



Community Litter Pick

Volunteer Information

Guidance Notes

Thank you for offering your time to help Brixham Town Council keep Brixham Beautiful.

This guidance pack has been put together to ensure a safe and enjoyable community event. If you have any further questions, please contact the Town Council office:

Telephone: 01803 859678

Email: info@brixhamtowncouncil.gov.uk

Or, pop in and see us in the Town Hall Monday to Friday 9am to 3pm.

Before the event

Invitations will be sent to all volunteers who have provided contact details and provided GDPR consent. You must notify the Town Council of your intention to attend the event. Details of all events will be available on our website and social media sites.

Prior to the event the Town Council will agree on a target area to clean. Litter picking will not be carried out on areas beside roads with traffic travelling at over 30mph.

The Town Council will carry out risk assessments prior to the event and a health and safety briefing will be given by the lead Marshal, clearly identifying any potential hazards.

Equipment

You will be provided with the following protective clothing and equipment:

- Protective gloves (please note gloves contain Latex)
- Hi-visibility waistcoats
- Litter picker (working in pairs)
- Waste collection bag

A signature will be required on collection and return of equipment.

Signing in and mobile phone numbers

At the start of the event you must sign the attendance list and confirm you have read the guidance notes, risk assessment and listened to the health & safety briefing at the start of the event.

Mobile phone numbers will be collected by the Event Organiser. Don't worry if you do not have a mobile phone, you will just need to work alongside somebody who does.

An end time and meeting point will be agreed at the briefing.

During the event

It is essential when litter picking adjacent to highways that hi-visibility garments are worn and that the litter picks are only conducted in good visibility conditions.

Volunteers should never clear litter from highways.

It is recommended that volunteers work in pairs, one holding the bag and the other picking the litter. Please do not pick litter with your hands.

Do not pick up discarded syringes or potential biohazardous materials (waste contaminated with potentially infectious materials) or glass. On discovery of a syringe or glass item you should notify the event organiser stating the items location. Arrangements will be made by the event organiser for the safe removal of the item.

Avoid working close to rivers, streams, lakes and ditches or on steep slopes, as there is an increased risk of slips and falls.

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.

Please be mindful of wildlife. Avoid disturbing animals and birds that may be nesting and also be wary of wasp and bee nests.

Vehicles are not permitted to be used while collecting litter.

Hygiene

To avoid illness from poor hygiene, all those taking part in the litter pick must:

- Wear gloves provided
- Cover any cuts and grazes with surgical tape or waterproof plasters
- Avoid rubbing the mouth and eyes whilst working
- After the event hands and forearms should be washed before eating, drinking, smoking or going to the toilet.

Weather & Clothing

Volunteers must be suitably dressed for the weather including appropriate footwear, no open toe sandals or flip flops.

Apply sun cream and wearing a cap and long-sleeved shirts are advised to protect against sunburn. Bottled water is also advisable to guard against dehydration. If the weather is cold, wet or windy volunteers should wear clothing that will keep them warm and dry.

Consideration will be given to rearranging the event if the weather conditions are poor. Updates will be posted on the Town Council Social Media (Facebook & Twitter) and website www.brixhamtowncouncil.gov.uk

Insurance

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 Brixham Town Council and therefore the Council cannot be held liable for any loss, damage or injury caused as a result of the actions and omissions of volunteers.

Disposal of collected litter.

The Town Council are responsible for the removal and disposal of all litter collected during the event.

At the start of the event you will be provided with a telephone number to contact the event organiser to arrange collection of any heavy bags. **Please do not attempt to carry heavy bags.**

