

COMMUNITY LITTER PICK TOOLKIT

HEREFORDSHIRE COUNCIL



APRIL 2018

INTRODUCTION

Herefordshire is a beautiful county and we welcome your support to keep it free from litter. Every year we spend over £1 million cleaning up litter that people could and should be taking home and this money could be better spent on other essential services in the community.

Herefordshire Council recognise that there are a number of community groups, schools and businesses who take pride in their communities and want to carry out litter pick events for the benefit of their local area.

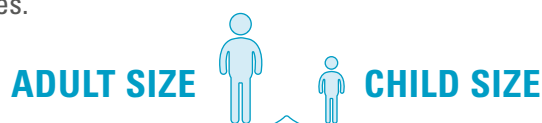
To support these groups Balfour Beatty Living Places has litter pick packs that are available on loan and will arrange the disposal of the resulting bags of litter. This service is **free of charge**.

This toolkit provides information on the process and requirements for the use of these litter pick packs.

WHAT WE CAN PROVIDE

LITTER PICK PACKS

- Requests for packs can be made at any time of year but will be subject to availability.
- Number of packs available per event depends on the current demand – for county wide promoted events the number of packs per request may need to be limited.
- All packs need to be booked in advance – preferably at least a week's notice.
- All packs will need to be collected on a pre-arranged date from our depot in Thorn.
- Litter picks are made available for loan in packs of 5 in either adult or child sizes.



Where resources allow we will support larger clean up events but it is important that early contact is made to discuss any special arrangements required. This could include advice, guidance and support for wider clearance activity, eg. vegetation clearance and/or to discuss appropriate methods of disposal of large quantities of waste.

DISPOSAL OF RESULTING WASTE

- The litter pick packs and black or green bags are designed for general litter collection only and should not be used for any other purpose.
- We aim to pick up the bags following a litter pick event within 5 working days, once we are notified of their location.
- Different coloured bags will be provided so that waste can be sorted into general waste or green waste to reduce the amount of waste going into the general waste stream.

Get in touch

📞 01432 261 800
BBLP Customer Services Team

🏠 Balfour Beatty Living Places,
Unit 3, Thorn Business Park,
Rotherwas, Hereford
HR2 6JT

LITTER PICK PROCESS

☎ 01432 261 800 – BBLP Customer Services Team
🏠 Balfour Beatty Living Places, Unit 3, Thorn Business Park, Rotherwas, Hereford HR2 6JT

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BOOK A PACK

🕒 At least 1 week before event

Ring Balfour Beatty Living Places Customer Services Team

Give us a call and share your details

- Name and contact details.
- The date and location of the litter pick.
- The number of adult and child size packs required.
- The date when the packs will be collected from the Balfour Beatty Living Places depot.

2



COLLECT PACKS

🕒 At most 2 days before event

On agreed date collect from the Balfour Beatty Living Places depot at Thorn

Complete Community Litter Pick Form

This form must be completed or the packs will not be released. It keeps a record of:

- Who has the packs and where they are being used.
- Whether green bags are required.
- Proposal of where bags of litter will be collected from.
- Confirmation of acceptance of the disclaimer on use.

3



LITTER PICK

Stay Safe

- Follow safety guidelines (page 4).
- Once you've carried out your event, place all the bags together and in a position where they will not obstruct pedestrians or vehicles.

4



CONFIRM COLLECTION

🕒 Next working day

Ring Balfour Beatty Living Places Customer Services Team

Tell us about the collection details

- The exact location and quantity of bags.
- Nature of the waste.
- Any additional objects that will not go into a bag, such as tyres or signs.

5



RETURN PACKS

🕒 Next working day

Drop off kits at Balfour Beatty Living Places depot at Thorn

Sign to confirm the return

- Date and confirmation that all packs returned.
- Identification of any missing or damaged items.

