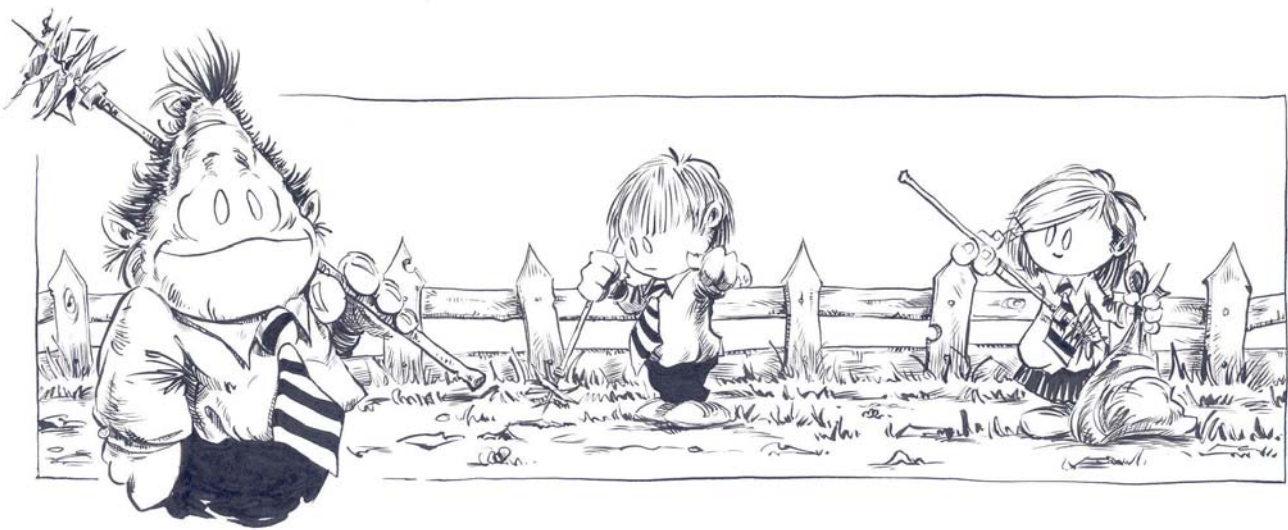


Litter Pick and Survey Pack



Contents:

- Organising a Litter Pick
- Instructions for Litter Pick
- Litter Pick Record
- Organising a Litter Survey
- Instructions for Litter Pick and Survey
- Litter Survey Tally Sheet (P4-7)
- Litter Survey Tally Sheet (P1-3)
- Copy of Council Risk Assessment
- Litter Pick/ Clean Up Resource Request Form

- Organising a Litter Pick

A litter pick can be carried out in conjunction with a survey or independently. While organising a litter pick is not difficult this will give you all the information to get you started.

- Instructions for Litter Pick

If you only want to carry out a litter pick, here you will find instructions and safety information. These instructions can be tweaked to suit your group size and whether or not you will be collecting recyclates.

- Litter Pick Record

Once you have completed your litter pick use the record sheet to record the numbers and weights of your rubbish bags and whether they were recyclate or not.

- Organising a Litter Survey

If you carry out a survey you will be able to find out what sort of litter is causing a problem, where it is found, if there are enough litter bins and if they are in the right places. All of which will allow your anti litter campaigns to be more effective.

- Instructions for Litter Pick and Survey

If you wish to carry out a survey as well as your litter pick you will gain much more useful information. These instructions, as with the litter pick instructions, can be tweaked to suit your group size and whether or not you will be collecting recyclates. These instructions carry their safety message on the back.

- Litter Survey Tally Sheets

These are the record sheets for the survey. The P4-7 sheet has litter split into two groups: Red for children's litter, Blue for adults litter. The P1-3 sheet has pictures for easy identification for younger children. Every time the children find a piece of litter they simply find the appropriate litter on the sheet and put a mark into the tally box. Although items such as dog poo and broken glass appear on the tally sheet at **no point** should the pupils attempt to pick up this type of litter. They should simply mark it on the sheet.