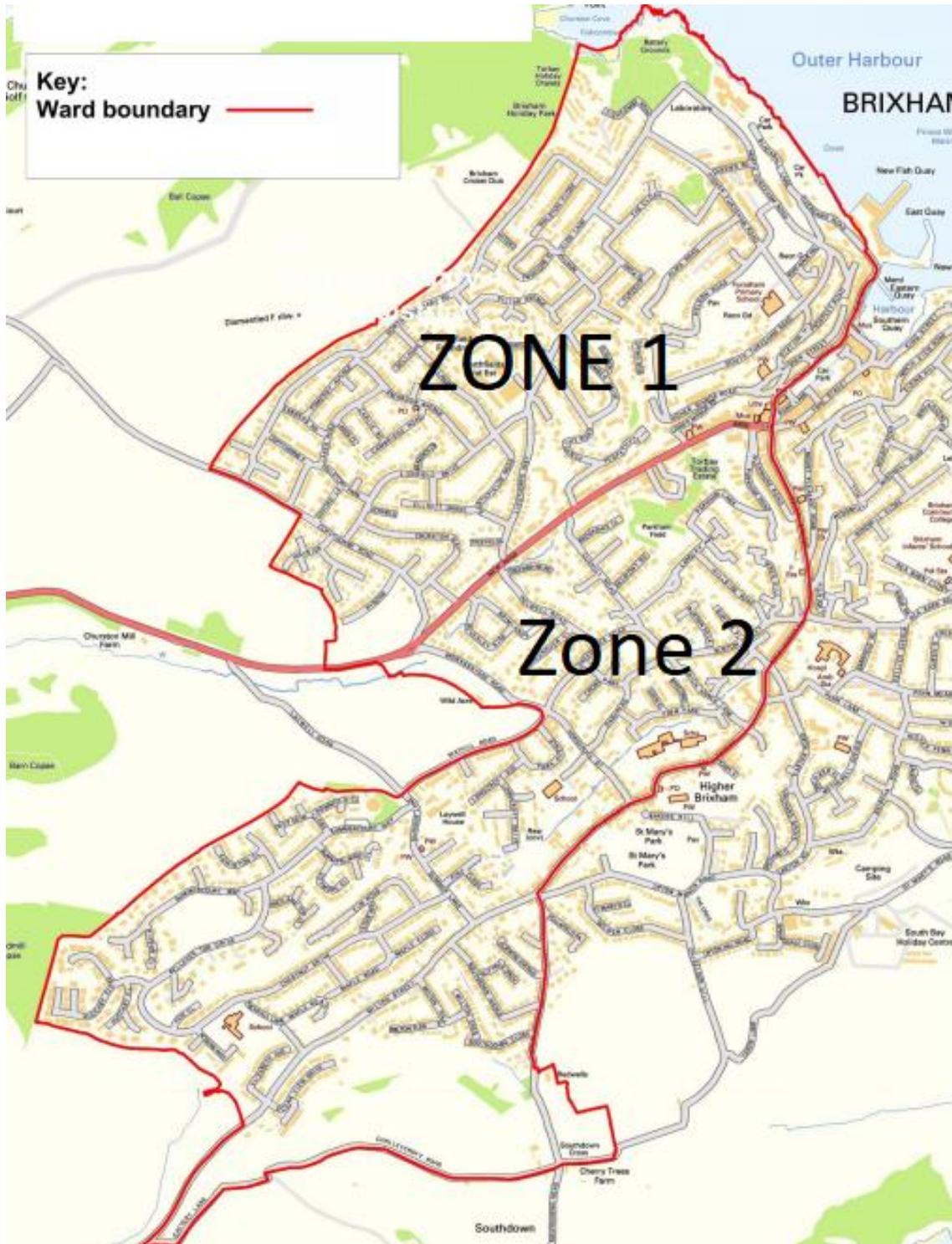
Arrangements will be made for the collection of waste from designated collection points.

Zones

The Town Council has agreed to initially concentrate on the residential areas of Brixham. Dividing the town into four zones (the Town Centre and Harbour areas have not been included as they are cleaned daily by TOR2.)

Community litter collection events will be organised quarterly, and zones will be covered on rotation. A map of the zones is included for your information.

*Furzeham with Summercombe ward zones 1 & 2



*St Peters with St Mary's ward zones 3 & 4



* Please note the above zones are a rough guide and are based on the new Ward Boundary maps which come into effect from May 2019.

Risk Assessment	
Assessors name	
Assessment date	
Event organiser	Brixham Town Council
Review Date	31 st March 2020

