

Volunteer Information Pack

Walsall Community Litter Watch



Working towards a cleaner, greener Walsall



Walsall Council



**I litter pick to make a better world.
I believe a clean park will discourage
people from dropping litter.**

Mike, Walsall Arboretum User Group

Dear volunteer,

Thank you for your interest in becoming a volunteer litter picker. It is people like you who are able to help us to keep our community clean and tidy. We are very grateful for your support and we look forward to working with you.

How often do I need to litter pick?

It is completely up to you. As a volunteer you can do as much or as little as you like. You can choose how often you collect from your area – daily, weekly, fortnightly, monthly or just now and then.

What happens to the litter?

Before you litter pick contact Clean and Green with the time and date of your pick and appropriate place – such as by litter bins – to collect the rubbish. When you have finished collect up the bags and place them in the agreed place. Clean and Green will then come collect them.

Where should I collect litter?

Any public area such as parks, grass verges or foot paths. You can discuss with Clean and Green if you are unsure where to start.

What are the risks?

At your induction we will explain all the health and safety guidance you will need, to ensure your litter picks are safe and you are aware of the dangers. Please ensure you do a risk assessment for each litter pick of the area you want to clean. Make sure you have litter picking equipment and that you are wearing appropriate clothing.

How do I get supplies?

To request equipment such as litter pickers, hi-vis, gloves or refuse bags you can:

- Contact Clean and Green on 01922 653344
- Fill in a request form and return it to the Clean and Green Depot, 200 Pelsall Road, Pelsall, Walsall, WS8 7EN
- Fill in a request form and email a copy of it to cleanandgreen@walsall.gov.uk

What type of volunteer would you like to be?

Are you a Litter Ranger, Social Picker or a Leader of Volunteers?

There are lots of different ways you can get involved, you just need to find the way that's right for you.



Litter Ranger

If you would like to complete litter picks in your own time or maybe just keep your own street tidy, you might be a Litter Ranger.

Just fill in the Litter Ranger agreement on page 11, send it back to us, request your equipment and off you go!



Social Picker

If you are a volunteer who wants to join in with a litter picking event or go along to a regular group litter pick, you might be a Social Picker.

Litter picking is a great way to make some new friends while doing your bit to clean up the borough. Take a look at our website calendar to find a group pick or event near you.



Leader of Volunteers

If you feel passionately about cleaning up our community and you want to inspire others to join the fight against litter, you might be a Leader of Volunteers.

If you think you would like to organise litter picking events or set up a litter picking group in your area, get in touch! We have a specialised programme to give you all of the information you need to create a fun, safe and successful litter pick.

Benefits of litter picking

Are there any benefits to litter picking?

Of course! Doing a litter pick or joining in with a community event has a number of positives that are not just to do with the environment but all aspects of wellbeing.



Litter picking guidance

Roads

- Litter picking of areas beside roads should be carried out with extreme caution, due to the risk of being struck by vehicles. A minimum of half a meter safe working zone from live traffic should be maintained at all times.
- Conduct a pre-site inspection to determine an agreed safe working area.
- Litter picking should be restricted to only where 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 litter picks should only take place in clear daylight. Volunteers should not attempt to clear litter from the carriageway.

Equipment

- Hi-visibility waistcoat should be worn to clearly highlight the volunteers.
- Litter pickers to avoid direct contact with litter and repetitive bending.
- Gloves to minimise contact with any noxious or dangerous materials.
- Suitable footwear/clothing (flip flops or other open toe footwear is not recommended).

Noxious and dangerous materials

- Broken Glass – remove using a litter picker or a brush and shovel, avoiding contact by hand, and dispose of in a sturdy container.
- Drug Related Litter/Hypodermics – these should not be moved. Note the location and report to Clean and Green for specialist removal.
- Suspect Materials and Fly Tipping – items that are possibly dangerous such as unknown liquids in containers, building materials or asbestos should not be moved by volunteers. Note the location and report to Clean and Green for specialist removal.
- Weapons – If you find a weapon please secure it safely and hand it in to the closest police station.
- **If in doubt about anything you find, leave it and contact Clean and Green so that we can dispose of it in a safe manner.**

Safe environment

- Avoid reaching and exposing the face, eyes and skin to scratches from thorns or branches. If an item of litter can not be safely reached with a litter picker, leave it and report its location to Clean and Green.
- Avoid working close to rivers or on steep slopes, as there is an increased risk of slips and falls. When working close to ditches, avoid reaching into the ditch to remove litter, unless it can be safely reached with a litter picker.
- Be mindful of wildlife. In the spring time avoid disturbing animals and birds that may be nesting and in the summer time be wary of wasp and bee nests.
- Do not attempt to enter an area where works are restricted, other works are taking place (such as road works) or where the public do not have a right to enter.
- The level of risk will vary at each location, so prior to commencing a litter pick, it is recommended that a visual site inspection and risk assessment be carried out to establish the hazards and to identify the possible risks.

