



Litter Picking Volunteer Policy

Version Number	Date	Author	Notes
1.0	22/07/2020	L Mitchelmore/ M Harper	For approval at PC meeting 29 July 2020 – minute ref 20/21.23.3.3
2.0	15 May 2024	M Harper	For review and approval at the Facilities Committee meeting 22 May 2024 for recommendation to Parish Council meeting to be held on 29 May 2024
2.1	29 May 2024	M Harper	Adopted by Parish Council at its meeting on 29 May 2024 – minute ref 24/25.14.7.3

Contents

1. Introduction	2
2. Health and Safety Measures for Volunteers (Please also see the Parish Council Health and safety Policy)	2
3. Litter Picking Areas	3

1. Introduction

- 1.1. This should be read in conjunction with the Danbury Parish Council Volunteer Policy.
- 1.2. The aim of the litter picking scheme is:
To improve and maintain the quality of Danbury's environment and keep our Village free of litter whilst complying with the relevant legislation and insurance requirements and ensuring the health and safety of our litter picking volunteers.
- 1.3. The Parish Council will maintain a record of Volunteers, equipment and safety instructions that have been provided and where and when they intend to litter pick. This will be reviewed on an annual basis when litter picking equipment is recalled for checking.

2. Health and Safety Measures for Volunteers (Also see the Parish Council Health and safety Policy)

- 2.1. Volunteers must be over 18 years of age. If parents wish to litter pick with their children then it is at their own risk and the children should be supervised by an adult at all times. Litter pickers will not be provided for those under the age of 18 years.
- 2.2. Volunteers will be provided with a safety instruction sheet and risk assessment, and will be asked to sign to acknowledge that they have read and understood the information –
Appendix LP1
- 2.3. Volunteers will be provided with the appropriate equipment and instructions (where appropriate) for its use: Hi Viz jacket, Safety Gloves and a Litter Picker
- 2.4. Equipment will be recalled annually for checking by the Parish Office and any damaged/worn items replaced.
- 2.5. Volunteers should return any items that become damaged/worn to the Parish Office as necessary and a replacement will be provided.
- 2.6. Volunteers must inform the Parish Office of the times and locations they will be undertaking litter picking. This can be done at the time of registering for regular litter picking, however the Office must be informed of any additional litter picking prior to it being undertaken. If the Parish Office is not notified in advance of the litter picking activity and the times and locations approved, the volunteer will not be covered by Parish Council Insurance.

3. Litter Picking Areas

- 3.1. Litter picking areas will be assessed regularly to ensure the safety of volunteers - **Appendix LP2**
- 3.2. The Parish Council will not endorse, support or insure litter picking activities taking place on roads of 40mph or above, or roads where there is no pavement or verge wide enough to provide a safe distance from traffic.
- 3.3. An annual audit will be conducted to produce/update a map of areas covered by the Volunteer Litter Pickers.
- 3.4. New volunteers may be requested to litter pick in any areas or at times not already covered by a volunteer(s).

Danbury Parish Council

LITTER PICKING - Risk Assessment Form

Assessment Date: 15/05/2024

Review Date: 15/5/2026

Hazard <i>hazards listed should be all those present before controls are in place.</i>	Who May Be Harmed and How?	Risk rating H, M, L <i>Rating prior to controls.</i>	Detail existing controls <i>Details of control measures already in place. If measures are detailed in other documents, state where.</i>	Revised risk rating H, M, L <i>Rating following controls.</i>	Record and Implement Findings <i>Action by whom and by when</i>
Lack of information and awareness	Volunteers – Not knowing safety procedures	H	Volunteers given safety information, covering risks and general information about the correct use of the equipment, before they commence litter picking activities, and sign to say that they have read and understood them.	L	
Safety of vulnerable people	Children and vulnerable adults – Not knowing safety procedures	H	Children under the age of 18 will not be allowed to volunteer as litter pickers and will not be provided with litter picking equipment. If parents wish to take children with them when litter picking, then they do so at their own risk. Volunteers should maintain vigilance where members of the public not litter picking are using the same public space.	L	
Aggression/abuse from members of the public	Volunteer – Risk of conflict with member of public	M	Volunteers should not approach members of the public to challenge inappropriate behaviour such as dog fouling or littering. If necessary, report either to Chelmsford City Council or, if confrontation occurs, the Police. Volunteers should not trespass onto private property	L	
Hot Weather	Volunteers – Risk of sunburn, sun stroke, heat exhaustion	M	Volunteers should dress appropriately for the weather conditions, wear gloves at all times. Sun hats should be worn, and sun cream applied and re-applied when needed. Breaks should be taken regularly and shade sought if necessary. Water to be carried and drunk regularly	L	
Cold Weather	Volunteers – Risk of discomfort from cold, wind or rain	M	Volunteers should: wear warm, waterproof clothing, thick socks and sturdy boots, avoid areas where debris could come loose ie trees, poorly maintained structures in high winds. Stop litter picking lightning occurs. Warm up and stretch prior to litter picking and not over exert themselves to avoid back injury.	L	

