

NORTH HERTFORDSHIRE
DISTRICT COUNCIL



Litter Picking Toolkit

A guide for community litter picks

North Hertfordshire District Council

Litter picking toolkit – a guide for community litter picks

Introduction

Almost all of the public highway or public parks in North Hertfordshire are scheduled to be cleaned on a regular basis; cleaning frequencies will vary according to the type of area.

NHDC schedule these works according to how busy the areas are, for example, High Streets are visited more frequently than residential areas) and although the Council's contractors provide responsive services, the Council is often approached by local community groups looking to perform additional litter picks in their local area. In response to this, the Waste and Recycling team have developed a litter picking toolkit to assist community groups when planning and implementing community litter picks.

It should be noted that the supply of this toolkit and equipment is not meant to supplement or replace any of the Council's cleansing services but to work in partnership with local communities and improve the local environment.

Some items and areas are not suitable to be tackled by community groups due to the hazards that they may pose and are best left to the contractor's staff who have received specialist training to work safely and within guidelines and legislation. An example of this would be litter picking alongside high speed roads.

NHDC also do not recommend that community groups undertake the removal of fly tipped or large amounts of dumped rubbish, as these could require specialist equipment, contain hazardous waste and may also be subject to investigation by NHDC Environmental Crime Officers. If groups come across waste of this kind, please note location and description of the waste, and either report it to the NHDC officer working with you, or through our customer contact centre on 0800 328 6023.

NHDC are keen to support community initiatives and are willing to provide help and guidance wherever possible. We would request that Waste Services Officers are involved in the planning stages, and given reasonable notice (approximately 5 working days) in order to check equipment availability and resources.

Areas that can be actioned by community groups

Litter picking of parks and open spaces

Litter picking of residential roads

Litter picking of play areas

Weed clearance

Tools and equipment available on loan from NHDC

Litter pickers

Non protective gloves

High Vis vests

Refuse sacks for non recyclable litter

Clear recycling sacks for glass, cans, plastic bottles, pots, tubs trays.- items that can be placed into the grey bin (No paper or cardboard as generally this will have accumulated dirt and therefore cannot be recycled). We can also provide:-

Help with mapping locations and fly tips/dumped rubbish

Information regarding estimated weights collected

Standard operating procedures - what is required from the litter pick organiser?

Community group plan to execute a litter pick

Community group to Identify areas to be tackled, taking into account number of volunteers, number and type of resources required.

Arrange date

Contact NHDC Waste Services Officer for delivery of agreed resources and arrangement for waste collection.

Visit the area to determine the most suitable– location to leave bags and arisings from the litter pick -we ask you to try and keep these to around 4-6 spots in order to keep costs to a minimum as our contractor will absorb these into their normal schedules. Please ensure that the bags do not obstruct paths or roads, and that they are located away from private property. Collection by the contractor will normally be the next working day.

Risk assess the activity

Count out/ back in any resources (litter pickers etc)

Hope for good weather on the day!

Appendix a

Contact details;

North Herts District Council Waste and Recycling Services – 0800 328 6023

Email - services@north-herts.gov.uk

Appendix b

List of activities not to be undertaken whilst litter picking. Please report these to the Council instead.

Issue	Report to:
Broken Glass	<p data-bbox="612 533 983 734">North Herts District Council Waste and Recycling Services – 0800 328 6023 Email - services@north-herts.gov.uk</p>
Dog Fouling	
Dumped rubbish	
Full litter bin	
Full dog waste bin	
Graffiti	
Fly posters	
Dead animals	
Removal of fly tips	
Disturbing potentially hazardous material, e.g. asbestos	
Drug/health related waste/needles etc.	

Appendix c

Working guidelines

These guidelines are included for information and advice only, lone working is not recommended for community group litter picking activities, the onus is on working together for the community and should be fun!

A lone person is more vulnerable when the unexpected happens. Some or all of the following would need to be considered before any employee is asked to work alone.

Condition of the Workplace – a safe means of access and egress to the workplace must be guaranteed with adequate illumination. There must be no danger of the lone worker being inadvertently locked in – procedures are in place in some buildings for late working and they must be adhered to.

Communication – lone workers must be provided with adequate means of communication, i.e. a landline, with an external line, access to a pager or a mobile phone.

Personal Assault – employees who are thought to be carrying cash, or who can be seen in possession of valuables such as laptops and mobile phones may be at risk from robbery or attack. Women can face increased risks from violence when working alone, such as sexual harassment and assault, although men can also be victims of this type of violence. Occasionally the fear of attack can cause lone workers stress or high levels of anxiety and consideration should be given as to whether these susceptible employees should be working alone. Past history and shared experiences of high risk areas e.g.: multi-storey car parks, town centres at night, particular areas or even streets can be useful in establishing any areas where a lone worker should not go at certain times or must be accompanied. The Health and Safety Officer can supply information on areas where incidents have been known

Emergency Procedures – in case of emergency, consideration must be given to whether sufficient preparation has been made to cope with the emergency e.g.: fire, illness or accident, and have appropriate procedures been established? Lone workers should be capable of responding correctly in emergency situations. Emergency procedures must be established and workers trained to implement them. Lone workers should have access to adequate first aid facilities and peripatetic workers should be supplied with some basic first aid supplies. Suitable systems should be devised to monitor the condition of lone workers, and include at least a check at the start and end of the working period. Lone workers should have access to technological systems i.e. mobile phones, GPS tracking devices, as deemed necessary by way of risk assessment. Contact throughout the working period is preferable and a system should be established whereby the lone worker can always contact someone even if it is outside normal office hours.

Information, Instruction and Training – it is particularly important that lone workers have the information and training they need to avoid panic reactions in unusual situations. Information should be adequate to ensure they understand the risks of their work, the precautions that are needed and what they should do in an emergency. Training should be comprehensive enough to ensure that employees are competent to deal with circumstances which are new, unusual or beyond the scope of training, for example, when to stop working if they feel unsafe, unsure, threatened, vulnerable etc. Employees should stop any work which they feel would put them at risk without any fear of reprisal.

Supervision – the extent of supervision depends on the risks involved and the proficiency and experience of the employee. By definition lone workers cannot be subject to any form of constant supervision but in the case of new employees or young people they may need to be accompanied and supervised until competent to both carry out the task and deal with foreseeable problems.

Medical Fitness – the assessment should consider if the circumstances of working alone place additional requirements on employees in terms of their physical or mental stamina. There may be some medical conditions that make it unsuitable for an employee to work alone. Special consideration would also be needed for new and expectant mothers. The Occupational Health Advisor should be consulted for any concerns about medical fitness and lone working.

Organisers Responsibilities

- Conduct risk assessments on lone working activities in their areas
- Put in place arrangements and systems as necessary to control the risks to lone workers
- Monitor and review the effectiveness of the control measures
- Review assessment if there is any significant change to the task, technology, process, people or if an accident or near miss occurs
- Ensure all employees are adequately informed of the risks and the arrangements and safe systems in place to minimize them
- Ensure peripatetic workers are supplied with a first aid bag
- Provide adequate training in recognizing hazards, appreciating the risks involved, dealing with emergencies and recognizing when to stop work.

Volunteers Responsibilities

- Appreciate their responsibility for their own safety
- Not to take risks and to stop work if unsafe to continue
- Contribute to the risk assessment process
- Use correctly any equipment provided for their own health and safety
- Follow any safe systems of work or arrangements put into place for their own health and safety
- Raise any concerns (whether physical or mental) with organiser

Appendix d

Sample risk assessment:

NHDC recommends that a risk assessment is undertaken for community litter picking activities an example is below.

LIKELYHOOD	X	SEVERITY	=	RISK RATING	BUILDING	ASSESSOR																																													
Unlikely	1	Minor Injury (First Aid on site / No loss	1	<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="5">SEVERITY</th> </tr> <tr> <th colspan="2"></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th rowspan="5">LIKELYHOOD</th> <th>1</th> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>M5</td> </tr> <tr> <th>2</th> <td>L2</td> <td>L4</td> <td>M6</td> <td>M8</td> <td>M10</td> </tr> <tr> <th>3</th> <td>L3</td> <td>M6</td> <td>M9</td> <td>H12</td> <td>H15</td> </tr> <tr> <th>4</th> <td>L4</td> <td>M8</td> <td>H12</td> <td>H16</td> <td>H20</td> </tr> <tr> <th>5</th> <td>M5</td> <td>M10</td> <td>H15</td> <td>H20</td> <td>H25</td> </tr> </tbody> </table>			SEVERITY							1	2	3	4	5	LIKELYHOOD	1	L1	L2	L3	L4	M5	2	L2	L4	M6	M8	M10	3	L3	M6	M9	H12	H15	4	L4	M8	H12	H16	H20	5	M5	M10	H15	H20	H25		
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May Happen	2	Minor Injury (Treatment off site) / Minor loss	2																																																
Likely to happen	3	Over 3 day injury / Significant Loss	3																																																
Very Likely	4	Major Injury / Major Loss	4																																																
Certain	5	Fatality / Total Loss	5																																																
Score	Priority	Action																																																	
1 - 4	LOW	This represents a low risk, although control measures must be maintained																																																	
5 - 10	MEDIUM	Action required soon to control Interim measures may be necessary in the short term		Assessment Reference Number																																															
12 - 25	HIGH	Action required urgently to control risk Further resources may be needed																																																	
					DATE OF ASSESSMENT	SITE MANAGER																																													
					USE OF PREMISES	WORK ACTIVITY																																													

Nº OF PERSON AT RISK	EMPLOYEES	PUBLIC	CHILDREN	CONTRACTORS	OTHER

ITEM No	IDENTIFIED HAZARDS	CONSEQUENCE	CURRENT CONTROL MEASURES	ARE THESE ADEQUATE		RISK RATING
				NO	YES	L x S=RR

1.						
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ITEM No	FURTHER CONTROLS REQUIRED (INCLUDE ANY SPECIALIST TRAINING)	BY WHOM	BY WHEN	PREDICTED NEW RISK RATING

FURTHER INFORMATION or TRAINING NEEDS

HSE 5 Steps to risk assessment
HSE Management of Health & Safety at Work Regulations 1999

DETAILS OF THOSE EFFECTED BY THIS RISK ASSESSMENT

All controls contained within this assessment and any areas of training or instruction that I did not understand have been fully explained to my satisfaction.

Name:

Job Title:

Signature:

Date:

Name:	Job Title:	Signature:	Date:
Name:	Job Title:	Signature:	Date:

SIGNATURE OF ASSESSOR			REVIEW DATE
SIGNATURE OF LINE MANAGER			