

**South Derbyshire District Council**  
**Guidelines for groups organising a litter pick**  
**April 2009**

**Introduction**

This pack explains the issues surrounding a litter pick, what you should be aware of, where problems might occur, and how to get the best out of the day.

The District Council will support any groups who want to do a litter pick, please read these guidelines and the attached Risk Assessment.

Litter picks by individuals cannot be supported by the Council because of the risks concerned. Eg If you slip and fall no one is around to help

**Where can my group do a litter pick?**

Litter picking can be great fun but there are some potential risks associated with it. To make it easier we recommend that you choose an area where the hazards are reduced to a minimum.

- We cannot support litter picks where groups and individuals will be at risk.
- We will not support litter picks on main roads, on rivers, on railway land.

**Look at the hazards**

The risk assessment attached should help identify hazards, if the hazards start to add up then it's probably best that you choose another area.

The risk assessment should help you avoid danger not put you off

## **How can the District Council help us?**

The Council will support groups who are undertaking litter picks. We will assist you as much as we can.

We will supply

- **Equipment** Litter pickers, Gloves, High Vis Vests, Hand Wipes, Bin Bags for Rubbish.
- **Support** We remove and dispose of the rubbish. We will arrange media coverage if you want us to.

When you have decided where and when you want to do your litter pick we will give you the name of a Council Officer who will liaise directly with you.

## **Insurance**

Always check that your group has insurance. The Council cannot accept liability for your group.

## Litter Pick Checklist

### What To Do

#### Before agreeing to do a litter pick

- Find a suitable location for a litter pick
- Walk around the site and decide the boundaries of your picking area
- Judge the risks ----if there are too many look for a new location
- Agree with the landowner that you're allowed to litter pick it.
- Decide who you want to tell you are doing the pick, if it's just your group that's OK

#### One Week before the litter pick

- Get a map of the litter picking area
- Walk around the site making sure no new hazards have appeared
- Choose a location to act as your base
- Choose a location for the rubbish to be collected from and tell the Council
- Arrange date for the delivery of equipment, phone your contact at the Council
- Remind people doing the litter pick to wear sensible clothes.
- Speak to local businesses to see if they can help e.g. Mcdonalds

#### Day before litter pick

- Check the weather, if it's going to be extreme it may be better not to have the litter pick
- Check the site make sure there are no new problems e.g contractors working
- Take photographs of the site to show how it looks before the litter pick
- Check to see where the nearest toilets are

#### Morning of litter pick

- Make sure the Council have given you everything that you needed
- Make sure you know who is attending, have an event sign in and out sheet.
- Young people (under 16 years old) should be accompanied by an adult who is responsible for them
- Make sure that you have refreshments if needed
- Make sure the area is safe.
- Get everyone who is doing the pick together and tell them the health and safety rules

## **Afterwards**

- Is everyone back (girl went missing for eight hours after playing hide and seek on a school trip)
- Has everyone wiped their hands down and been told to wash again when they get home
- Take photographs of the site to show how it looks after the litter pick
- Thank everyone
- Can you get publicity for what you did
  - Oddest item of litter
  - How many bags of rubbish

## Health and Safety Check sheet

### The rules

- You must wear gloves at all times
- You must not pick up litter by hand **use the litter pickers**
- You must not climb in rivers or up trees or down slopes. Be specific about your litter pick
- You must not pick up Needles or other dangerous items Contact the Council with a location of these items and we will send someone round.
- Children and young people (up to 16 years old) must be accompanied at all times by an adult who is responsible for them
- Make sure that all people know who is in charge
- Make sure that the bagged up rubbish is safe to handle (the crews picking up the rubbish may not have been involved in the planning)
- All people must be signed in and out
- You must not go out of the litter picking area
- You must have told all volunteers the hazards in the area
- Is everyone wearing sensible clothes
- Agree a start and end time and end location