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Vehicles on roads and car parks	Volunteers – Risk of injury through contact with moving vehicles	M	Volunteers should: Assess the speed limits and identify any hazards on the roads, prior to commencing the litter pick. Not litter pick alongside 40+ mph speed limit roads. Focus when crossing streets. Be aware of any vehicle trying to park. Not work on roads or on roadside verges. Not work near railway lines or on bridges. Wear the Hi Viz jackets provided at all times.	L	
Electric Fences	Volunteers – Risk of electric shock	M	Always assume that electric fences are live. Volunteers must not touch electric fences.	L	
Manual Handling	Volunteers – Risk of back injuries from incorrect lifting	M	Volunteers should not over-fill bags or try to carry heavy items. Volunteers should be aware of their own limitations and not lift items that are too heavy for them. Volunteers with pre-existing injuries must not lift bags or heavy items. No more than one bag should be carried at one time. Volunteers should be advised on safe manual handling practices. If an item is too heavy to handle, it should be reported to: https://www.chelmsford.gov.uk/environment/report-a-street-problem/report-fly-tipping/	L	
Exposure to Toxic or Hazardous Materials	Volunteers – Illness	M	Volunteers should not approach suspicious looking containers with of without hazard warning badges. Any suspicious drums, materials or containers with contents not identifiable to be left untouched and reported to the Environmental Agency Pollution Hotline Tel: 0800 80 70 60 or Chelmsford City Council 01245 606606 (ask for public health)	L	
Fly tipped Asbestos	Volunteers – Illness	M	Accumulations of waste that have been fly tipped should be left alone and reported to Chelmsford City Council Tel: 01245 606606 (ask for Public Health.) Be aware that asbestos may be present elsewhere. An asbestos ID chart is available here: https://www.hse.gov.uk/asbestos/gallery.htm	L	

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Sharps, Syringes and Medical	Volunteers – risk of injury or infection	M	Volunteers should not touch needles or syringes and should cease to litter pick in that area. Any accidental piercing by a needle should be immediately treated at a medical practice or A&E and reported to the Parish Office. Litter pickers and gloves must be used at all times. Sharp objects and broken glass should not be placed in bags.	L	
Discovery of Ordnance	Volunteers – Injury caused by unexploded bombs, shells and flares	M	Leave the area and dial 999	L	
Slips, trips and falls	Volunteers – injury from falling	M	Volunteers should: wear supportive, slip resistant footwear, take care when negotiating steps, take extra care on overgrown areas, uneven surfaces and wet/muddy areas. Take extra care when carrying heavy bags, don't carry on if an area looks slippery or dangerous. Stay away from visible landslips	L	
Trees and shrubs	Volunteers – trips and cuts	M	Volunteers should be aware of low hanging branches and exposed tree and shrub roots. Volunteers should seek medical assistance in the event of injury and inform the Parish Office	L	
Proximity to water	Volunteers – risk of drowning or water borne diseases	M	Volunteers should stay away from the water's edge of lakes and ponds. Volunteers should wear the gloves provided. Existing wounds should be covered with nitrile gloves or plasters, as appropriate. All wounds should be promptly disinfected. Volunteers should wear sturdy footwear	L	
Irritant and Dangerous plants	Volunteers – injury/irritation caused	M	Volunteers should not touch any irritant or dangerous plants If volunteers have any concerns, they should seek medical advice	L	

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Dog fouling	Volunteers – risk of infection	M	Volunteers should not touch dog faeces either with their hands or the litter picker Volunteers should wear gloves and use a plastic spade when removing dog faeces. Hands should be washed thoroughly, as should shoes if there is faeces on them	L	
Domestic, Wild and Farm animals	Volunteers – risk of disease carried by ticks, bites, scratches and stings	M	Volunteers should: avoid contact with animals and animal faeces, avoid moving bracken or vegetation while wearing shorts or short sleeved shirts, beware of adders and not pick up or touch any snakes. Seek medical attention as soon as possible if bitten, stung or scratched	L	
Aggressive dogs	Volunteers – risk of injury from attach	M	Volunteers should not approach any unknown dog and avoid areas where there are aggressive dogs. Volunteers should maintain vigilance for dogs off leads	L	
Assessor's signature: <i>Michelle Harper</i> Date: 15 May 2024			Clerk's signature <i>Michelle Harper</i> Date: 15 May 2024		

