



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Volunteer Litter Picking

Guidance for volunteers

Individuals and groups acting as volunteers 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.

Protective Clothing and Equipment

The following items should be used at all times by volunteers:

- **Reflective hi-visibility waistcoats** to clearly highlight volunteers to traffic and pedestrians.
- **Litter pickers** to avoid direct contact with litter and repetitive bending.
- **Gloves** to minimise contact with and noxious or dangerous materials.
- **Suitable footwear and clothing**

Reflective hi-visibility waistcoats, gloves and litter pickers can be provided by the Council, subject to budgetary provision and availability.

Noxious and Dangerous Materials

The following materials may be encountered by volunteers and should be treated with caution:

Broken glass – remove using a litter picker or a brush and shovel, avoiding contact by hand, and dispose of in a sturdy container. Alternatively, alert the Town Council of its location to be cleared by the grounds team.

Syringes – please **do not** attempt to pick up. Please alert the Town Council of its location to be cleared by the grounds team.

Other items – if there is an item that you are unsure is safe to collect, please alert the Town 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. Volunteers should be restricted to only where the speed limit is 30mph or less than and there are wide verges or pavements, suitable for pedestrians, and should be carried out facing oncoming traffic. It is essential that volunteers are visible to road users, for that reason, hi-visibility waistcoats must be worn and 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.

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.

Lifting and Handling Materials

Volunteers should be aware of the risk of injury by carrying and attempting to lift and carry heavy materials. To avoid injury, the following basic principles of manual handling should be applied:

- 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 be Disclosure and Barring Service checked.

Disclaimer

Volunteers should not participate unless they understand and accept that **participation is entirely at their own risk**, unless they confirm with the Parish Council their intention to carry out voluntary work, adhere to the Guidelines and complete a Risk Assessment. 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.

Please inform the Town Council when you are litter picking to be covered by insurance.

Text 07875 569200 or email community@cambourneparishcouncil.gov.uk

Risk Assessment for Litter Picking

No	ITEM	HAZARD	THOSE IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
				SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
1	Passing Traffic	Be aware of traffic on the roads and road safety	Participants	8	6	48	Briefing at the start of the Litter Pick by the supervisor. Participants access restricted to pavement and footpaths. High visibility vests to be supplied and appropriate traffic warning / controls to be utilised.	8	2	16
2	Hygiene	Cuts, grazes, germs	Participants	4	4	16	Briefing at the start of the Litter Pick by the supervisor Protective Gloves to be worn. First Aid Kit to cover cuts however minor with tape following consultation as to allergies to tape etc. Warn re avoiding rubbing mouth and eyes whilst working. Wash hands and forearms before eating and drinking, etc or going to the toilet.	2	2	4
3	Slips, Trips, and Falls	Slips strains, trips and falls due to working on grass verges, lifting heavy objects, working near kerbs	Participants	6	4	24	Briefing at the start of the Litter Pick by the supervisor. Heavy items will not be moved but will be identified and details of location to be recorded then reported by the Town Council.	6	2	12

No	ITEM	HAZARD	PERSONS IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
				SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
4	Hazardous Waste	Syringes, liquids in bottles and gas canisters etc	Participants	6	4	24	Briefing at the start of the Litter Pick by the supervisor and any items to be identified and details of location to be recorded then reported to the Town Council. Gloves will be issued to participants.	4	2	8
5	Fly Tipping	Waste too heavy or too high volume – unsuitable for manual handling	Participants	4	3	12	Briefing at the start of the Litter Pick by the supervisor and any items to be identified and details of location to be recorded then reported to the Town Council.	4	1	4
6	Adverse Weather	Risk of sunstroke and sunburn from hot weather. Risk of trips and slips in wet weather.	Participants	3	3	9	Consider weather forecast before confirming litter picking event. Wear appropriate clothing/hat/footwear. Drink plenty of water. Take suitable rest breaks.	2	1	2
7	Other Dangers	Giant Hogweed Skin irritation, rashes blistering	Participants	2	6	12	Briefing at the start of the Litter Pick by the Organiser a photograph shown of the plant to help with identification and any plants identified, details of the location to be recorded then reported to the Town Council. Gloves issued to participants.	1	2	2

RISK ASSESSMENT CARRIED OUT BY:

Signature:

Date:

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1

Score	Priority	Action
1 – 16	LOW	Action is required to reduce the risk, although low priority.
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.
37 – 100	HIGH	Action required urgently to control risks. Unacceptable. Immediate action required.

Cambourne Town Council – Volunteer List

The Cambourne Town Council Volunteer List is maintained by the Community Development Officer. All information will be kept safe and confidential in line with our Data Protection Policy.

It is essential that a volunteer advises the supervisor of an activity or the Community Development Officer of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task.

Where a volunteer can no longer support the community, they are to contact the Community Development Officer requesting their details are removed from list at the earliest opportunity. Any equipment should be returned.

Your Contact Details	
Name:	
Address:	
Telephone/Mobile:	
Email:	
Signature:	Date: