

COVID RISK ASSESSMENT

The Government has revealed a roadmap for reopening England which will see Covid-19 restrictions eased,



A GUIDE TO ORGANISING YOUR LITTER PICKING ACTIVITY

Information for Volunteers



Issued by: Environmental Services January 2019 - Rev 2

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Introduction

Whilst the Council tries to keep its own land free of litter, there will always be areas of public land where litter accumulates faster than expected or privately owned land that has accumulations on it. For this reason, the Environmental Services Team is eager to work alongside local communities who are keen to help improve the quality of their local area.

The demand for help from the Environmental Services Team is always high, which means we are not able to personally attend litter picks. Despite this, we will always endeavour to support your litter pick and we ask that you contact us as soon as possible (preferably two weeks , minimum of one week prior to the litter picking activity) so that you can be booked in and allocated loan equipment. At the same time we will make arrangements for the collection of your rubbish sacks post activity.

If you are loaning equipment or kit you will be required to sign a Loan of Equipment Form. We will ask for this to be signed when equipment is delivered / collected.

About this Guide

This pack has been produced to help you ensure that your event / activity is successful and enjoyable for everyone taking part and that it has a positive impact upon the community. The information within is not exhaustive; therefore, if you have any questions about the pack or if you require any assistance, please do not hesitate to contact the team on **0191.561.3939 / 0191.561.3945** or by email at norman.atkinson@sunderland.gov.uk or steve.liddle@sunderland.gov.uk.

Preparation

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First steps, you will need to decide which area in your community you would like to volunteer in. We are able to supply / loan you with rubbish sacks litter, pickers and disposable gloves.

Health and Safety

Organising your own litter pick isn't difficult but it does need you to think through a number of issues. This guide is specifically designed to help you think about what organising and carrying out a litter pick entails, the responsibilities you have and the arrangements you will need to put into place to help maintain the safety of your volunteers, residents and the wider community.

Organisers should be aware that they owe a duty of care to volunteers, staff and members of the public. As an organiser of an event / activity, you have a duty to ensure that all taking part are kept as safe as possible and that their health and safety is properly considered to protect all from risk, harm, loss and damage.

The guide is broken down into distinctive sections to give a clear guide on how to organise a litter picking event / activity.

Sections One, Two and Three (pages 4 – 8) give details of the tasks that need to be undertaken before, during and after the litter pick.

Section Four (page 8) contains useful contact numbers.

Section Five (page 9 - 17) provides a template for an activity site assessment and post briefing signatures.

Section 1 : Pre Litter Pick		
Activity	Responsibility	
Choose location, date and time	Co-ordinator	It is important to choose the location of your litter pick carefully. As well as making sure the area has a litter problem, it is also essential that you know who owns the land you wish to pick on. If it is Sunderland Council land, gaining permission should be fairly straight forward, and can be agreed by contacting the Environmental Services Team. We are unable to give permission to volunteer on non-council land and will only collect rubbish sacks from rubbish collected from

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		<p>Council land – if in doubt please contact the Environmental Services Team.</p> <p>As organiser you will also need to think about the best time for your litter pick. Morning, afternoon, weekday or weekend will all affect who can come along to the event / activity.</p>
Meeting point – location, parking, and disabled access	Co-ordinator	Try and pick a place which is safe to park and is easily accessible.
Carry out site survey	Co-ordinator	<p>It is always advisable to take a look at the area to be litter picked before the event / activity takes place. This will give an idea of any potential hazards and whether or not some areas are entirely unsuitable for litter picking. The Site and Activity Assessment form in this pack will help you to consider the main hazards that each site might present as well as providing suggestions of measures that could be put in place to protect participants and the public from those risks. It should be noted that this list is not exhaustive.</p> <p>In some circumstances it would be advisable that only the local authority remove the litter or dangerous items. For example, in the case of fly-tips, drug paraphernalia (DO NOT TOUCH THESE YOURSELF), heavy items or items containing asbestos. If any of these items are discovered please contact the number from the key contacts list in this pack. It is advisable that if these items are found, you should reassess whether the area is still suitable for a litter pick.</p> <p>Volunteer groups cannot remove litter from roadsides other than in residential streets and surrounding areas. Work on higher speed roads needs planning and traffic management. Sea front and inland waterways present natural hazards and</p>

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		risks from fast flowing water and falls from height and need planning around weather and tide times.
Activity Responsibility Get help from local volunteers	Co-ordinator	Contact all those in your community who may be able to help. Useful groups to contact include schools, colleges, community groups, resident associations, Neighbourhood Watch and "In Bloom" groups.
Advertise	Co-ordinator	<p>It is important that the litter pick is well advertised, so designing and displaying posters may be useful to inform residents that it is taking place. Also use local newsletters, websites and notice boards to bring the litter pick to public notice.</p> <p>It is important to ask people to register before the event / activity; this enables you to know how many people will be there on the day. From a practical point of view it is important to know volunteer numbers to establish how much equipment you will need and if you will need extra support to supervise the event / activity.</p> <p>Stay in touch with the volunteers to update them on progress, including what they need (if anything) to bring with them.</p> <p>Also remember to contact the Environmental Services Team giving two weeks' notice to notify them of your activity, obtain permission, acquire support such as kit and to arrange the collection of your refuse sacks post litter pick.</p>
Activity Responsibility Insurance	Co-ordinator Community Groups Schools	Sunderland City Council has insurance to cover its own liabilities for accidents and injuries arising from Council activities and events. Any individual or group taking part in a Council-authorized litter-pick or similar community activity must fully comply with all of the requirements and instructions in this guide. We strongly advise all groups and organisations to consider arranging insurance to cover their own legal liabilities.

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Funding	Co-ordinator	As Sunderland City Council has equipment for litter picking activities and can help with the collection and disposal of the waste, the amount of funding you need may only be small. If however, you feel there is a need to look for further long term funding then the Environmental Services Team may be able to assist in directing you to appropriate funders.
Activity Responsibility - Equipment	Co-ordinator Environmental Services Team	Sunderland City Council can usually help with litter picking equipment on a first come first served basis. It includes: Litter pickers. Bags for litter and recycling. Disposable gloves for protection only <u>Heavy and unmovable items should be reported to the Customer Contact Network (CSN - See page 7) for correct disposal and never be lifted by hand.</u>

Section 2 : On the Day of the Litter Pick

Activity	Responsibility	
Signing in and mobile numbers	Co-ordinator	Take a register of all the people litter picking at the event ensuring it is signed, and exchange mobile telephone numbers & contact phone numbers in case there is an emergency. This will also ensure that everyone is contactable if the need arises (for example, checking if someone has left early without informing anyone). A template has been provided as part of this pack at page 18/19..
Carry out a briefing for all taking part to include: start time; end time; meeting up at end; leaving early; adult to child ratio; any specific areas which are out of bounds, black sacks and	Co-ordinator	During this talk you should briefly explain all the hazards you identified on your site inspection and the measures you have put in place to protect the participants from them. You should also explain that some substances such as needles, asbestos and dog faeces should never be touched.

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<p>heaviness; lone working; and hazardous waste</p>		<p>Ask everyone taking part to make a note of the location of any hazardous materials so that the local authority can be notified and arrangements made to have them safely removed via (CSN See page 7). Again, it is advisable that if these items are found you reassess whether the area is still suitable for a litter pick.</p> <p>Rubbish sacks should not be over filled with heavy materials - if they become difficult to move they should be tied securely and left in an area agreed with the Environmental Services Team to be picked up at a later time.</p> <p>Set a finishing time and location for people to meet at the end.</p> <p>If you have young or vulnerable people helping on the cleaning event ensure that they are always in with their parent/guardian/carer so that you can be confident that they are safe.</p>
<p>Checking personal equipment (clothing / footwear)</p>	<p>Co-ordinator All</p>	<p>Ensure everyone is suitably dressed for the weather - hot, sunny, windy or raining.</p> <p>Correct footwear is essential.</p>
<p>Responsibility Checking equipment and explaining how to use it</p>	<p>Co-ordinator All</p>	<p>Explain how to use the litter picking equipment, focusing especially on the safety aspects such as the need for gloves and litter pickers. It is important to highlight that volunteers should not under any circumstances pick up litter with their hands and should use the litter pick provided.</p> <p>If children are helping, you should highlight the need to be careful with litter picking sticks as they should always be pointed down and never waved about or run with.</p>
<p>What to do in an accident/incident, first aid kit (additional contact numbers)</p>	<p>Co-ordinator All</p>	<p>Have contact details of the nearest hospital and walk-in centre (page 8). If possible carry a small first aid kit and cleansing gel or hand wipes.</p>

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Section 3 : At the End of the Litter Pick		
Activity	Responsibility	
Storage and collection of waste	Co-ordinator All	Ensure that all the bags are securely tied and they are in a safe place either for overnight storage or for later collection as agreed with the Environmental Service’s Team (2 weeks prior to your activity to ensure that the waste can be collected).
Signing out	Co-ordinator All	Ensure everyone who started the litter pick is accounted for. Some people taking part may not be able to stay until the end. If anyone does have to leave early, ask them to let you know with a quick phone call by mobile.

Section 4 : Useful Contact Numbers	
Environmental Services Team	
For removal of general waste generated by your litter pick, please contact the Environmental Services Team two weeks prior to your event / activity by phoning Norman Atkinson on 0191.561.3939 / Steve Liddle on 0191.561.3945	
Please note this information is required a minimum of two weeks before your activity is to take place and to arrange the booking of your loan of equipment. If your litter pick is to take place over a weekend, a safe secure area for storage of the rubbish may be required until our Environmental Services Team can collect the rubbish – this can be agreed when you contact the team to discuss your activity, equipment requirements and collection arrangements.	
Customer Services Network	
For emergency removal of hazardous waste found during your site inspection or on the day of the litter pick please contact the Customer Services Network on: 0191.520.5550	
Accident and Emergency	
Heart Attacks Strokes Fits Asthma Attacks Head, Neck and Spinal Injuries Major Bone Injuries Road Traffic Accidents etc.	Call 999 immediately

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Local Hospital		
Sunderland Royal Hospital	Kayll Rd, Sunderland SR4 7TP	0191 565 6256
Ring NHS 111 (for fevers, cuts, sprains, strain, minor allergic reactions, etc.)		

Section 5 : Activity and Site Assessment

Location	
Date	
Participant	

Below is an example of a risk assessment which identifies many of the hazards and risks that anyone carrying out litter picking may be exposed too. (The list isn't exhaustive). It also includes measures you can take to reduce the risk of harm. We advise that;

You should tailor the assessment as necessary to identify other hazards and risks associated with your litter pick. This should be completed by the leader of the volunteering activity.

Where the control measures allow a reduction in risks to an acceptable level for the activity to go ahead, ensure all participants are briefed on the risks identified and explain the control measures which need to be complied with.

IF IN DOUBT PLEASE CONTACT ENVIRONMENTAL SERVICES TEAM (see section 4)

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, Sunderland City Council, therefore the 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.

Volunteer Litter Pick - Example Risk Assessment

This form should be completed by the Co-ordinator / Lead Volunteer before the start of any litter pick. The content will help you brief your volunteers. Litter picks are generally very safe and it is unlikely that you will encounter any serious hazards or incidents – you will see that the points below are just common sense and are worth considering to ensure your event runs as smoothly and safely as possible.

As the Co-ordinator / Lead Volunteer of the litter pick you should ensure that all volunteers know the risks and understand the control measures before clearing any litter. It is sensible to address all volunteers and introduce yourself as the lead volunteer/organiser, so they know who to go to with questions/to report an incident. You should also check that all volunteers know what equipment they must use and what area they may clean up. Also advise that a copy of the risk assessment is available on request.

NAME OF CO-ORDINATOR / LEAD VOLUNTEER		LOCATION / SITE / ADDRESS		DATE OF RISK ASSESSMENT	
HAZARD	RISK	CONTROLS	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	HAZARD PRESENT	
				YES	NO

<p>Ground Conditions</p>	<p>Sprains, musculoskeletal damage & broken bones through slips, trips and falls.</p>	<p>Participants briefed by Co-Ordinator / Lead Volunteer to avoid dangerous areas and choose the safest possible route over difficult ground.</p> <p>Participants instructed to wear suitable footwear for the type of activity being carried out.</p>	<p>Thoroughly wash any cuts or abrasions as soon as possible, however minor. All volunteers/staff to familiarise themselves with facilities where they can wash their hands if required.</p> <p>Obtain medical attention for any serious cuts, bruises, strains or breaks. Ensure all accidents/incidents are recorded accordingly. Photos taken of the area/witness statements.</p>		
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<p>e Conditions (including broken / uneven ground and overhanging ground resulting and slips, trips, fall, etc.)</p>	<p>Musculoskeletal injuries through slips trips and falls.</p>	<p>Participants instructed to wear sturdy footwear for the type of activity being undertaken.</p>	<p>Obtain medical attention where appropriate.</p>		
<p>Fall from Height inc. Cliffs / Rocks & Steep Slopes</p>	<p>Major injury / fatality through fall from cliff edge / walled area etc.</p>	<p>Participants briefed by Co-ordinator / Lead Volunteer to stay on pedestrian footpaths and never cross barriers to collect from cliff edge (sea front).</p>	<p>Obtain medical attention where appropriate.</p>		
<p>Beach & Coastal Areas inc. Hit by Falling Debris</p>	<p>Major injury / fatality through fall from cliff edge / rocks / walled area etc.</p>	<p>Participants briefed by Co-ordinator / Lead Volunteer to Avoid climbing walls, ditches and fences</p>	<p>Obtain medical attention where appropriate.</p>		
	<p>Major injury / fatality if hit by debris from cliff rock fall</p>	<p>Participants briefed by Co-ordinator / Lead Volunteer to Avoid picking on or close to the edge of cliffs, steep slopes etc. and below unstable cliffs & slopes.</p>	<p>Obtain medical attention where appropriate.</p>		
		<p>Participants briefed by Co-ordinator to keep away from base of cliffs during any beach work.</p>	<p>Obtain medical attention where appropriate.</p>		
		<p>Take weather conditions and possible weather changes into account.</p>	<p>Suitable clothing/water/suntan lotion. Who will monitor the weather to ensure the litter picking can still go ahead? Will it go ahead if it is raining?</p>		
		<p>Take account of tides.</p>			