- Copy of Council Risk Assessment

It is your responsibility to fill out your own risk assessment however I have included a copy of the risk assessment we have for community litter picks as this will help you get started on your own.

Organising a Litter Pick

A litter pick can be carried out in conjunction with a survey or independently. Even if a simple litter pick is carried out it should still be possible to generate some discussions with pupils about particular problem areas or types and sources of litter. They might also be able to come up with some potential solutions to try.

A litter picking team who can pick litter at playtimes and lunchtime often works well and pupils can get involved in organising rotas and managing arrangements with the help of the janitor.

One-off larger scale litter picks involving the whole school are a great way of raising awareness across the school and can be widened to involve members of the community and cover areas outside the school if appropriate.

Before the Litter Pick

Choose the area to be litter picked. This could be part or all of the school grounds or a local litter hotspot like a play park or sports field.

A risk assessment should be completed for the activity - this is the responsibility of the teacher/school undertaking the litter pick. A generic risk assessment is available which provides a useful starting point and more assistance can be provided by the Litter Education Support Officer.

Permission slips and/or advice to wear suitable clothing should be issued to pupils in time before the litter pick.

If there is a chance that there might be dangerous items like broken glass, dog mess or needles in the litter pick area contact the Litter Education Officer beforehand to arrange a check of the area by street cleansing staff. They will remove dangerous items but leave the litter.

Decide if you are going to recycle any of the rubbish that you collect. It should be possible to recycle whole glass bottles (not broken glass), drinks cans and plastic bottles (must be empty). Anything that is to be recycled must be collected separately (blue bags are available). All waste for recycling should be segregated during or after the litter pick so that

cans, plastic bottles and glass bottles are all in separate bags ready for recycling.

Recycling is to be encouraged to support other work being undertaken by the school in terms of waste prevention/minimisation however depending on the area being cleaned the recyclate may not be of a suitable quality to enable recycling, e.g. if bottles are full of mud and nobody is prepared to clean them out first.

The Litter Pick

Divide the class into small groups of about 4-6 pupils -each group can cover a different area. Each group will need the following equipment:

- Gloves to be worn by everyone
- Tabards to be worn by everyone if available
- Litter pickers to be issued to everyone involved in picking up litter
- Handihoops and black plastic bags to be issued to 2-3 people for collecting of litter. Handihoops make it easier for the bags to be held open, particularly in the wind.
- Blue bags to be issued to 1-2 people for collection of recyclates if necessary

It is important to check that adequate supervision is available. The ratio of adults to children will vary depending on the age of the children and the area to be cleaned. At least one adult should supervise each group so you might need help from Classroom Assistants, parents and possibly the Litter Education Support Officer.

Before starting the litter pick agree a time and location for the groups to return.

During the litter pick children can get very excited and keen to pick up everything they see. They should be instructed to stay on pavements and to respect other people's property. It may be OK to pick litter from someone's hedge but children should not be allowed into private gardens

Take photos during the litter pick for your eco schools folder and any other displays or newsletters.

Once all of the litter and recyclates have been collected make sure you keep a record of how much litter was found and if possible weigh it. The results can be presented to others in the school or community using notice boards, assemblies and newsletters. If regular litter picks are done you might be able to record an improvement over time.

Health and Safety

The following health and safety advice should be followed:

- Everyone must wear gloves. The gloves are not protective gloves and are only designed to keep hands clean.
- Wear strong, sensible shoes, boots or wellies
- Litter must only be picked up using the litter pickers to avoid the danger of being injured by dangerous litter.
- Do not attempt to pick up any dangerous items such as dog mess, broken glass or needles. Information about dangerous litter should be passed on to the appropriate person (janitor for litter in school grounds, street cleansing for litter outside school grounds or 24 hr control centre for needles)
- Do not pick up heavy or sharp items of rubbish.
- Groups must stay together.
- Bags should only be half filled to avoid them getting too heavy and should be held away from the body to avoid injury from sharp items.
- After the litter pick everyone should wash their hands before eating or drinking.