Safe System of Work

DO	DO NOT
Volunteers must be over 18 years of age. If parents wish to litter pick with their children then it is at their own risk and the children should be supervised by an adult at all times.	Do not pick litter where the speed limit is 40mph or over.
Do stay within your nominated area.	Do not overfill bags so that they become too heavy to handle.
Do litter pick in daylight and wear a reflective waistcoat/jacket.	Do not litter pick in bad weather conditions, where visibility is poor or when icy underfoot.
Do check the area before litter picking and if there is any doubt about safety, do not commence litter picking.	Do not sort through waste materials inside bags or bins and be aware of protruding objects.
Do practice good hygiene, wear gloves at all times and wash hands.	Do not reach into hedges or undergrowth – only pick litter that can be reached with the litter picker and does not require climbing to be reached.
Do restrict litter picking to the pavement or verge where it is wide enough to keep a sufficient distance from traffic. Face on-coming traffic.	Do not litter pick close to streams, ponds ditches or steep slopes.
Plan your route to reduce the number of times that the road is crossed.	Do not enter private land without permission of the landowner.
Do be aware of low-lying branches, exposed tree roots and shrubs.	Do not touch wire fences – always assume that they are electric fences or live. Do not climb any type of fence.
	Do not litter pick where loose dogs or other animals may be present (ie nesting birds, wasps and bees.)
	Do not attempt to deal with aggressive or difficult people and do not confront anyone littering (please report this to the Council.)

Danbury Parish Council

Risk Rating

Risk rating

This is **our** evaluation of the potential impact and likelihood of harm occurring.

Risk rating	Action required
<p>High For example,</p> <ul style="list-style-type: none">• fatality possible to one or more individuals however infrequent• major injury to few individuals occurring frequently• likelihood of long term muscular-skeletal problems affecting significant numbers of staff.	Immediate action required.
<p>Medium For example,</p> <ul style="list-style-type: none">• major injury to one/few individuals occurring infrequently• likelihood of long term muscular-skeletal problems affecting some staff.	Requires attention as soon as possible.
<p>Low For example,</p> <ul style="list-style-type: none">• minor injury occurring infrequently to few staff.	Not a priority; may need attention if not as low as reasonably practicable.

Danbury Parish Council

Volunteer Litter Picking Scheme - Safety Instructions for Volunteers – V4 May 2024

Before you begin/continue as a volunteer picker please make sure that you have read a copy of the risk assessment and that you have read and signed the safety instructions below.

You must inform the Parish Office of the times and locations that you will be litter picking. This can be done at the time of registering for regular litter picking, however the Office must be informed of any additional litter picking prior to it being undertaken. If the Parish Office is not notified in advance of the litter picking activity and has not approved the times and locations, you will not be covered by Parish Council Insurance.

Protective Clothing and Equipment

- Wear suitable footwear and clothing for weather conditions. Footwear should not be open toed and should be suitable for uneven/unstable ground and to withstand standing on sharp items. Arms should be covered.
- Wear gloves and a reflective jacket/waistcoat – These will be provided by the Parish Council.
- Use the litter pickers provided.

Dangerous Materials

Do not touch or move anything that may be dangerous including:

- Broken Glass or other sharp items.
- Drug Related Litter, syringes or needles.
- Unidentified substances, containers or liquids.
- Anything suspected to contain asbestos.
- Large, heavy items.
- Any other potentially hazardous items, including human waste, animal waste or blood.

Suspected fly tipping.

Please report any dangerous items or fly tipping to:

Chelmsford City Council at the following link:

<https://www.chelmsford.gov.uk/environment/report-a-street-problem/report-litter/>

or tel: 01245 606606 (ask for Public Health.)

Disposal of Waste

Please dispose of waste in the local bins provided, with your weekly collection or in the Parish Council waste bin by prior arrangement with the Parish Office. Tel: 01245 225111.

Risk Assessment

Volunteers must read and adhere to the risk assessment and safety advice provided by the Parish Council.

In the event of an Accident/Injury

Injuries sustained whilst litter picking on behalf of the Parish Council should be reported to the **Parish Office and recorded in the Accident Book.**

Disclaimer

Volunteers litter picking do so at their own risk. Danbury Parish Council will not be held responsible for any loss, damage or inconvenience caused as a result of the actions and omissions of volunteers or this guidance. Members of the public using their own equipment do so at their own risk and will not be covered by Parish Council Insurance.

I confirm that I will act responsibly and safely at all times and observe the safety brief and risk assessment given by the Parish Office Staff.

Full Name:

Signature:

Date: