

**CLEAN
UP** 
Keep Scotland Tidy



**ORGANISING
A CLEAN UP**

ORGANISER CHECKLIST

The following suggestions are intended to help group leaders plan a litter pick. Please feel free to use and adapt them according to your circumstances.

First steps

- Decide on a date and location for your clean up.
- Ask permission from the landowner or council responsible for the land you want to clean up.
- Register your event with National Spring Clean, specifying the size of Clean Up Kit you will require.
- Recruit volunteers. You may wish to make a list of their contact details so you can update them on the meeting time and place, and advise them about appropriate clothing e.g. sturdy footwear and warm, waterproof clothing.
- Ask your local council if they can provide litter picking equipment and remove litter from the site once you have collected it.
- Carry out a risk assessment of the site to identify potential hazards.
- Contact the local press to let them know about your event.

Mapping

You may find it helpful to sketch a map of the site, marking identifiable landmarks and useful facilities, as well as:

- Proposed litter-picking routes
- Potential hazards
- Litter drop-off/collection points
- Nearest toilets and hand-washing facilities
- Shelter if weather turns bad
- Car parks

Recommended equipment

In addition to the Clean Up Kit, which will be sent once you register, you might want to consider sourcing some of the following – bearing in mind the nature of the site and type of litter you will be dealing with:

- Litter-pickers
- Protective gloves
- Additional bin bags
- Wheelbarrows
- Rakes or shovels
- A safe container (e.g. biscuit tin) for sharp objects
- First aid kit
- Anti-bacterial wipes or hand-washing gel
- A skip

At the event

On the day of the event, be prepared and:

- Check that everyone you are expecting is present.
- Brief participants on how to stay safe during the event.
- Let them know where litter drop off points are for bags full of litter, and where and when to meet up again when you are finished.
- Distribute equipment with instructions on how to use it safely.
- Most importantly – have a fun and safe event!

STAYING SAFE

Assessing the situation

It can be helpful to think ahead and be prepared for potential dangers or hazards before you embark on your clean up, so that you know what to do in an emergency. Hopefully you will never have to deal with a worst-case scenario but by being prepared you can help to reduce the odds. One way of doing this is to carry out a risk assessment.

For further information about risk assessments please see the following websites:

- The Health & Safety Executive provides useful downloads targeted at employers but they could be adapted for voluntary groups. www.hse.gov.uk
- BTCV runs one day training courses in risk assessment, first aid and other topics relating to organising and leading environmental projects. www2.btcv.org.uk

Some of the issues to take into account when planning your clean up are listed below, with recommendations about how to keep participants safe and well. If, however, you decide that the area you have identified carries too many risks for you and your group, it may be better to choose an alternative location for your clean up. We hope you have a fun and safe event.

Health & Safety

On any clean up, it is wise to take a first aid kit and anti-bacterial wipes with you. At the event you should notify your volunteers of who the first aider is and what to do in case of illness or injury. Anyone who has been picking up litter should clean their hands, arms and fingernails thoroughly afterwards.

You should ensure that volunteers are dressed appropriately for the weather and terrain, e.g. in warm waterproof clothing if it's wet and windy, or wearing sunscreen if you are lucky enough to have good weather; and strong, comfortable boots or shoes. Protective gloves are also advisable. Before setting out, volunteers should be warned to look out for potential hazards (as identified in your risk assessment) and take precautions to avoid and protect against them. See the table on the next page for examples of issues or hazards to be addressed and recommended action to take.

Insurance

Obtaining Public Liability Insurance is advisable if you are planning a litter pick. It will provide cover for your legal liability arising from accidental damage or injury (to a member of the public or their property) that may occur during the event. Many groups already have relevant cover e.g. educational institutions or groups that are part of a larger or national body, but if not, you should contact your local council whose insurance may cover this type of event. Otherwise, staff should be able to give advice about how other groups in your area tackle this issue, e.g. through BTCV's Community Network membership scheme.

