



A Handbook for Volunteer Litter Picking Groups

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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		
3	3 DAY INJURY	3	6	9	12	15	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
4	MAJOR INJURY	4	8	12	16	20		
5	FATALITY	5	10	15	20	25	HIGH (H) 16-25	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 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

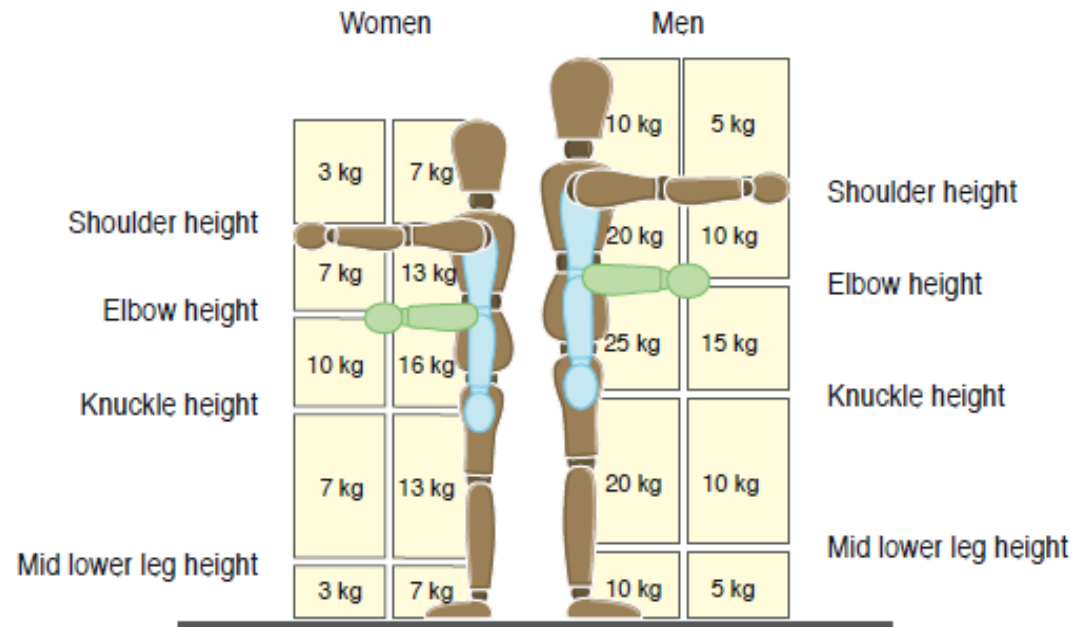
HAZARD	YES	NO	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	NEW RISK RATING			RESIDUAL RISK L / M / H
				STAFF	OTHER		L	S	RR	
DOES THE TASK INCLUDE ANY OF THE FOLLOWING?										
Holding loads away from trunk?										
Twisting?										
Stooping?										
Reaching upwards?										
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