Potential hazards (harm)	Recommended control measures	Action required	Action by who	Risk rating (Low/ Medium/ High)
Children under 18 years of age must be supervised by a parent or guardian.				
Impact from vehicles (cuts / bruises / breaks / possible death)	<p>Litter picking should not be undertaken on highways or within close, unguarded proximity to roads or areas where there are moving vehicles or where the speed limit exceeds 40mph.</p> <ul style="list-style-type: none"> •On roads with a speed limit of up to 40 mph, a sideways safety zone of 0.5 metres from the highway applies and this should not be entered into. •Litter picking should only be undertaken where there are footpaths or verges more than 0.5 metres from the highway. •All volunteers are to wear Hi-Viz vests at all times. •Care to be taken where there is a need to cross a road. 	<p>Choose route that does not involve roads or roads without suitable footpaths. Advise volunteers not to litter pick on roads at briefing.</p>	Event organiser	High
Trips / Slips due to uneven ground / kerbs (cuts / bruises / breaks)	<p>Recommend volunteers wear strong sensible footwear with ankle support for activity and not open-toed footwear or flip flops.</p>	<p>Identify hazards in risk assessment and advise</p>	Event organiser	Medium

	<ul style="list-style-type: none"> Do not pick on or close to the edge of steep slopes, watercourses or ditches. 	volunteers at briefing		
Overgrown hedges or low hanging branches (cuts/bruises/injury to eyes and face)	<p>Volunteers are to be aware of their surroundings on the route. Avoid reaching into hedges and undergrowth that may expose face, eyes and skin to scratches.</p> <p>Take care with equipment.</p>	Identify hazards in risk assessment and advise volunteers at briefing.	Event Organiser	Medium
Injuries from Sharps/broken glass/hazardous substances/marine life/unidentified items washed up on shoreline	<p>Volunteers are to be aware of possible hazards and told to avoid direct hand contact with litter.</p> <p>Anything hazardous such as syringes, broken glass, asbestos, animal waste, noxious materials, hazardous materials such as palm oil, marine life such as jelly fish, should not be handled by volunteers and should be reported to the event organisers who will advise TOR2 of any items for collection.</p> <p>Broken glass should be placed in a solid container not a sack.</p>	Identify hazards in risk assessment and advise volunteers at briefing. Provide a solid container for broken glass i.e. a plastic bucket	Event organiser	Medium
Injury from lifting heavy objects (strain/exhaustion)	<ul style="list-style-type: none"> Volunteers instructed not to over-fill bags or try to carry heavy items. Volunteers advised to be aware of their own limitations by the event organiser during the briefing and not lift heavy items found during the clean up Volunteers with pre-existing injuries are not to lift bags or heavy items No more than one bag at a time to be carried Only organisers / volunteers trained in safe manual handling procedures offer guidance for safe lifting practices and reducing/removing common hazards and risks (reducing load weight, postural advice when lifting, handling asymmetrical loads, grip, other environmental factors, carry distance, obstacles en-route). Volunteers advised on safe manual handling practices. 	Identify hazards in risk assessment and advise volunteers at briefing. Advise how to use litter picking stick correctly	Event organiser	Medium

	<ul style="list-style-type: none"> If too heavy to handle, leave the object in place and report it to the event organiser to arrange removal by the TOR2. 			
Injury from aggressive dogs or livestock (cuts/bites/bruises)	<ul style="list-style-type: none"> Avoid sites where there is known to be dangerous animals such as dogs or livestock with their young. 	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
Aggression/ abuse from members of the public	<ul style="list-style-type: none"> We recommend that you do not approach members of the public to challenge any inappropriate behaviour such as dog fouling or littering. <p>If possible note the description of the perpetrator and report it if necessary either to the event organiser who will report to the relevant authority.</p> <p>Do not trespass onto private property whilst litter picking.</p>	<p>Report any incidents to the police. For an immediate threat or emergency use 999. For a non-emergency please use 101 to report the incident.</p> <p>Please also report the incident to a member of BTC staff.</p>	Event organiser	Low
Risk from extreme weather	<ul style="list-style-type: none"> Check weather forecast and advise volunteers to wear appropriate clothing. Gloves to be worn on all occasions. Keep away from coastal areas and woodlands in strong winds and rough seas. The event will be cancelled during extreme weather. 	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium

	<ul style="list-style-type: none"> • In very hot sunny weather advise volunteers to apply sunscreen and to wear a hat and take plenty of water to stay hydrated. • Advise volunteers to take regular breaks and seek shade if necessary. 	Cancel event in extreme weather .		
Drowning	<ul style="list-style-type: none"> • Check tide times before deciding on time of litter pick in coastal or tidal areas and advise volunteers to be mindful of incoming tides. • Stay away from rough seas 	Identify hazards in risk assessment and advise volunteers at briefing	Event organiser	High
Injury or death from rock falls	Stay away from cliff edges and bottom of cliffs	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium