



## COTSWOLD DISTRICT COUNCIL

### **Community Involvement in Clean-up Events & Voluntary Litter Picking**

Thank you for volunteering to take part in a community clean-up event.

Cotswold District Council welcomes the support of residents in helping to keep the Cotswolds clean.

We realise that you may have held successful litter picks before and have experience in organising such events. There are, however, some principles we're asking you to follow if we are collectively to ensure compliance with safe working practices and overall the safety of everyone involved.

You should ensure that you have insurance to cover participating members of your chosen community clean-up events, it is essential that every precaution is taken to avoid accidents and injuries.

Further advice about obtaining insurance cover can be found on the Keep Britain Tidy – The Big Tidy Up website [www.thebigtidyup.org](http://www.thebigtidyup.org)

### **Organisation**

We will provide you with sacks and gloves and lend you litter pickers and high-visibility tabards, which should be returned promptly so that other groups may use them afterwards.

Please contact us to inform us who is organising your event, arrange collection/delivery of above items and discuss collection and disposal of rubbish after the event.

This equipment is provided for the purposes of litter picking only and is used entirely at the users own risk. Users should take care and act responsibly when using this equipment and carrying out litter picks as the provision of equipment implies no liability to the Council.

### **Planning the event**

Decide on the area to be litter-picked and ensure you have permission if you want to enter privately owned land.

Plan the type of activities your event will undertake well in advance, which should include:

- Who is to be involved?
- Who will be the responsible (lead) person(s)?

- If children are to be involved who will supervise them?
- What equipment is needed beyond that provided by CDC and who will provide it?
- Have arrangements been made for the removal by CDC of waste collected after your event?
- Where will waste be stored until it is collected?
- Be clear about the date, time and meeting places.
- Communicate your plans to everyone to be involved.

## Checking the site

Having planned your event, please visit the site before the day to look for the following hazards:

- Unidentified cans and canisters, oil drums, chemicals, poisons, insecticides, clinical waste, other hazardous substances, broken glass, condoms, syringes, etc
- Deep or fast flowing water, currents, slippery or unstable banks, mud holes, derelict buildings or active building sites, busy roads, electrified fences (identified by yellow warning signs)
- The impact your event might have on the local wildlife e.g. nesting sites, newts, voles

In assessing hazards consider any particular issues related to the volunteers you have helping you i.e. children will need supervision and anyone with visual or hearing impairment should avoid litter picking on or near a road where they may not hear or see vehicles approaching.

- Guidance on the safe collecting of litter on a roadside can be found at <http://www.cleanhighways.co.uk/wp-content/uploads/2012/07/Waste-24-Final-30-April-15-doc-5.pdf>

Look at weather forecasts in advance of the event and consider the weather on the day – litter picks should not be carried out when visibility is poor, rivers are in flood or weather conditions will impact on the welfare of your volunteers.

***If you think the site poses a risk, do not proceed with your intended event and report it to us then look for an alternative site.***

## Next steps

Having identified your site and planned the event you should:

- Inform CDC of the event.
- Arrange with the Council to provide the equipment you need;

- Litter picking tools
- Gloves
- Tabards
- Sacks
- Arrange to have the waste collected.
- Seek advice where you can legally dispose of the waste if you want to deal with it yourself.
- Contact the press if you want coverage of your activity.

### **Further Equipment Required**

#### **You may also need:**

- Safe containers for broken glass and sharp objects
- Wheelbarrows, rakes and shovels
- First Aid kit and antibacterial wipes
- Mobile telephones in case of emergency

### **Instructions to Volunteers**

All volunteers will need to be informed prior to the event of:

- Precautions to avoid any risks/hazards you have identified
- The agreed route/area and event procedures
- Where and what time to meet
- The need to wear appropriate clothing
- Location of toilets
- First Aid arrangements
- Location of telephones including mobiles
- Who are the responsible person/s
- If asbestos or hypodermic needles are found please **do not** handle.  
Contact the Council on 01285 623123 and we will arrange to remove them.

**The Council will do all it can to help with preparation of your event, but please always be safe and take adequate precautions.**