Issue	Action
Use of specialist equipment	Demonstrate how to use equipment in a way that will minimise the risk of injury, e.g. taking care not to overreach with litter-pickers or carry sharp instruments at eye level.
Moving heavy items	Bend at the knees when moving heavy objects to avoid back injury.
Removing drug-related litter: needles and syringes etc	Many council's have a rapid response team that will remove hypodermic needles or drugs-related litter for you. You should not risk your own safety by attempting to touch or remove it yourselves. If you have identified this as an imminent risk, please contact your council for advice.
Finding flytipped or toxic waste: unidentified cans or canisters, oil drums, poisons, insecticides, clinical waste, and other hazardous substances	If you see someone flytipping or if you discover dumped waste, please report it to the Dumb Dumpers 24 hour stopline on 08452 30 40 90 for further investigation by the relevant authorities.
Removing sharps items: broken glass, sharp or rusted metal	Use safe containers, e.g. sharps boxes (or a sealed biscuit tin), for collection as pieces can protrude from refuse sacks and cause injury.
Negotiating roadsides/traffic: busy roads	Wear fluorescent arm bands, hi-visibility vests or tabards if working anywhere near traffic. Make sure you can get off the road easily to make room for traffic. Chose sections of road where you can be seen clearly by approaching drivers.
Dealing with natural hazards: fast flowing water, currents or tides, steep/slippery/unstable banks, sharp rocks, mud holes, low lying branches	Take extra care near hazards and make sure participants are fit enough to cope with these obstacles. If working near water, make sure non-swimmers and children keep away from the edge, provide a supply of lifebelts or jackets, use a safety line and have a trained lifesaver present. Check tide times as appropriate.
Working near inland water, e.g. rivers and canals	Provide rescue equipment and advise against litter collection involving leaning over the water. Contact with water and the water edge has the risk of Leptospirosis. Hand-washing facilities are advised, and in the case of accidental immersion call 999 as the water will be extremely cold!
Finding giant hogweed	Seek immediate medical attention if skin comes into contact with this injurious weed and blistering, irritation or rashes occur.

Issue	Action
Dealing with other hazards: derelict buildings, electric fences (identified by yellow warning signs), abandoned vehicles	Do not be tempted to approach these hazards. If you are concerned about anything along these lines, contact your local council for advice.
Working with children and vulnerable adults	Take particular care over the supervision of participants. Consider the ages and capabilities of those involved and make sure there are sufficient able-bodied adults to assist, e.g. in the case of young children there should be at least one adult to every four children. Do not be over ambitious and be prepared to adapt your event to suit circumstances.
Keeping in touch	Use walkie-talkies or mobile phones to keep in touch with participants if the group is split up, and locate the nearest public phone for use in an emergency.

LOCAL AUTHORITY CONTACTS

Once you have set the date for your litter pick and know roughly how many volunteers you are expecting, please contact your local council using the contact details below to inform them of your event and take advantage of any additional support they can offer. This could include the disposal of waste collected, the loan of litter -picking equipment (such as litter pickers, gloves and black bags), staff support and help publicising your clean up. You can find the details of the person, or department, within your local authority to contact below:

Local authority	Contact	Telephone	Email
Aberdeen City	Environmental Services	08456 080 919	cleanaberdeen@aberdeencity.gov.uk
Aberdeenshire	Trade Waste Officers	01467 628671	trade.waste@aberdeenshire.gov.uk
Angus	Susanne Austin	01241 435 649	austins@angus.gov.uk
Argyll & Bute	Julie Fairbrass or Caroline Askew	01631 569 174 01631 569 188	julie.fairbrass@grab.org.uk caroline.askew@grab.org.uk
City of Edinburgh	Lorna Farquhar	0131 5295 821	lorna.farquhar@edinburgh.gov.uk
Clackmannanshire	Jackie Reid	01259 452 388	jreid@clacks.gov.uk
Dumfries & Galloway	Nick Jackson	01556 502 327	Nick.Jackson@dumgal.gov.uk
Dundee City	Brenda Carcary	01382 436 882	brenda.carcary@dundeecity.gov.uk
East Ayrshire	Gordon Crockatt	01563 554 099	gordon.crockatt@east-ayrshire.gov.uk

