



Community Litter Picks

We welcome requests from the community to host their own litter picks in their local parks, helping to keep Milton Keynes Parks tidy.

events@theparkstrust.com
01908 233600





Contents

1. [Introduction p.1](#)
2. [Applying for permission p.2](#)
3. [Health and safety p.2](#)
4. [Useful contacts p.3](#)
5. [Frequently asked questions p.3](#)

1. Introduction

This guide has been written for people who want to host a community/voluntary litter pick in Milton Keynes parks only. For hosting a litter pick in Milton Keynes Council owned areas such as the Redways please contact MK Council <https://www.milton-keynes.gov.uk/leisure-tourism-and-culture/parks-and-open-spaces>

There are a few things we ask any groups wishing to host litter picks in their local area. All community litter picks are required to host only once they have spoken to a member of the team. All activities are required to be covered by public liability insurance (often your local parish council may be happy to cover this), and all litter picks must be covered by a risk assessment.

We can sometimes help with loaning of equipment (litter pickers and hoops) and removal of collected litter but this is dependent on availability of equipment and our rangers.

Activity Safety

Everyone organising or running an event or activity of any kind has a legal duty of care to their employees, contractors and members of the public. We require a named person to take responsibility for this who will be the point of contact during the planning and execution of the activity.



2. Applying for permission

All activities like litter picks need permission: this is so we can help you ensure that your activity is organised safely and that it doesn't clash with anything else, either another event or management work that may be going on in the park at the same time. A licence lists the conditions that the organisers need to abide by to protect the participants, the parks themselves and other park users.

Notice Period

For community litter picks we require notice of at least 4 weeks.

How to apply

To apply to host a community litter pick in one of our parks:

1. Choose a location and event date contact The Parks Trust on 01908 233600 for availability advice and to ask for a community litter pick application form.
2. Return your form and risk assessment to the Events Team, Campbell Park Pavilion, 1300 Silbury Boulevard, Campbell Park, Milton Keynes, MK9 4AD or events@theparkstrust.com.
3. If your application is successful we will then we will send you a letter of permission.
4. Carry out your litter pick, don't forget to take photos and let us know how much waste you collect. Make sure you take everything you collect away.

3. Health and safety

Each organiser has a legal duty of care to all people involved in the event, be it a member of the public attending or an employee working and therefore activity safety and welfare of all is paramount.

The organiser is responsible for doing a briefing for all participants at the beginning of the litter pick, signing everyone in and out and ensuring that the risk assessment to carried out.



A risk assessment must be completed.

An example risk assessment can be found on at the back of this pack to complete. Advice can also be found on HSE website and publication Controlling risks in the workplace (2014) ISBN 9780717664634 <http://www.hse.gov.uk/pubns/indg163.htm>.

5. Useful contacts

The Parks Trust	Events & Community Engagement Manager j.dawes@theparkstrust.com 01908 255375 Volunteer Coordinator c.boswell@theparkstrust.com 01908 233600
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6. Frequently asked questions

Why is public liability insurance required?

Insurance is required for all organised activities that take place in our parks.

What is a risk assessment?

A risk assessment is a document that allows you to understand the hazards of the activities involved how to manage the risk to have a safe activity. If you require assistance with writing a risk assessment please see an example litter pick risk assessment on www.theparkstrust.com/resources/licences-permits-and-forms. Advice can also be found on the HSE website. <http://www.hse.gov.uk/risk/controlling-risks.htm>

Why do I need permission to have litter pick?

All organised activities require permission as it is private land and we like to know what is happening in our parks. We also have schedules of litter picks completed by our contractors and we try to ensure that these activities do not clash with each other.

Can you provide equipment?

Sometimes we can loan litter picking equipment, which can be collected and returned to our head office in Campbell Park. Equipment is dependent on availability.