Lifting and handling materials

- Use litter pickers to prevent constant bending and stretching.
- Make sure an item is safe to handle with no sharp edges or noxious contents. 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

- Ensure children have the appropriate equipment and clothing.
- Make sure the parent, guardian or nominated adult over the age of 18 is supervising the children taking part.

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 Walsall Council, therefore the Council will not be held responsible for any loss, damage or inconvenience caused because of the actions and omissions of volunteers or this guidance.

Public Liability Insurance

- Obtaining public liability insurance is very important and strongly recommended.
- This will provide cover for your legal liability arising from accidental damage or injury that may occur during the event, including damage or injury to a member of the public or their property.
- If you are an individual organising a tidy up your current household insurance may cover you for public liability. You will need to check your policy to ensure what is covered. If not you will need to take out a separate public liability insurance.

**For more information please refer to the WISH document at:
<http://www.hse.gov.uk/waste/wish-guidance.htm>**

You can arrange for Clean and Green to collect the litter and dispose of it after the event, please contact – Clean and Green Contact Centre on:

Telephone: 01922 653344

Email: cleanandgreen@walsall.gov.uk

Community litter picker checklist

Walsall Council takes Health and Safety very seriously and is committed to the safety of all its staff and residents. Individuals and groups acting as volunteer litter pickers 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. It should be followed by all volunteers.

Before	<ul style="list-style-type: none"> ✓ Choose an area for your litter pick – ensure that you do a risk assessment. ✓ Select a time for your litter pick. Ensure visibility is good and pick daylight hours. ✓ Check the weather and wear appropriate clothing. ✓ Arrange a collection for your litter. ✓ Request any equipment needed.
During	<ul style="list-style-type: none"> ✓ Please wear safety equipment – Hi Vis waistcoat, gloves, strong shoes. ✓ Always use a picker and gloves when collecting litter. Avoid direct contact. ✓ Do a safety briefing – discuss risk assessment and get all members to sign the agreement. ✓ Ensure there is a first aid kit and a first aider. Make sure to clean and cover any cuts or abrasions. Seek medical advice if the condition deteriorates. ✓ Be aware of your surroundings, stay clear of steep slopes, water, rocks and large areas of mud. ✓ Follow local rules and guidelines such as safe and lawful parking. ✓ If you find a weapon please secure it safely and hand it in to the closest police station.
	<ul style="list-style-type: none"> ✗ Do not attempt to remove dead or live animals. If dead report to Clean and Green. If alive report to the RSPCA. ✗ Do not pick up needles or drug paraphernalia, report to Clean and Green. ✗ Do not pick up any items that are not identifiable and could be deemed hazardous, for example asbestos or chemicals like battery acid. Report to Clean and Green. ✗ Do not turn your back to traffic. Be aware of traffic at all times and make sure you do not work in the highway. ✗ Do not overfill bags and avoid lifting heavy objects or sacks alone. ✗ Do not compress bags as it can result in cuts and abrasions. ✗ Do not approach any one you do not know or anyone who is littering to ensure you avoid confrontation.
After	<ul style="list-style-type: none"> ✓ Please make sure to clean your hands thoroughly using wipes, gels or by washing. ✓ Inform Clean and Green of any issues you may have encountered. ✓ Place rubbish bags in an agreed collection point.

Key contacts

Clean and Green Contact Centre

Telephone: 01922 653344

RSPCA

24-hour line: 0300 1234 999 – to report cruelty or an animal in distress

Website: www.rspca.org.uk/utilities/contactus/reportcruelty

Guidance when completing your risk assessment

The lead organiser of the volunteering activity will need to complete a risk assessment before the day of the event. The risk assessment should take no longer than 10 minutes. This is a simple way to ensure you have considered any safety issues for the group and taken the necessary precautions to prevent them, as far as is reasonably practical. Ensure you use the risk assessment when addressing the volunteers in your safety brief.

We have provided a list of potential hazards with their possible risks. This form will help you to think about the area you are litter picking and which hazard and risk might apply to your risk assessment.