WHAT WE NEED FROM YOU

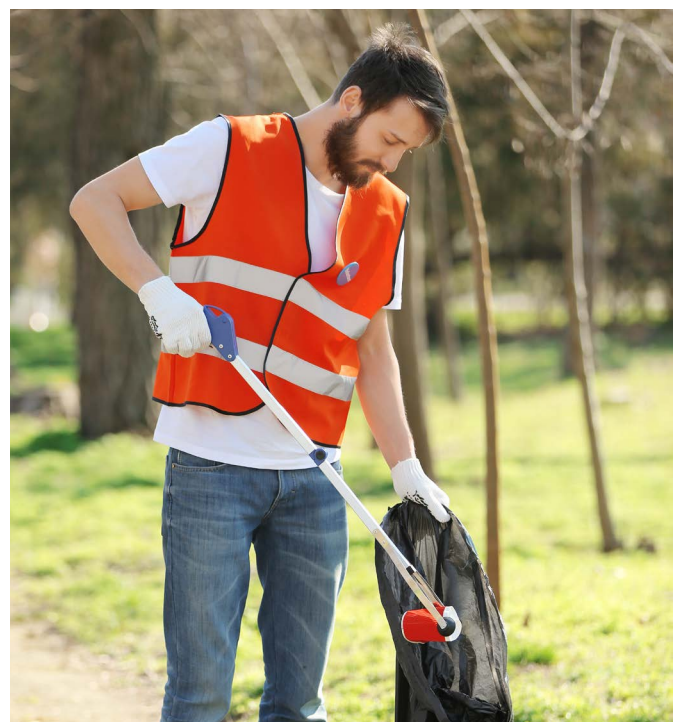
YOUR COMMITMENT

- 1** To carry out a risk assessment prior to starting your litter pick. We have provided an example template on page 7, or you may wish to use your own example form.
- 2** To not overfill the bags. Each bag must not exceed 20kg so that it may be lifted safely by our operatives.
- 3** To separate out green waste, so that we may compost it. If green waste and rubbish is mixed we have to send it all to landfill/incineration as we do not have the facilities to separate it at the depot.
- 4** To only use the bags that we supply. If alternative bags are used, such as builders bags, we may not be able to collect the rubbish as quickly as we would like, and may need to make several trips to collect the rubbish with suitable vehicles, for example with lifting devices.
- 5** To provide an accurate count of the number of bags filled, and a specific location point, ideally with clear vehicular access. These details must be called in to 01432 261 800 on the first working day following the litter pick event. If possible send a photograph of the location of the bags.
- 6** To return the packs to Balfour Beatty Living Places' depot in Thorn by next working day after the litter pick has been carried out. Every year we have to replace packs that have been loaned out and not returned. Failing to return them may prevent another event from taking place by other community groups who may have booked the packs out after you.
- 7** By signing the Community Litter Pick Form, you are agreeing to return the pack in an undamaged condition to us by the agreed date. We will reserve the right to charge for damaged or lost items.

KEEPING SAFE DURING THE EVENT

Community litter picks are carried out entirely at the participants' own risk but here are some suggestions to reduce the risks:

- Complete a risk assessment.
- Carry out a safety brief to all participants at start of the event to explain the risks to participants in the litter pick and how they can reduce the risks.
- Wear gloves at all times and consider using eye protection.
- Use the litter grabbers to pick up items of litter.
- **Do not** pick up syringes. If abandoned needles or syringes are found on public land they should be left where they are and reported to Balfour Beatty Living Places by ringing 01432 261 800. Further information can be found here herefordshire.gov.uk/info/200226/report_a_problem/107/litter/3
- Do not pick up broken glass.
- Wear a high visibility vest or other high visibility clothing to ensure participants are visible.
- Only carry out litter picks in safe locations eg. not adjacent to busy roads.