RA: COMMUNITY LITTER PICKING



Original Date	DATE	Review dates	16/02/2018
Originator	INSERT NAME HERE		16/02/2019
Reviewed by			
LOW	LOW		

L – Likelihood S – Severity RR – Risk Rating (Min. Rev Periods: Significant Risk (High) – 12 monthly; Medium and Low – 2 yearly)

Hazards and Activity	People at Risk	Risk before controls			Control Measures	Residual Risk after controls		
		L	S	RR		L	S	RR
Attending a volunteer litter pick failure to have clear instruction may lead to confusion or unsafe acts	<ul style="list-style-type: none"> Members of the community Volunteers Members of the public 	4	3	12	<ul style="list-style-type: none"> Volunteers to meet at designated meeting point for task briefing lead by INSERT NAME HERE as task leader Volunteers to receive appropriate PPE (Gloves) & equipment (pickers & hoops) and given demonstration No person under the age of 16 should be allowed to take part unless supervised by a responsible adult 	1	3	3
Welfare provisions are important for the group to feel comfortable during the task	<ul style="list-style-type: none"> Volunteers Members of the public 	4	3	12	<ul style="list-style-type: none"> Nominated member INSERT NAME HERE is designated first aider First Aid kit to be carried and location notified to all participants in pre-task briefing 	1	3	3
Working outside Weather conditions	<ul style="list-style-type: none"> Members of the 	4	3	12	<ul style="list-style-type: none"> Volunteers are advised to wear sturdy footwear and suitable clothing 	1	3	3

<p>may lead to exposure to inclement weather (wind, rain) and also sun rays which may result in discomfort, sun burn and longer term cancer</p>	<p>community</p> <ul style="list-style-type: none"> • Volunteers 				<ul style="list-style-type: none"> • In periods of hot weather, taking plenty of drinking water and applying sun cream is essential • In extreme weathers- heat, cold, storms litter picking is avoided • Group organiser to check in advance and review if weather changes for the duration of the task 			
<p>Litter Picking- Within Parks Trust Land May come into contact with contaminated waste, needles and other sharps, which could lead to significant ill health</p> <p>Presence of dog waste and sheep droppings may lead to illness</p>	<ul style="list-style-type: none"> • Members of the community • Volunteers 	4	4	16	<ul style="list-style-type: none"> • Pre-task brief to include potential hazards • No eating, drinking or smoking is permitted during litter picking. Wash hands before consuming food, drink or smoking • Gloves to be worn and litter pickers used • Never place hands inside litter bags or containers • Visual inspection of areas should be conducted and at all times, placing hands into areas that are not visible should be avoided. For example, not plunging hands into undergrowth • Any sharps found should be left and the notified immediately to The Parks Trust Community Rangers on Community Ranger communityranger@theparkstrust.com 	2	4	8

					<ul style="list-style-type: none"> • Dog waste should not be picked up with litter • No eating, drinking or smoking is permitted during litter picking. Wash hands before consuming food, drink or smoking • Remind all participants not to pick up sharps, needles or broken glass • Remind all participants not to pick up dog waste 			
<p>Manual Handling Carrying litter, and litter picking all pose challenges if incorrect posture is adopted</p> <p>This can lead to muscular discomfort or long term back condition</p>	<ul style="list-style-type: none"> • Volunteers • Member of the Community 	4	4	16	<ul style="list-style-type: none"> • All Volunteers to use the standard kinetic approach to Manual Handling (Feet comfortably apart, bending at knees, keeping back “naturally” straight, avoiding stooping/twisting/turning while carrying, keeping head up and a “relaxed” grip) • All litter picking volunteers to wear gloves and use litter pickers provided • Only fill litter bags to a maximum of 2/3 full- or less if the bag is becoming awkward to lift • Carry bags away from legs to prevent injury (note this may require reducing the weight of the bag as it may require away from the body lifting) • All volunteers to wear suitable sturdy footwear, no open toes, preferably a flat and 	1	4	4



					<p>robust sole and ankle support preferably with ankle protection to reduce the risk of foot injuries</p> <ul style="list-style-type: none"> • Staff to monitor lifting technique and correct where appropriate • Conduct regular briefing on good technique • Remind all participants not to fill up the large litter bags 			
Site specific concerns	<ul style="list-style-type: none"> • Corporate Volunteers • Members of the public 				<p>Refer to site Risk Assessment online for all tasks in different park locations</p> <p>http://www.theparkstrust.com/resources/licences-permits-and-forms</p>			

New measures required	By whom	Expected date of completion	Status/Comments