



milton keynes council



Litter & Cleaning Action Plan

Parishes and Community Groups

Guidance for Litter Picking

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1) Introduction

The Litter Action Plan was approved by Cabinet in July 2018. The five theme plan covers service efficiency, community-led initiatives to reduce litter including working with Parishes, dedicated communications and enforcement approaches, working with our partners and improving and enhancing the customer journey for reporting littering issues. These five themes combine into a suite of actions that will work to improve the living environment of the residents of Milton Keynes but also communicate, educate and enforce where necessary to steer appropriate behaviour expected from our citizens.

The Litter Action Plan utilises a multi-facet approach composed to reflect political and corporate ambitions to reduce the amount of litter in Milton Keynes.

Theme 2 of the Litter and Cleaning Action Plan was to support parishes and communities *“Encouraging a sense of pride in communities in their local area with a desire to keep their area clean and empowering them to do it sustainably”*.

In March 2017 the Great British Spring Clean was launched. The campaign had one simple ambition: *To bring together people from across the country to clear up the litter that blights our towns, villages, countryside and coastline*. Milton Keynes Council was proud to support The Great British Spring Clean as part of our MK50 celebrations 350 litter pickers and personal protective equipment sets to parishes and community groups throughout MK.

A one-off financial provision was made of £100k in the 2018/19 budget for parishes and community groups to provide support through additional equipment to encourage communities to improve the public realm where they live.

An additional 210 sets of litter picking equipment have been provided as community resources and this document is designed to assist parishes, communities and interested groups who wish to undertake a litter pick.

Equipment required

To litter pick safely you will require:

- Litter Pickers
- Safety Gloves
- Hi-vis vests
- Waste/Recycling bags

2) Before you Litter Pick

- Identify the area you intend to litter pick
- Check with the Waste Team at least 5 working days prior to the pick if you are unsure of the land ownership
- Conduct a risk assessment (An example is included in this guidance and a template can be provided) and ensure participants are made aware of the risks and control measures to be followed whilst undertaking litter picking via a briefing.
- Gauge the amount of litter you will collect and book a collection if necessary (please give the Waste Team 5 working days notice if you require a dedicated pick up to agree a time and location)
- Advise the council if you would like help to raise the profile of your event. We can Tweet/Re-tweet or Facebook details of your event or link to your website

3) During your litter pick

- Only litter pick areas where it is safe to do so and stick to together
- Where possible separate recyclable and non-recyclables into pink and grey sacks
- Be aware of your surroundings and watch your footing, stepping in dog faeces is guaranteed to spoil your day
- Do not litter pick in the roads, keep to footways and grassed areas. If you do litter pick in the landscaping near roads, take care and maintain plenty of distance from the road. Leave roadside waste for our crews who are specially trained and have additional equipment
- If operating near the roads through the area please ensure you are visible and take care crossing roads, using pedestrian crossings where provided and don't run

- Do not litter pick residential properties/ private land. We can provide maps of public land if given sufficient warning
- If you discover broken glass or hazardous/contaminated materials note the location and let MKC Customer Contact Centre know so it can be logged for removal
- Do not attempt removal of any discarded needles/sharps advise MKC ASAP to have them removed
- If you find evidence of homeless encampments (tents, blankets etc) please leave everything in situ and notify the Customer Contact Centre
- If you have Hi-vis tops please wear them
- Do not pick up loose waste with your hands please utilise the Pickers
- If you come across larger deposits of waste advise MKC to assist in the safe removal
- Feel free to take pictures and notify the council of how many bags of litter you have collected. We can Tweet/Re-tweet or Facebook details of your efforts or link to your website
- Ensure you have a means to be able to summon assistance from the emergency services.

Litter picking is all about common sense if you're not sure leave it and let us know. The most important thing is to be aware of your surroundings, not to take risks **and have FUN**

4) After your litter pick

- If you only have one or two bags for collection you can put them out on your normal collection day and they will be collected as part of your weekly collection
- If you have large quantities of sacks and loose items ensure they are in the agreed collection location
- Check that all the litter pickers, hi-vis vests and gloves have been returned to your nominated individual
- Send details of any waste that you were unable to collect (broken glass, needles, bulky waste etc) to the councils Customer Contact Centre. You will receive a reference number in case there are any follow up issues
- Please return your litter pick check sheets to us on a monthly basis so that we can identify hot-spots

Contact Details

If you need help or advice planning your litter pick including arranging for additional sacks, checking for public ownership of land, or to arrange a collection please email the waste team

yourwaste@milton-keynes.gov.uk

To log broken glass or larger items of waste that would not fit in a sack please complete our online form, telephone, or email the Customer Contact Centre. If the contact centre is closed and you discover needles please contact the Emergency Out of Hours service.

www.milton-keynes.gov.uk/report-it-litter

recycling@milton-keynes.gov.uk

01908 25 25 70 Customer Contact Centre - Monday to Friday 9:00am to 17:15pm

01908 22 66 99 Emergency Out of Hours Contact

If you would like assistance promoting your event on social media you can contact our Communications Team using the following methods.

Email: communications@milton-keynes.gov.uk

Facebook: MKCouncil1

Twitter: @mkcouncil

SAMPLE

Sample Risk Assessment for Litter Picking

This is a generic risk assessment that has been provided as guidance as to the type of known hazards and risks that people could face when litter picking. It should be used as **guidance only**, it is not a substitute for your own assessment of the risks and putting in place your own control measures.

