



Organising a Group Litter Pick

We welcome requests from groups to host their own litter picks in Milton Keynes parks, helping to keep the parks tidy for the benefit of people and wildlife.



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For more information visit:
theparkstrust.com



Contents

1. [Introduction](#)
2. [Applying for permission](#)
3. [Health and safety](#)
4. [Useful contacts](#)
5. [Frequently asked questions](#)
6. [Example group litter pick risk assessment](#)

1. Introduction

This guide has been written for people who want to host a group litter pick in Milton Keynes parks only. For hosting a litter pick in Milton Keynes City Council owned areas such as the Redways please see information about litter picking on the [MK City Council website](#) or contact the [MK Council waste services team](#).

There are a few things we ask any groups wishing to host litter picks in their local area. All group litter picks are required to host only once they have had contact with a member of The Parks Trust 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 availability of our Community Ranger Team.

Several local parish councils also hold litter picking equipment for the community to borrow and a list of these can be seen [here](#).

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. The permission 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 2 to 4 weeks, depending on the time of year.

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 events@theparkstrust.com for availability advice and to ask for a group litter pick application form.
2. Return your completed form, evidence of public liability insurance and risk assessment to the Events Team on 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 is 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 the HSE website: www.hse.gov.uk

4. Useful contacts

The Parks Trust	Events Team events@theparkstrust.com Community Ranger Team communityranger@theparkstrust.com
MK City Council Waste Services	01908 252570 recycling@milton-keynes.gov.uk

5. 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 [here](#).

Advice can also be found on the HSE website: www.hse.gov.uk

Why do I need permission to have litter pick?

All organised activities require permission as our parks are 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 for a small deposit. Equipment is dependent on availability. Many MK Parish Councils also have litter picking equipment available to borrow, a list of equipment holders can be seen [here](#).

What happens to the collected litter?

When you apply to host your litter pick we ask that you say how your collected waste bags will be taken away. As a charity it helps us if you can arrange for waste bags to be removed. Sometimes we are able to help at a cost, but this is dependent on time of year and other commitments.

If you only have 2 bags MK Council advise that you can put these bags with your regular household waste collection. For larger quantities you can arrange collection with MK Council waste services prior to your litter pick by emailing yourwaste@milton-keynes.gov.uk MK Council ask to give the Waste Team at least 7 working days' notice if you require a dedicated pick up, to agree a time and location.

EXAMPLE GROUP LITTER PICKING RISK ASSESSMENT



Original Date	DATE	Review dates	Today's date
Originator	INSERT NAME HERE		
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	Members of the public Participants	4	3	12	<ul style="list-style-type: none"> Participants to meet at designated meeting point for task briefing lead by INSERT NAME HERE as task leader. Participants 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	Participants 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

					<ul style="list-style-type: none"> • Provide hand sanitiser to be used through the activity and advise volunteers to through wash hands afterwards. 			
<p>Working outside Weather conditions 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>Members of the public</p> <p>Participants</p>	4	3	12	<ul style="list-style-type: none"> • Participants are advised to wear sturdy footwear and suitable clothing. • 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. 	1	3	3
<p>Litter Picking- Within Parks Trust Land May come into contact with contaminated waste, needles and other sharps, which could</p>	<p>Members of the public</p> <p>Participants</p> <p>Other park users</p>	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. 	2	4	8

<p>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"> • 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/needles found should be left and the notified immediately to The Parks Trust Community Rangers on communityranger@theparkstrust.com • Remind all participants not to pick up sharps, needles or broken glass – inform The Parks Trust of location to be removed later. • Remind all participants not to pick up dog waste. 			
<p>Manual Handling Carrying litter, and litter picking all pose</p>	<p>Participants</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> • All Participants to use the standard kinetic approach to Manual Handling (Feet comfortably apart, bending at knees, 	<p>1</p>	<p>4</p>	<p>4</p>

<p>challenges if incorrect posture is adopted</p> <p>This can lead to muscular discomfort or long term back condition</p>	<p>Members of the Public</p>				<p>keeping back “naturally” straight, avoiding stooping/twisting/turning while carrying, keeping head up and a “relaxed” grip).</p> <ul style="list-style-type: none"> • All litter picking volunteers to wear hi-viz and 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 Participants to wear suitable sturdy footwear, no open toes, preferably a flat and robust sole and ankle support preferably with ankle protection to reduce the risk of foot injuries. • Lead to monitor lifting technique and correct where appropriate. 			
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					<ul style="list-style-type: none"> • Conduct regular briefing on good manual handling technique. • Remind all participants not to fill up the large litter bags. 			
Site specific concerns	Participants Members of the public		Refer to site Risk Assessment online for different park locations www.theparkstrust.com/our-work/safety-in-our-parks/					

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