		
Is a commissioning plan or contract specification being developed:	No		
Is a budget being set or funding allocated:	Yes		
Is a programme or project being planned:	No		
Are recommendations being presented to senior managers and/or Councillors:	No		
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No		
Details of the matter under consideration:			
<i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):		<i>*delete as appropriate</i>	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): If you answered Yes go to Section 3		The work being carried out will improve areas previously described as Grot Spots. Work being carried out will improve relationships with schools and volunteer groups.	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: You do not need to complete the rest of this form.			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Community and public		

If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	No
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i> No No No No No No No No No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The work carried out intends to improve community areas and will benefit all users.
What will the impact of the work being carried out be on usage/the stakeholders?	Allowing areas to be used by public.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	N/A
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	N/A
If any further data/consultation is needed and is to be gathered, please specify:	
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The work carried out intends to improve community areas and will benefit all users. No disproportionate impact.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	N/A
What actions do you plan to take to address any other issues above?	No action

7. MONITORING AND REVIEWING

When will this assessment be reviewed and who will review it?

Areas will be included on Clean and Green schedule's.
Area will be reviewed by Clean and Green Area Managers

CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMME 2023/24

<p>14 December 2023</p>	<ul style="list-style-type: none"> • West Lancashire Leisure (WLCL) Annual Report (Serco) • Progress review – Litter Clearance in West Lancs, inc fly-tipping & Grot spots (previously T&FG). • Progress review – Community Environmental Improvements, inc Community Orchards (previously T&FG). • Review of Public Conveniences (TBC) • Items from the Members' Update (as advised) • Members' Items/CCFA (as advised) • Future Work Programme
<p>7 March 2024</p>	<ul style="list-style-type: none"> • Crime and Disorder Scrutiny – To consider a presentation from a representative of West Lancashire Community Safety Partnership (CSP) Paul Charlson / Cliff Owen • Progress review – Litter Clearance in West Lancs, inc fly-tipping & Grot spots (previously T&FG). • Progress review – Community Environmental Improvements, inc Community Orchards (previously T&FG). • Items from the Members' Update (as advised) • Members' Items/CCFA (as advised)