COMMUNITY LITTER PICK FORM

Part 1 of 2

Parish Council/Community Group Name

Contact Name

Telephone Number

Email Address

Address

LITTER PICK

Location of Litter Pick

Date of Litter Pick

LITTER COLLECTION

Location of Litter Collection

Date of Litter Collection

LITTER PICK PACKS

Adult

Child

Black

Green

Number of Litter Pick Packs

Number of Waste Bags

Date of Return of Litter Packs

Official Use

Pack Numbers

Job Number

Date Passed to Street Cleansing Supervisor



DO

- Wear suitable clothing and appropriate personal protection at all times.
- Only pick litter up with a litter grabber.
- Ensure that a First Aid kit and eye wash are available on site at all times.
- Ensure that everyone involved understands the scope of what is being carried out.
- Ensure that the public is protected at all times.
- Implement all the controls necessary to ensure safe working.
- Only litter pick in a safe location and away from busy roads.



DO NOT

- Pick up abandoned needles or syringes. Leave them where they are and report their location(s) to Balfour Beatty Living Places by ringing 01432 261 800.
- Carry out any task that you are not able to do safely. If unsure, check with the coordinator.



PLEASE NOTE

- One person must be appointed to be in overall charge of the whole site.
- Important to assess all potential risks and put in place appropriate control measures.

COMMUNITY LITTER PICK FORM

Part 2 of 2

I/we hereby sign this disclaimer confirming that I/we understand and accept that by volunteering to participate in a litter pick event I/we do so entirely at my/our own risk.

I am/we are not working for or on behalf of Herefordshire Council and accept that it will not be held responsible for any loss, damage or inconvenience, however caused including by the actions and omissions of volunteers or by the equipment loaned or by the guidance contained in this document.

I/we confirm that I/we are volunteering to carry out litter pick.

In addition, I/we agree that if any loaned equipment is not returned in the same condition and by the date agreed, I/we may be invoiced for the full replacement cost. Each pack costs approximately £120.00.

Full Name

Signature

Date

Official Use

Approved by

Date

Once the Community Litter Pick Form is completed, please email to communities@balfourbeatty.com, or send by selecting the 'Contact us' link at the bottom of the page on herefordshire.gov.uk. Alternatively, please bring in a physical copy to the Balfour Beatty Living Places depot in Thorn.

FOR COMPLETION WHEN RETURNING LITTER PACKS

Number of Packs Returned – Please specify any missing or damaged items

Full Name

Signature

Date

Official Use

Approved by

Date

SPECIFIC RISK ASSESSMENT EXAMPLE

Completion of a Specific Risk Assessment prior to undertaking work is recommended. Below is an example of what may be included.

RISK RATING (R) CONVERSION – S×L		Likelihood (L)			Risk Level & Action	
		Remote = 1	Possible = 2	Likely = 3		
Severity of Harm (S)	Slight = 1 (eg. cuts & bruises, no absence from work)	1	2	3	Low	1 No action required.
	Serious = 2 (eg. more than 3 days off work, serious wounds)	2	4	6		2 No additional controls are required. Monitoring is required to ensure the risk does not change.
	Major = 3 (eg. hospitalisation, broken limbs, death)	3	6	9	Medium	3 Efforts should be made to reduce the risk.
				4 Control measures should be used in a timely manner.		
				High	6 Work should not be started until the risk is reduced.	
					9 Work must not be started or continued until the risk has been reduced. If it is not possible to reduce the risk work must remain prohibited.	

SPECIFIC RISK ASSESSMENT EXAMPLE

Hazard / Aspect Identified	Consequence / Impact Persons at Risk	Pre-control Risk Rating			Control Measures	Residual Risk Rating			Responsibility For Implementation
		S	L	R		S	L	R	
Lack of suitable welfare facilities available									
Risk from traffic & parked vehicles blocking visibility									
Personal injury of volunteers eg. slips, dehydration, cuts, lifting heavy items etc									
Dogs and Dog fouling and other wildlife									
Hazardous substances/									