**Volunteer Litter Picking Guidance Notes**

Thank you for your support in helping to keep the Havant Borough clear of litter. We really do value the support that community events provide to our routine services.

Because litter picking can be a hazardous activity in some locations, in order to make your event as enjoyable and safe as possible we ask that the following health and safety advice be taken into consideration. Please make sure all volunteers are aware of the risks before an event takes place.

Prior to any event it is important that the lead volunteer assesses any potential risks and hazards which may need to be avoided on the day.

Please read this document fully before arranging your litter picking event. Once this document has been read please complete the application form.

**Top tips for a Safe Event**

* Do not enter any restricted areas such as road works or where the public do not have a right of entry.
* Litter picking near roads should be restricted to wide verges or pavements, suitable for pedestrians, and should be carried out facing oncoming traffic.
* It is essential that volunteers are visible to road users, for that reason, hi-visibility waistcoats must be worn, and litter picks should only take place in clear daylight.
* Volunteers should not attempt to clear litter from the carriageway.
* If volunteers are litter picking on roads, they should work on one side to avoid excess crossing.
* Avoid reaching into hedges or undergrowth in such a way as to expose the face, eyes and skin to scratches from thorns or branches.
* Avoid working next to rivers or steep slopes as there is an increased risk of slips and falls.
* Be mindful of wildlife. In the Springtime avoid disturbing animals and birds that may be nesting and in the Summertime be wary of wasp and bee nests. Volunteers should avoid areas contaminated by rats: Leptospirosis (Weil’s disease) is a very rare infection carried in rats’ urine and can be fatal. To minimise risk of an accident if an item of litter cannot be safely reached with a litter picker, leave it.
* If there is any doubt about the safety of a site or material, then it should be avoided.

**We suggest the following equipment is used at all times** **when carrying out a litter pick:**

* Gloves - to remove the risk of exposure to hazardous materials.
* Reflective hi-visibility long sleeved jackets - to make sure volunteers are highly visible to both traffic and pedestrians.
* Litter pickers - to reduce risk of injury sustained from repetitive bending and remove risk of any direct contact with litter/Hazardous materials.

* Appropriate footwear - Strong boots/shoes which have adequate grip and support to prevent slips/falls. This is especially important in winter months when ice may pose a threat.
* Mobile phones (where possible) & First aid kits - in case of emergency.
* Suitable outdoor/weather appropriate clothing - as not to expose any bare areas of skin to hazards; whether that is from noxious or dangerous materials or the weather itself (sunburn)
* We advise all volunteers to take bottled water to avoid dehydration during the event.

**Items to be avoided**

If you come across any of the following items leave them where they are, record the location and inform the Council who will arrange removal.

* Broken glass and Nails - Avoid direct hand contact; remove using a litter picker and dispose of in a solid container NOT a plastic bag.
* Drug related litter/hypodermics - Needles should under no circumstances be picked-up / touched.
* Suspect materials - Batteries, asbestos, miscellaneous chemicals or Fly-tipping.

**Collection and Disposal**

For one-off litter picks, where larger quantities of litter are likely to be collected, Norse South East (NSE) can supply bags and arrange for the litter collected to be disposed of after the event. Please contact NSE admin team via email techsupportteam@norsesoutheast.co.uk or call them on [023 9248 8000](https://www.google.com/search?q=norse+south+east&sca_esv=7035ff6bfa45f4a8&rlz=1C1GCEB_enGB1107GB1107&sxsrf=ADLYWIIcYsXHVGYkfcz7vY2ooR1I2UxTdg%3A1722521539162&ei=w5erZqfICbq-hbIPwJfjgAI&ved=0ahUKEwjntdbj_NOHAxU6X0EAHcDLGCAQ4dUDCBA&uact=5&oq=norse+south+east&gs_lp=Egxnd3Mtd2l6LXNlcnAiEG5vcnNlIHNvdXRoIGVhc3QyCxAuGIAEGMcBGK8BMgUQABiABDIFEAAYgAQyBhAAGBYYHjIGEAAYFhgeMgYQABgWGB4yBhAAGBYYHjIGEAAYFhgeMgsQABiABBiGAxiKBTILEAAYgAQYhgMYigUyGhAuGIAEGMcBGK8BGJcFGNwEGN4EGOAE2AEBSKc2UMQBWIwpcAJ4AZABAZgBhgGgAfgSqgEEMjIuNbgBA8gBAPgBAZgCEaACtwvCAgoQABiwAxjWBBhHwgINEC4YgAQYsAMYQxiKBcICDRAAGIAEGLADGEMYigXCAgoQIxiABBgnGIoFwgIKEC4YgAQYQxiKBcICChAAGIAEGEMYigXCAgUQLhiABMICGRAuGIAEGEMYigUYlwUY3AQY3gQY4ATYAQHCAhAQLhiABBjHARgnGIoFGK8BwgILEC4YgAQYsQMYgwHCAg0QABiABBhDGMkDGIoFwgILEAAYgAQYkgMYigXCAhAQLhiABBhDGMcBGIoFGK8BwgIWEC4YgAQYsQMY0QMYQxiDARjHARiKBcICDRAuGIAEGLEDGEMYigXCAgsQABiABBixAxiDAcICCBAAGIAEGLEDwgIfEC4YgAQYQxjHARiKBRivARiXBRjcBBjeBBjgBNgBAcICDRAAGIAEGLEDGEMYigXCAhMQLhiABBixAxhDGIMBGNQCGIoFwgIREC4YgAQYsQMY0QMYgwEYxwGYAwCIBgGQBgq6BgYIARABGBSSBwQxMS42oAfXwAI&sclient=gws-wiz-serp) arrange this.

**Insurance**

Volunteer litter pickers are not working for, or on behalf of, Havant Borough Council or Norse South East so it is strongly recommended that you arrange your own public liability insurance. This will provide cover for your legal liability arising from accidental damage or injury that may occur during the event, including damage or injury to a member of the public or their property.

**Disclaimer**

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 Havant Borough Council or Norse South East, therefore the Council or NSE will not be held responsible for any loss, damage, injuries or inconvenience caused as a result of the actions and omissions of volunteers or this guidance.

**Further resources**

Further advice is available from [www.keepbritaintidy.org](http://www.keepbritaintidy.org) or [www.litteraction.org.uk](http://www.litteraction.org.uk) if required.

**Please return this page in the envelope provided once signed.**

**Volunteer Litter Picking Guidance Notes**

I confirm that I have read and fully understand the guidance notes relating to carrying out voluntary litter picks in the community.

I understand that this work is undertaken at the risk of those involved and that the volunteers are not working on behalf of Havant Borough Council or Norse South East.

Signed…………………………………………

Date…………………

Group represented (if applicable)……………………………………………

# Risk assessment template

## Company name:       Assessment carried out by:

## Date of next review:       Date assessment was carried out:

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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