Thank you for volunteering to litter pick in your community!

The safety of our volunteers and crews always comes first.

PLEASE READ AND SIGN THIS DECLARATION FORM AND THE HEALTH AND SAFETY DOCUMENT ON LITTER PICKING BEFORE YOUR LITTER PICK

It is your responsibility to pass on all relevant information to the volunteers at your pick.

For more information contact: waste.team@southandvale.gov.uk

01235 422 146





### **INTRODUCTION**

The councils are very lucky that many local individuals and groups take pride in their local environment and would like to support the councils’ work to help keep their area free from the blight of litter which has been dropped by other members of society.

Both South Oxfordshire and Vale of White Horse District councils are responsible for clearing litter and fly tipping from relevant land in their district. Relevant land covers most public road verges but does not include land privately owned or managed by Parish or Town councils.

* If you wish to clear land owned or managed by a Parish or Town council or a private owner please contact them directly.

The councils have developed ‘Litter Picking Packs’ for organisers of ‘Litter Pick Events’ These packs:

* Consist of litter pickers, high visibility vests, and sacks with a limit of 50 litter pickers per event (this number can be increased on a case-by-case basis depending on the number of other bookings). Litter picking hoops can be included on request.
* Are available on a loan basis from the councils at any time of the year. Delivery and collection days are set by the councils at time of booking and are non-negotiable nor flexible.
* Include collection of bagged up litter from a location specified at time of booking.

To make sure that we can support as many individuals and groups across both districts we have some guidelines that we ask our community litter pickers to follow.

* Please give us at least two weeks’ notice of your litter picking event so we can give our contractor plenty of notice.
* Bookings are only confirmed when this guidance form has been signed and returned to the Waste Team.

Community litter pickers are not working on behalf of the councils and are not covered by the council’s public liability insurance. **Obtaining public liability insurance is very important and strongly recommended.** For more information on insurance please see our separate health and safety document.

All we ask is that: -

* You carry out a full risk assessment of where the litter pick is taking place.
* You read the health and safety document.
* You sign and return the guidance page of this booklet.
* The sacks are used to clear the verges, footpaths, bridle ways and public open space in South Oxfordshire and Vale of White Horse districts only.
* You only use the sacks provided by the councils.
* The bags are left where we can pick them up (to be pre-arranged at time of booking).
* The only waste collected on a litter pick should be that which can be picked up using the grabber. Bulky items that are found e.g fridges/freezers, tyres, metal drums, paint tins should be left in situ and the waste team informed of their location. Please note that tyres cannot be collected as litter as they are processed differently and must be left in-situ and reported as a fly-tip using the FixMyStreet app.
* You return all equipment packaged on your designated return day at the time given to you by the councils at time of booking.

**Before starting your clean up ensure all volunteers**

* Have the correct and appropriate Personal Protective Equipment (PPE) – e.g. gloves, hi-viz vest, sensible footwear, weather appropriate clothing etc. where required.
* Will have access to hand sanitizer throughout the litter pick and understand that this must be used before and after touching equipment, touching their face, eating or drinking and using the toilet.
* Have the correct equipment – e.g. Litter grabbers, plastic bags etc. and know how to use the equipment.
* Consider all the risks and hazards in the work area, e.g. hazardous waste, broken glass, dog waste, low branches, traffic, uneven ground, hidden banks etc.
* Know the work area and how to report
	+ incidents or hazardous or unidentified waste
	+ where to get first aid
	+ where to meet on completion
	+ where to place full bags of recycling and refuse

**On Completion of the Litter Pick Ensure**

* Everyone washes their hands thoroughly as soon as possible after the litter pick and before taking any food or drink.
* Any wounds are redressed after cleaning and disinfecting if there has been any contact with water.
* Volunteers carry out a personal inspection for cuts etc.
* Any bags containing sharp material, e.g. broken glass, have been securely wrapped and tied up.
* All volunteers have reported back.
* All equipment is collected and packed up the way it arrives, including returning all sacks and folding hi-viz jackets.

Please note that the councils accept no liability or responsibility for any injuries, accidents or damage howsoever caused as a result of any litter pick event.

On acceptance of the Litter Pick Packs the event organiser confirms that they are responsible for the event including the behaviour and actions of those involved in the event.

**Although the councils cannot accept any liability or responsibility for any injuries or accidents, we would ask you provide us with details of any accidents or injuries so we can re asses any risks and provide appropriate advice to other groups. Contact number: 01235 422 146**

**RISK ASSESSMENT**

Having chosen a place for your tidy up, visit the site and carry out a full risk assessment. It is important that you consider all of the possible risks to you and your volunteers. For more information on how to conduct a risk assessment and to see an example, please read our health and safety document.

**EQUIPMENT GUIDANCE**

* **Plastic bags**- litter collected on the event should be placed in the plastic bags provided. Bags should not be used for any other purpose and should not be placed over the head. They should be kept away from small children to avoid the risk of suffocation.
* **Hoops**- should be used to clip bags to and not for any other activity.
* **Hi visibility jackets** – are to be worn throughout the duration of litter picks by all members \* Please note these are only suitable for working next to highways with speed limits up to 50mph.
* **Litter pickers**- should be held using the hand grip and used to pick up all manageable items on the day.
	+ Litter picks should be kept at waist height and not waved around.
	+ The litter picking end should always be facing the ground and not touched.
	+ Items that are too large to be picked up by the litter pickers should be picked up and bagged by hand, if safe to do so.

**Declaration to be completed by the group leader:**

I confirm that I have read, understood and will adhere to the full guidance detailed in this information pack, including relaying this information to all attendees and confirm a risk assessment has been completed. I confirm that I have read and understood the health and safety document and have conducted a full risk assessment on the area I intend to litter pick.

Name:

Date:

Please note the council collect personal information to perform services which we provide, if you would like to know more about how we use and store data please visit the privacy notice on our website.