Instructions for Litter Picking (Can be amended to suit numbers)

1. Litter pickers will be put into teams of 5 children with one adult.
2. Team Leader (adult) will carry a blue bag for litter that can be recycled such as cans and bottles.
3. One team member will carry a black bag and hoop into which all of the rubbish is placed.
4. All team members should wear gloves and tabards.

In each team the adult will supervise the children, keeping the group together and making sure that they are behaving sensibly and not putting themselves or others in danger. **The following instructions should be given to all children before the litter pick starts:**

- The team must stay together
- All team members must wear gloves
- Litter should only be picked up using the litter picks - do not use your hands even though you have got gloves on because there might be something dangerous or sharp that you cannot see on the ground
- Only pick up litter that you think might have been dropped by children. For instance crisp bags, cartons and sweet papers are Ok, but don't pick up broken bottles, beer cans and things that you are unsure of. Ask your adult team leader if you are not sure whether to pick something up or not
- The team member carrying the rubbish bag should make sure that it doesn't bang against their legs in case there is something heavy or sharp in the bag
- Report any dangerous items such as needles or broken glass to an adult immediately who can arrange for the items to be picked up separately.

Record the number and weight of bags of rubbish collected on the sheet.

Litter Pick Record

Date _____

School _____

Location _____

Group (Team Leader)	No of Bags Litter	Weight Kg	No of Bags Recylate	Weight Kg	Total Weight
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
Total					

Organising a Litter Survey

A litter survey can be used to kick start your action on litter. You can find out what sort of litter is causing a problem, where it is found, if there are enough litter bins and if they are in the right places. The results of a litter survey can be used to decide what further action is required e.g. an anti litter campaign, more bins or relocating bins, litter picking and penalties or rewards. Further surveys can be used to monitor the effectiveness of the action taken.

Making a Start

It is important to decide what sort of information you are hoping to get out of the survey before making a start. This will determine how the survey is organised and in particular how results are recorded. If there is a type or source of litter that you are interested in then adapt the survey record sheet to suit. If you want to compare different locations these need to be chosen carefully to make sure that the comparison is fair i.e. the same size of area surveyed at the same time by the same method.

Resources

- Map of school grounds or area to be surveyed (available from Litter Education Officer if you don't have your own)
- Survey recording sheet
- Clipboards, pencils and coloured pencils
- Camera

Choosing the right level of survey

Simple Litter Survey (P1-3)

- Divide the playground up into manageable areas with clear boundaries if possible
- Each group of children surveys a different area using a **pictorial tally sheet**
- Collate the results

Standard Litter Survey (P4 -P7)

- Areas surveyed may include some outside the school grounds
- Results are recorded on a **standard tally sheet** -this can be adapted to suit the types of litter that the children expect to find

- In addition to tallies for different types of litter record a Cleanliness Grade for each area (A,B,C or D) and the number of litter bins. Dog fouling can be recorded too
- Collate the results and present them in the form of tables, graphs and plans etc

Using the Results

Once you have the results of your survey you can use them to decide on what further action needs to be taken against litter. Follow up surveys can then be used to check whether or not your action has been effective. Results can also be displayed on an 'Eco Notice board', presented at assemblies and included in newsletters to parents, the PTA or School Board. If part of the problem is related to other parts of the community such as a local shop or youths using the school grounds in the evenings you might want to present your results to the community by writing to relevant people that might be able to help and displaying your results in the local library.

Instructions for Litter Survey and Pick

Each team will have 5 or 6 pupils

- 1 pupil carrying tally sheet, map, pen and clipboard
- 1 pupil carrying blue bag for recyclates
- 1 pupil carrying black bag in handihoop for rubbish
- 2 or 3 pupils carrying litter pickers

All team members should have gloves and tabards and must wear the gloves when litter picking or carrying bags. All team members should take turns at the different jobs.

