Community Litter Picking Guidance
1. Introduction

Thank you for your taking an interest in our litter picking equipment scheme. At West Lindsey District Council we are committed to helping communities go the extra mile to improve their local spaces. We recognise the importance of your hard work and dedication in addition to the services we provide. This document provides information on the scheme and guidance for your picks.

2. Registering

To request a pack, please complete our online enquiry form. The kits will be allocated on a first come, first served basis.

3. Available Equipment

West Lindsey District Council are delighted to be able to provide litter picking kits free of charge to individuals, small, and large groups who wish to take part in regular voluntary picks. A limited number of the following sets are available:

**Individual Pack (1 Person):** 1 community litter picker, 1 Handi Hoop, 1 high visibility vest, 1 pair disposable gloves, refuse sacks.

**Pair Pack (2 People):** 2 community litter pickers, 1 Handi Hoops, 2 high visibility vests, 2 pairs disposable gloves, refuse sacks.

**Small Group Pack (3-6 People):** 6 community litter pickers, 3 Handi Hoops, 6 high visibility vests, 1 sharps box, 6 pairs disposable gloves, refuse sacks, 1 First Aid Kit.

**Large Group Pack (7-10 people):** 10 community litter pickers, 5 Handi Hoops, 10 high visibility vests, 1 sharps box, 10 pairs disposable gloves, refuse sacks, 1 First Aid Kit.

4. Litter Picking Events

For more occasional litter picking events, we can provide the equipment you may need. Equipment which is available includes:

- Litter picking sticks
- High visibility vests
- Disposable gloves
- Refuse sacks
The equipment will be delivered to a designated address before your community litter pick and will be collected from there afterwards. Our mechanical road sweeper can be requested to help support your event dependant on availability. If you are interested in organising such an event, please contact customer services using the general enquiries form.

5. Litter Collection

If possible, please complete our online form to notify us of a collection and our EPA crews will collect when they are in the area.

6. Health and Safety Guidance

We strongly recommend that you read the following guidance carefully before undertaking litter picking.

Individuals and groups acting as volunteer litter pickers can be exposed to a number of easily avoidable hazards. This guidance has been produced to help volunteers identify these hazards, making their involvement safe and enjoyable, and should be followed by all volunteers.

To contact the Council about any of the items raised in this guidance, please call 01427 676676 or use the online reporting facilities www.west-lindsey.gov.uk

Protective Clothing and Equipment
The following items should be used at all times by volunteers undertaking litter picks:

- Reflective hi-visibility waistcoats to clearly highlight volunteers to traffic and pedestrians.
- Litter pickers to avoid direct contact with litter and repetitive bending.
- Sturdy and sensible footwear with adequate grip (no open toed footwear).
- Gloves to minimise contact with and harmful materials.
- Suitable footwear and clothing

Reflective hi-visibility waistcoats and litter pickers can be provided by the Council.

Harmful Materials
Treat the following materials with caution:

**Broken glass** – remove using a litter picker or a brush and shovel, avoiding contact by hand, and place in a sturdy container for disposal.

**Syringes and needles** – Do not remove, note the location and report to the Council

Suspect materials and fly tipping – items that are possibly dangerous such as unknown liquids in containers, building materials, asbestos, or fly tipping should not
be moved by volunteers. Note the location and report to the Council. If there is any doubt about an item, leave it, and report to the Council.

**General Site Safety and Inspection**
Litter picking of areas beside roads should be carried out with extreme caution, due to the risk of being struck by vehicles. Litter pick one side of the road at a time (to avoid crossing) and should be carried out facing oncoming traffic, only litter pick where there are pavements and within 30 mph zones. 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.

Avoid reaching into hedges or undergrowth in such a way as to expose the face, eyes and skin to scratches from thorns or branches. If an item of litter cannot be safely reached with a litter picker, leave it.

Avoid working close to rivers or on steep slopes, as there is an increased risk of slips and falls. When working close to ditches, avoid reaching into the ditch to remove litter, unless it can be safely reached with a litter picker.

Be mindful of wildlife. In the spring time avoid disturbing animals and birds that may be nesting and in the summer time be wary of wasp and bee nests.

Do not enter an area, or attempt to litter pick an area, where works are restricted, are already taking place (for example road works) or where the public do not have a right to entry.

The level of risk will vary at each location, so prior to commencing a litter pick, it is recommended that a visual site inspection and risk assessment is carried out to establish the above risks and to identify and note other possible hazards. Volunteers have a duty towards themselves, fellow volunteers and the public to work safely. If there is any doubt about the safety of a site or material, then it should be avoided.

West Lindsey District Council can provide a Risk Assessment template on request.

**Lifting and Handling Materials**
Volunteers should be aware of the risk of injury by carrying bags of collected litter and attempting to lift and carry heavy materials. To avoid injury, the following should be applied:

- Use litter pickers to prevent constant bending and stretching.
- Make sure an item is safe to handle with no sharp edges or noxious contents.
- Decide if an item can be safely moved either by one or two people.
- Only try to move an item if this can be done so without straining.
- When lifting an item, bend the legs and keep the back straight.

**Young Volunteers**
While it is beneficial to get young people involved in litter picks, age plays a big part in the ability to recognise and avoid risk. Accordingly, volunteers under the age of 18 should be supervised by an adult and permission for their participation should be gained from a parent or guardian. In the interest of safeguarding children, adults supervising or working with volunteers under the age of 18 should have a basic disclosure check from Disclosure Scotland.

7. Do’s and Don’ts

- **DO** wear high visibility waistcoat at all times whilst litter picking
- **DO** have a fully charged mobile phone with you and let someone know where you are
- **DO** wear appropriate clothing/footwear/gloves
- **DO** use litter picking tools
- **DO** report any accidents/incidents to the Council
- **DO** wash your hands after litter picking
- **DON’T** try and pick up anything that looks heavy or hard to lift. If in doubt contact the Council
- **DON’T** pick up syringes and needles. Note the location and report to the Council
- **DON’T** Work alone
- **DON’T** enter private land or remove rubbish from private land or where there are no public rights of way
- **DON’T** work close by water, on steep slopes or by or in dykes/ditches
- **DON’T** disturb animals and birds that may be nesting or wasp and bee nests

**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, District Council, therefore you are not covered by the council's insurance. Obtaining public liability insurance is very important and strongly recommended. 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. If you are an individual organising a tidy up your current household insurance may cover you for public liability. You will need to check your policy to ensure you are covered. If not you will need to take out a separate public liability insurance. West Lindsey District 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.