East Dunbartonshire	Cathy Martin	0141 574 5784	cathy.martin@eastdunbarton.gov.uk
East Lothian	Carl Howman	01620 827 310	chowman@eastlothian.gov.uk
East Renfrewshire	John Cassells	0141 577 3681	john.cassells@eastrenfrewshire.gov.uk
Falkirk	Hania Smith	01324 504 628	hania.smith@falkirk.gov.uk
Fife	Laura Thomson	08451 555 555 (ext: 450 868)	laura.thomson@fife.gov.uk
Glasgow	Cleansing Services	0800 0277 027	clean@glasgow.gov.uk
Highland	Community Works Manager	01349 886603	service.point@highland.gov.uk
Inverclyde	Brian Hennan	01475 715 909	brian.hennan@inverclyde.gov.uk
Midlothian	William Reid	0131 5615 334	william.reid@midlothian.gov.uk
Moray	Environmental Services	01343 557 045	waste@moray.gov.uk
North Ayrshire	Donald Wilson	01294 541526	dwilson@north-ayrshire.gov.uk
North Lanarkshire	John Whittaker or Gordon Douglas	(North) (South)	whittakerj@northlan.gov.uk douglasgo@northlan.gov.uk
Orkney Islands	Nicola Weston or Maria Cuthbertson	01856 873 535 ext: 2702/2315	nicola.weston@orkney.gov.uk maria.cuthbertson@orkney.gov.uk
Perth & Kinross	Customer Services	01738 476 476	es@pkc.gov.uk
Renfrewshire	Admin section	0141 889 3499	
Scottish Borders	Ian McIntosh	01835 824 000	imcintosh@scotborders.gov.uk
Shetland Islands	Sita Hughson	01595 694 688	sitahughson@shetlandamenity.org
South Ayrshire	John Morrison	01292 611 755 (ext. 30)	john.morrison@south-ayrshire.gov.uk
South Lanarkshire	Colin Reid or Iain Guild	01355 574 677 01698 717 767	Colinw.reid@southlanarkshire.gsx.gov.uk iain.guild@southlanarkshire.gsx.gov.uk
Stirling	Jim Fisher	01786 443 555	fisherj2@stirling.gov.uk
West Dunbartonshire	Greenspace	01389 772 059	wdc.greenspace@west-dunbarton.gov.uk
West Lothian	Daniel McComisky	01506 776 434	daniel.mccomisky@westlothian.gov.uk
Western Isles	Sharon Mackinnon	01851 709 900	sharon.mackinnon@cne-siar.gov.uk

If you discover that these details are out of date, please contact a member of the Keep Scotland Beautiful team on 01786 468 242.

LITTER PICK FEEDBACK FORM

Thank you for taking part in Clean Up! Your feedback and photos are important to us to help measure the success of the campaign and the impact that it has on Scotland. We may even use your event as a case study to inspire others with your bright ideas!

Name of registered group organiser

Address of organiser (including postcode)

Phone number

Date and location of clean up

Name of local council

Please provide a brief description of your litter pick, eg the highlights and what participants thought of taking part.

We would like to know how much litter you were able to recycle. How many bags did you fill with:

General / Mixed litter (not recycled)		Glass bottles	
Drink cans		Paper	
Garden waste		Plastic bottles	
Textiles		Other	

Data Protection

This information will be entered onto the National Spring Clean database, which is maintained by Keep Scotland Beautiful, and may be used to keep you informed of related activities and events. Details may be shared with your local council, in order that they can support your event but will not be passed to any third party without your consent. We do, however, reserve the right to use photographs in future KSB publications, so please ensure that everyone involved is happy for us to use their picture before sending it to us. Full terms and conditions can be found at www.keepsotlandbrautiful.org/springclean.

CLEAN UP



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