<p>Water</p>	<p>Injury or fatality through being carried away in fast flowing water, or being trapped by tides, hypothermia, drowning.</p> <p>Children especially are at risk from drowning.</p> <p>If people go out of established pedestrian routes they could fall from exposed edges.</p>	<p>Ensure you have briefed everyone about where they can and cannot go that they understand and that you have appropriate levels of supervision.</p> <p>Check and plan work around the tides</p> <p>Participants briefed by Co-ordinator / Lead Volunteer to avoid banks & slopes.</p> <p>Never allow children to work in these areas.</p> <p>Adults should be cautious & non-swimmer must not litter pick near water.</p>	<p>Obtain medical attention where appropriate.</p>		
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Waterside Diseases	Weil's Disease from rat's urine.	<p>Participants briefed by Co-ordinator / Lead Volunteer to Ensure everyone is aware about where they can and cannot go that they understand and that you have appropriate levels of supervision.</p> <p>Wear nitrile gloves.</p> <p>Participants briefed by Co-ordinator / Lead Volunteer not to touch dead animals.</p> <p>Cover any cuts or sores with a waterproof plaster before carrying out a litter pick.</p> <p>Participants briefed by Co-ordinator / Lead Volunteer to avoid getting hands wet in rivers, ponds or canals.</p>	<p>Obtain medical attention where appropriate.</p> <p>Thoroughly wash any cuts or abrasions as soon as possible, however minor.</p>		
Traffic	Struck by moving vehicle resulting in major injury/fatality.	<p>Litter picking only takes place in lower risk residential streets and surrounding areas.</p> <p>Children must be under the supervision of a responsible adult at all times and should not work by a road-side</p> <p>Be aware of the vehicles around you during the litter pick.</p> <p>Keep a look out for traffic.</p> <p>Monitor what they are doing.</p>	<p>Obtain medical attention in the event of injury.</p>		

<p>Highways Vehicles, Bicycles, Plant and Machinery</p>	<p>Collision with moving traffic, bicycle or machinery.</p>	<p>Participants briefed by Co-ordinator / Lead Volunteer to avoid close proximity to traffic.</p> <p>Participants briefed by Co-ordinator / Lead Volunteer to stay off the highway. Only pick litter in areas with a 30mph limit or less, where there is a pavement or footway. Stay on the pavement at all times. Never litter pick on the road or verges.</p> <p>Be aware of the vehicles around you during the litter pick.</p> <p>Be alert to the potential presence of agricultural machinery during the litter pick.</p> <p>Monitor that they are doing.</p>	<p>Obtain medical attention in the event of injury.</p> <p>Move a safe distance away from it.</p>		
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People, Lone Working	Physical, Verbal assault. Injury – in need of assistance.	<p>Co-ordinator / Lead Volunteer briefed everyone about where they can and cannot go that they understand and that you have appropriate levels of supervision.</p> <p>Organiser/section leader to have mobile phone.</p> <p>Keep together and stay off private property.</p> <p>Children or any vulnerable people should never be left to work alone. Ensure that they stay with their parents / guardians / carers.</p>	<p>Obtain medical attention following any assault / injury.</p> <p>Will the volunteers have the organiser/section leaders' mobile number in case they need them in an emergency? What are your procedures for if someone is physically/verbally assaulted?</p>		
Tools & Equipment	Injury	<p>Co-ordinator / Lead Volunteer to show participants how to use equipment if appropriate.</p> <p>Volunteers must use the equipment provided and as instructed.</p> <p>Allow sufficient working area for the correct and safe use of the tool.</p> <p>Use appropriate protection</p> <p>First aid training.</p>	<p>Obtain medical attention where appropriate.</p>		

<p>Manual handling (e.g. from overfilling rubbish bags, moving large objects, etc.)</p>	<p>Volunteers suffer sprains and strains.</p>	<p>Participants briefed by Co-ordinator / Lead Volunteer not to overfill sacks.</p> <p>Participants briefed by Co-ordinator / Lead Volunteer to not to lift any items that they cannot comfortably manage by themselves.</p> <p>Heavier items should be left in place and must be reported to the Co-ordinator / Lead Volunteer who will arrange for collection via Customer Service Network.</p> <p>Area(s) for participants to place items for collection identified and marked as close to activity area as possible.</p> <p>Monitor that they are doing.</p>	<p>Stop immediately if suffering any pain or discomfort. Obtain medical attention if the ill effects persist.</p>		
<p>Heavy/ Awkward to Handle Rubbish</p>	<p>Pulled muscles & strains.</p>	<p>Extreme care to be taken.</p> <p>Participants instructed not to lift any items that they cannot comfortably manage by themselves.</p> <p>Heavy or awkward to move items should be left in place and must be reported to the Co-ordinator / Lead Volunteer who will arrange for collection via Customer Service Network.</p>	<p>Stop immediately if suffering any pain or discomfort. Obtain medical attention if the ill effects persist.</p>		

Waste Materials, Batteries, Asbestos & Miscellaneous Chemicals	<p>Ill health due to exposure to waste materials and contact via puncture to the skin or ingestion via the mouth, or penetration to the eye.</p> <p>Potentially dangerous depending on condition.</p>	<p>All volunteers issued with nitrile gloves and litter pickers from Sunderland City Council.</p> <p>Brief everyone that materials must not be collected or disturbed.</p> <p>Do not approach or remove any potentially hazardous waste. Report to the Co-ordinator / Lead Volunteer who will arrange for collection via Customer Service Network.</p>	<p>Obtain medical attention if exposed to pesticides, insecticides or other chemicals – record any label details.</p> <p>Participants instructed to immediately wash any skin that may have been exposed to contamination using hot, soapy water and to obtain immediate medical care if there is any sign of a reaction.</p> <p>Participants instructed to obtain immediate medical care if there is any contamination of eyes or if they ingest anything.</p>		
Broken Glass, Sharp / Rusty Edges	<p>Cuts & infections.</p>	<p>Strong gloves to be worn at all times.</p> <p>Avoid picking up sharp litter.</p> <p>All participants should have up to date tetanus protection.</p>	<p>Obtain medical attention in the event of injury.</p> <p>Thoroughly wash any cuts or abrasions as soon as possible, however minor.</p>		
Needles	<p>Cuts & infections.</p>	<p>Leave alone & report to event organiser to mark the location of needles on sketch/map. The Co-ordinator / Lead Volunteer to report to the Customer Service Network for removal.</p>	<p>Obtain medical attention where appropriate.</p>		
Animals – Domestic, Wild & Farm	<p>Lymes Disease carried by animal ticks & bites/scratches from animals</p>	<p>Avoid contact with animals.</p> <p>Avoid contact with animal faeces.</p> <p>Avoid touching eyes or mouth.</p>	<p>Obtain medical attention as soon as possible after being bitten or scratched.</p> <p>Wash hands immediately after contact with faeces.</p>		

Dog Faeces	Toxocara canis	Co-ordinator / Lead Volunteer instruct participants not to lift and animal faeces. Cover any cuts or sores with a waterproof plaster before carrying out a litter pick.	Thoroughly wash your hands, any cuts or abrasions as soon as possible, however minor.		
Trees & Shrubs	Trips, Cuts & Eye Injuries	Be alert to the risks and keep a look out for hazards. Be aware of low hanging branches and exposed tree and shrub roots.	Obtain medical attention in the event of injury.		
Irritants, Dangerous Plants	Poisoning, skin irritations or allergic reactions	Beware of dangerous plants and possible adverse reactions. Wash thoroughly on completion of such operations.	Obtain medical attention for unusual or suspicious symptoms after contact with vegetation. Gloves should always be worn.		

Section 5 : Insurance

Activity Responsibility – Insurance

Sunderland City Council has insurance to cover its own liabilities for accidents and injuries arising from Council activities and events. Any individual or group taking part in a Council-authorized strimming or similar community activity must fully comply with all of the requirements and instructions in this guide. We strongly advise all groups and organisations to consider arranging insurance to cover their own legal liabilities.

Volunteer Safety Briefing & Attendance Sheet

Name of Activity _____

Name of Person Giving Briefing / Activity Leader _____

Signature of Person Giving Briefing / Activity Leader _____

Date _____

I confirm that I have received a safety briefing from the above and confirm that I understand the instructions I have been given and will comply with them.

Signed below by: Activity Leader and Participants

	Activity Leader and Participants Name	Signature	Date
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THANK YOU FOR VOLUNTEERING

YOUR ACTIVITIES MAKE A REAL DIFFERENCE TO THE ENVIRONMENT AND THE COMMUNITY