Before the litter pick make sure all volunteers:

- Have correct equipment – litter pickers, bags, shovels and brushes.
- Are dressed weather appropriately with gloves, hi-vis waistcoat and sensible footwear.
- Know the work area, how to report incidents, where to get first aid, where to meet at the end, where to deposit bags and how to mark sharp item (glass or jagged plastic) bags.

Hazard	Risk	Control	Action
Broken glass, sharp/rusty edges	Cuts and infections	<ul style="list-style-type: none"> ■ Use litter pick to pick up sharp litter ■ Up to date tetanus 	Seek medical or first aid attention if needed
Needles	Cuts and infections	<ul style="list-style-type: none"> ■ Leave and contact Clean and Green for removal 	Seek medical attention if needed
Heavy/awkward rubbish	Pulled or strained muscles	<ul style="list-style-type: none"> ■ Take care when lifting – use good lifting practises and share the load ■ If an item or bag is too heavy leave it and report it to Clean and Green 	Stop if feeling discomfort. Seek medical if persists
Batteries, Asbestos and miscellaneous chemicals	Potentially dangerous depending on condition	<ul style="list-style-type: none"> ■ Do not approach or remove any potentially hazardous waste. Report it to Clean and Green 	Seek medical attention if exposed. Record labels
Ground condition	Sprains, muscle damage and broken bones	<ul style="list-style-type: none"> ■ Avoid dangerous areas and choose safest route ■ Wear sensible footwear 	Seek medical or first aid attention if needed
Highways, cars, and motorbikes	Collision with vehicles	<ul style="list-style-type: none"> ■ Avoid proximity to cars and roads ■ Be aware and look out ■ Do not litter pick on roads with more than 40mph speed limits 	Seek medical attention if needed
Lone working	Physical or verbal assault	<ul style="list-style-type: none"> ■ Be aware of aggressive individuals ■ Do not get involved in a conflict ■ Have a phone and let someone know where you are 	Seek medical attention if needed

Animals – domestic and wild	Lymes disease	<ul style="list-style-type: none"> ■ Beware of dogs ■ Avoid contact with animals and faeces 	Seek medical attention if bit or scratched
Weather		<ul style="list-style-type: none"> ■ Stop work in adverse weather ■ Dress appropriately for conditions 	Seek medical if needed
Dog faeces	Toxocara canis	<ul style="list-style-type: none"> ■ Do not touch dog faeces ■ Always wear gloves 	Seek medical if needed
Steep slopes	Sprains, muscle damage and broken bones	<ul style="list-style-type: none"> ■ Stay away from these areas ■ Avoid litter picking on steep slopes 	Seek medical if needed
Electric fences	electrocution	<ul style="list-style-type: none"> ■ Always assume the fence is live ■ Do not touch the electric fence 	Seek medical if needed
Water, marshes and bogs	Hypothermia drowning	<ul style="list-style-type: none"> ■ Avoid banks especially if it appears to be unstable and work in pairs ■ Be aware of surroundings ■ Non swimmers must not be near the water 	Seek medical if needed
Hedges, fences, walls and ditches	Falls, cuts and sprains	<ul style="list-style-type: none"> ■ Take care when climbing stiles particularly in wet weather ■ Avoid climbing walls or fences 	Seek medical if needed
Tools and equipment		<ul style="list-style-type: none"> ■ Volunteers will be shown how to use the equipment appropriately ■ Use appropriate protection ■ Have a first aider and first aid kit 	Seek medical if needed
Trees and shrubs	Trips, cuts and eye pokes	<ul style="list-style-type: none"> ■ Be aware of hazards and risks ■ Be aware of branches and roots 	Seek medical if needed
Irritants and dangerous plants	Poisoning, skin irritation and allergic reactions	<ul style="list-style-type: none"> ■ Wear gloves ■ Be aware of dangerous plants and possible reactions ■ Wash hands thoroughly 	Seek medical for any unusual symptoms
Weapons	Cuts and infections	<ul style="list-style-type: none"> ■ If you find a weapon please secure it safely and hand it in to the closest police station 	Seek medical if needed

After the event make sure all volunteers:

- Clean their hands thoroughly.
- Check their wounds have been cleaned, disinfected and dressed – all volunteers should carry out a personal inspection for cuts.
- Have reported any hazardous waste and identified any bags containing sharp materials (such as glass or jagged plastic).
- Have reported back to the leader and all equipment has been returned.
- Have placed rubbish in the agreed place for Clean and Green to collect.