1. Look at the map to make sure you know the area that you are going to survey. If in doubt ask an adult.
2. Walk up and down your area looking for items of litter. Make sure they are recorded on the tally sheet before being picked up.
3. On your tally sheet record how many bins are in the area, a grade for the area (A, B, C, D), types of litter found, Comments about what can be done to improve the area.
4. Mark where you have found the litter on your map with a cross.
5. Mark any litter bins on your map with a circle.
6. Make sure you have surveyed your area completely and picked up all the litter before you finish.
7. Weigh the bag of rubbish collected in your area and record the weight on your tally sheet.
8. Collect cans, plastic bottles and glass bottles (only whole bottles- not broken glass) in the blue bag for recycling.
9. Record the total number and weight of bags or rubbish and recyclate collected.

Important Safety Information

- The team must stay together
- All litter pickers must wear gloves
- Litter should only be picked up using the litter pickers -
DO NOT USE YOUR HANDS even though you have gloves
they will not protect you from anything sharp
- Do not pick up anything sharp or heavy as this could burst
the bag or cut someone.
- Report any dangerous items such as needles or broken
glass to an adult who will arrange for the item to be
picked up separately.

Litter Survey Results

Group _____










Names _____

Survey Area _____

Number of bins		
Grade A/B/C/D A Absolutely Clean B Bitty C Crummy D Disgusting		
Type of Litter	Tally	Total
Sweetie Wrappers/crisp packets		
Cans, cartons, straws, plastic bottles		
Chewing gum		
Fruit (skins/cores)		
Other		
<i>Fast food packaging</i>		
<i>Cigarettes, matches etc.</i>		
<i>Glass bottles/broken glass</i>		
<i>Dog Poo</i>		
<i>Carrier Bags</i>		
<i>Other</i>		
Comments		

LITTER SURVEY

Group _____ Names _____

TYPE OF LITTER		TALLY	TOTAL
	Sweetie Wrapper		
	Crisp Bag		
	Fruit		
	Carton		
	Can		
	Plastic Bottle		
	Glass Bottle		
	Lolly stick		
	Other		



FALKIRK COUNCIL
Corporate and Commercial Services

RA LS002

Issue date:
May 2005

Risk Assessment Control Measure

TITLE: School and Community Litter Picks

POTENTIAL HAZARD: Slips and trips, cuts and abrasions, manual handling injury

SEVERITY	LIKELIHOOD	RISK LEVEL
Injury or major infection or illness causing long term disability.	Unlikely.	Low risk

PERSONS AT RISK

- School pupils, parent helpers, teachers and other volunteers

CONTROL MEASURES

1.	Use Litter Pickers provided – do not touch anything with your hands.
2.	Only light items to be collected and black bags half filled. Do not collect heavy or sharp items of litter. Handihoods to be used to carry black bags and hold them away from the body.
3.	Dangerous items such as broken glass, dog mess, hypodermic needles to be reported to leaders who will arrange uplift by trained Falkirk Council employees. Do not attempt to pick up such items.
4.	All children should be supervised by an adult. Ratio of adults to children will depend on local conditions e.g. age of pupils, location, other hazards such as vehicles, water etc
5.	Participants to wear strong and supportive footwear and high visibility jackets or bright yellow KSB tabards
6.	Gloves are provided for cleanliness purposes - they are not protective gloves. All participants should wash their hands after litter picking and before eating or drinking.

Site Specific: Mention traffic hazards, other hazards from location e.g. steep/uneven ground or water course. First aid provision. Any special arrangements for contacting charge hands for uplift of dangerous litter etc.

PRODUCED BY:

MANAGER:

Litter Pick / Clean Up Resource Request and Feedback Form

Name of School: _____

Contact Name: _____

Contact Address: _____

Contact Tel No: _____

Contact E-mail Address: _____

Date(s) of Clean Up(s) : _____

Requested time and place for uplift of rubbish collected (if required):

Estimated number of participants _____ Adults _____ Children

Age range or Class _____

Resources required:

Adults Litter Pickers _____

Child Litter Pickers _____

Tiny Litter Pickers _____

Men's Gloves _____

Ladies Gloves _____

Children's Gloves _____

Black bags _____

Handihoops _____

Adults tabards _____

Childrens tabards _____

After your litter pick

Amount of general litter collected: _____ bags or _____ kg

Amount of recyclable litter collected: _____ bags or _____ kg

Any comments about your litter pick

Please complete and return to the Litter Education Support Officer