You can use this as a starting point but you will need to add to it as necessary, For example, there may be additional, specific hazards in relation to a site being cleared, or in relation to a person or person(s). Some suggested controls have been provided, you should review and add to these as you feel appropriate. It is advised that you calculate the degree of risk that remains, and ensure that everyone involved in your litter picking event has a copy of a risk assessment for the activity prior to it taking place.

Assessors Names:		Assessment Date:	
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Hazards (anything (object, person, condition etc) that has the potential to cause harm)	Who might be harmed and how?	Current risk (low, med, high)	Control Measures (Eliminate, Reduce, Isolate, Control, PPE, Discipline) The control measures provided are advisable, however you must assess the nature of the risk and add to these measures as you see fit.	Revised risk (low, med, high, N/A)
Lack of information and awareness of the hazards and risks involved in the activity	Participants may suffer injury due to not being aware of the risks.		<ul style="list-style-type: none"> All participants to be provided with a briefing Safety Talk, covering the hazards and appropriate controls to be followed whilst litter picking and general information about the correct use of the equipment. Means to summon emergency services i.e fully charged mobile phone to be available. 	
Manual Handling	Participants may suffer musculoskeletal related injuries from over-reaching, bending, twisting or whilst carrying bags		<ul style="list-style-type: none"> Participants to be provided with briefing to cover correct use of equipment. Participant only to use litter pickers to collect items to avoid the need for bending down. Participants to be informed to not fill bags so that they become too 	

			<p>heavy to carry.</p> <ul style="list-style-type: none"> • Drop areas for filled bags to be established if large quantities are expected and participants informed of this location. • Suitable number of bags to be provided to avoid participants needing to over fill bags • Large quantities of litter / heavy items to be left and arrangements for collection to be organised via the Customer Contact Centre. 	
Uneven / defective surfaces - poor ground conditions	All attending - slip, trip and fall due to uneven/defective surfaces		<ul style="list-style-type: none"> • Areas to be litter picked to be pre-determined to ensure suitability – i.e. avoiding uneven ground conditions /steep slopes etc. • Participants to be informed to maintain awareness of their surroundings and look out for defective surfaces • Participants to wear suitable footwear • Participants to avoid walking on manhole covers / defective surfaces. 	
Falls from height	Participants may fall from unprotected edges. i.e litter picking above retaining walls or on a raised flower bed or whilst trying to retrieve litter from a structure which requires them to climb		<ul style="list-style-type: none"> • Areas to be litter picked to be pre-determined to ensure suitability – i.e avoiding areas with retaining walls and/ or raised flower beds. • Participants to be informed to not climb on to structures to reach an item. 	
Weather conditions	All attending – heat stroke / sun burn or cold related conditions		<ul style="list-style-type: none"> • Weather conditions to be assessed prior to the start of the litter pick. If conditions are likely to be extreme, organisers to consider delaying/cancelling the litter pick. • Weather conditions to be monitored during the litter pick and if conditions deteriorate then organisers to postponed or cancel litter pick. • Participants to dress appropriately, e.g. warm clothing and 	

			accessories for cold/wet weather or hats, sunscreen and sufficient water on hot days. Take regular breaks out of the sun	
Contact with hazardous substance	Participants – Exposure to vermin and excrement, potential weils disease, leading to ill-health. Unknown exposure to chemical substances, leading to ill-health / injury.		<ul style="list-style-type: none"> • Participants to be informed of items that should not be collected, such as: unidentifiable containers, containers containing unknown substances, animals or excrement etc. • Children to be restricted to items that they can collect i.e crisp packets, sweet wrappers etc. • Participants to maintain good hygiene practices i.e. washing hands prior to eating drinking and once the litter pick has been completed. Where no water is available, then anti-bacterial hand gel should be utilised. • Participants to collect litter with the use of litter picker and not use their hands to pick litter up. • Participants to ensure that cuts/grazes are covered 	
Contact with sharps i.e broken glass / syringes	Participants – needle stick injuries / cuts		<ul style="list-style-type: none"> • Sharps not be pick up and participants made aware of this. • Discovery of sharps to be reported to the Customer Contact Centre for safe removal. 	
Vehicles, cyclist, pedestrians	Participants may be struck by vehicle, cyclist or pedestrians. Pedestrians/cyclist may be injured if they strike a participant		<ul style="list-style-type: none"> • Areas to be litter picked to be pre-determined to ensure suitability- i.e only in areas where wide verges or pavements exist that are suitable for pedestrians. • Participant to use appropriate crossing points and must not run across roads. • Participant not to litter pick in roads • Participants to be aware of others, such as cyclists, to avoid interactions • Hi-vis clothing to be worn by participants • Litter/waste in/close to roads to be reported to Customer Contact Centre to arrange suitable and safe collection. 	

Young Persons / Venerable Adults - safeguarding	Lack of supervision may increase risk of injury		<ul style="list-style-type: none"> • Supervision to be provided at a ratio of 1 adult to 4 children/vulnerable persons at all time. 	
Lone working	Working alone may result in delay in response if injury occurs and potentially increase risk of violence / aggression.		<ul style="list-style-type: none"> • No lone working to be undertaken. • If small groups are formed, means of communication between them to be maintained i.e. mobile phones. 	
Contact with animals	Contact with animals may result in injuries from participants being bitten and/or scratched.		<ul style="list-style-type: none"> • Areas to be litter picked to be pre-determined to ensure suitability- i.e. avoid areas where dogs are known to be off the lead. • Participants to be instructed to avoid contact with animals. 	