You can download the Work/Safe Risk assessment from our website. Please ensure you fill it in and send it back to Clean and Green.



Litter picking agreement – Litter Ranger

Walsall Council takes Health and Safety very seriously. Please think carefully about the location of your litter pick and ensure that you understand the need to act in a safe manner. Be especially careful near roads and keep a close watch on cars. It is also important to wear sturdy shoes or boots and not to use your hands to pick up any waste – only use the litter picking sticks provided. Please read the accompanying volunteer information pack as it has lots of good advice to help plan your litter pick safely.

Walsall Council – Disclaimer

I am participating in a litter pick entirely at my own risk. I am not working for, or on behalf of, Walsall Council.

I will ensure:

- A risk assessment has been completed before the litter pick takes place.
- I have read and understood the litter picking equipment loan agreement, the litter picking guidance and the safety checklist.
- I have signed the disclaimer provided confirming this.
- I have read the privacy agreement and I understand that the council are going to use the information provided to keep me informed of events and training.

Walsall Council are not liable for any personal injury, loss, theft, damage or inconvenience caused as a result of participating in this litter pick.

Name:	Signature:
Walsall Council Company signature:	
Date:	Number:
Email:	

Remember

If you would like to be a **Social Picker** take a look at the calendar on our website to find a local litter pick.

If you would like to be a **Leader of Volunteers** and create events and groups, contact Clean and Green for more information about our training courses.

Request details

Please let us know what items you require for your event or litter pick. We shall try to accommodate all requests but, please note, that we have a limited amount of equipment which will be loaned on a first come, first served basis.

Equipment	Quantity	Equipment	Quantity
Hi Vis M		Hi Vis L	
Hi Vis XL		Hi Vis 2XL	
Hi Vis 4XL		Childs Hi Vis	
Litter picker		Childs litter picker	
Gloves		Child Gloves	
Bag hoops		Bag	

Contact Details

Name:	Number:
Address:	Email:
Date of event:	Date of return:
Name of Group/School/Organisation:	

It is the borrower's responsibility to return the loaned items before the end of the agreed loan period in the condition they were at the start of the period. Borrowers are expected to notify the lender of any theft, loss or damage as soon as possible to reduce the risk of disruption to subsequent borrowers.



Let us know how your litter pick went

We collect this information in order to help us to keep a record of what is being collected, how many volunteers are involved and if they came across any issues. This will help us to build reports and info graphs on how many volunteers, have collected how much rubbish, in which places.

You can send us this information in many ways:

- You can fill in this form and post it to the Clean and Green Depot, 200 Pelsall Rd, Pelsall, Walsall, WS8 7EN
- You can call us and let us know on 01922 653344
- You can email us and let us know on Cleanandgreen@walsall.gov.uk

Number of participants	Where?
When?	How many bags did you collect?
Were there any issues on your litter pick?	
Did any volunteers express an interest in becoming a leader? If yes, please put names of individuals.	
Did you find any of the following on your litter pick?	
Fly tipping, where?	Needles, where?
Dangerous materials, where?	Weapons

Thank you for working with us to make a cleaner greener Walsall.

Privacy notice – volunteers

We are committed to being transparent about how we collect and use your data to meet our obligations under the General Data Protection Regulations (GDPR).

We offer volunteering opportunities and by completing this form you are indicating to us your interest in accessing these opportunities. We will use the information you provide in order to send you the volunteering materials or any volunteering equipment, keeping a record of volunteer collections, collect the waste from litter picks and to keep you informed of any future litter picks or events. Walsall Council will only ever create, use, store and or share your data in accordance with the data protection regulations and conditions for processing as set out in our privacy statement(s) which are available online via www.walsall.gov.uk. Should there be a requirement to share your information for any other purposes outside of our public functions, tasks and statutory requirements, Walsall Council will always ensure consent is appropriate wherever necessary. For information on how to access your records please see our subject access guidance available on our website or talk to your care/service provider.

For more detail regarding how to access a copy of your information, or how the local authority uses and shares your information, please visit the Privacy notice at https://go.walsall.gov.uk/privacy_statement

Photos of your litter pick

We love seeing photos of your litter picks. It's great to see photos of all the volunteers at the event with all of the rubbish you have collected. We also love getting action shots of volunteers too! With your permission we would love to use some of them in publications and on our website to promote and celebrate volunteer litter picking. If you would like to be involved contact Clean and Green for a photo form, ask each volunteer to fill it in and send it back to us, with the pictures.

If you post any of your photos on social media why not use the hashtag **#cleanergreenerwalsall**



