



## LITTER PICKING GUIDANCE

### Introduction

Thank you for taking pride in your local area and organising a clean-up. Waste Services values your help and support within your communities, especially during these unprecedented times.

To ensure your event is enjoyable and safe, we ask you follow our guidance notes before carrying out your event. This details how to collect and return your equipment, and details Public Health Scotland guidance notes.

### Before your event

We recommend groups contact us at least 2 weeks prior to your event. This allows enough time to book and process your request, prepare equipment and organise the collection of your litter.

Prior to your litter picking event, we recommend a risk assessment is carried out beforehand. We will supply groups with a risk assessment guidance form; however, it's each volunteer's responsibility to ensure they work safety together.

The following equipment should be used when carrying out a litter pick:

- Hi-visibility vests and tabards - this will clearly identify volunteers to traffic and pedestrians. We can provide these to groups on a long term basis only.
- Litter pickers – to avoid direct contact with litter and repetitive bending.
- Hoops – to hold your bags.
- Gloves/hand sanitizer – to keep your hands clean, we recommend the use of gloves or hand sanitizer, however, this is something we are unable to provide.
- Suitable footwear and clothing.

### How to book your event

All you have to do is:

1. Choose an area in your neighbourhood that is in need of a clean up
2. Choose a suitable day and time to do the clean up
3. Register your clean up with us via the following link - [www.falkirk.gov.uk/organiseacleanup](http://www.falkirk.gov.uk/organiseacleanup)

**Pick up your equipment**

To pick up your equipment, please follow the below step by step guide:

1. Once you have booked your event, we will be in touch to confirm your booking.
2. We will then ask you to collect your equipment from our depot with an allocated day and time slot.
3. Our depot is located at Dalgrain Depot, McCafferty Way Industrial Estate, Grangemouth, FK3 8EB. Please refer to the map overleaf detailing our depot and equipment collection point.
4. Once you arrive, please collect your equipment from the purple container (labelled litter pickers) outside our reception building. Don't forget to clean your hands at our sanitise station.
5. If there is an issue with your equipment, or you have any questions, please visit our reception area. Please note there is only person allowed in the reception area at time.

**Bag Collection Point**



**COLLECTION POINT**



**SANITISER  
STATION**



**RETURN POINT**





**Group guidance and health and safety**

We are asking all groups to follow the latest advice from Public Health Scotland (detailed below).

- Litter picking should be done in line with current limits on groups sizes meeting outdoors with appropriate social distancing measures in place

**Scottish Government Guidance:**

- All litter picks should be conducted in accordance with latest Scottish Government COVID-19 guidance regarding permitted numbers who can meet outdoors.
- For further information check Scottish Government guidance here. <https://www.gov.scot/coronavirus-covid-19/>
- We ask that you follow the latest advice from Public Health Scotland (including FACTS, for more information follow the link. <https://www.gov.scot/publications/coronavirus-covid-19-facts-poster-including-translations-and-accessible-formats/>

- You should still stay at least **2 metres apart** from people from other households at all times.
- Avoid litter picking in crowded or busy areas.
- Wear protective gloves at all times during your litter pick. **Please note, we are no longer supplying reusable gloves with the loan of our litter equipment. We recommend the provide your own gloves.**
- Sanitise your hands for at least 20 seconds before and after your litter pick.
- Use a litter picker and the provided bags to collect the litter - do not use your hands, and avoid unnecessary bending.
- Do not touch your face when litter picking.
- Sanitise your equipment before and after use. Remember, bags and litter pickers (handle and grabber) all need to be cleansed after use.
- Please ensure your bags of litter are presented at the agreed collection point. Apply manual handling when lifting or moving the bags of litter (lift and move items using your legs to bend, not your back).
- Ensure you pass on all this information and guidance to your group ahead of the litter pick. Remind individuals that if they feel unwell they shouldn't participate.
- To ensure social distancing measures are maintained within your group.
- Please do not attempt to collect broken glass as this could tear the bags and injure volunteers and collection staff. If you encounter broken glass please report this by completing the online form on the Street Cleansing section of the website, [please click on this link for more information or](#) calling 01324 506070.
- Do not attempt to lift any drug paraphernalia – including hypodermic needles. These have to be uplifted by trained employees. If you encounter these items, please report this by completing the online form on the Street Cleansing section of the website, [please click on this link for more information or](#) calling 01324 506070.



- Fly-tipping and bulky items - If you encounter larger items which cannot fit inside your bags (e.g. tyres, traffic cones, garden waste, bricks or rubble, furniture or white goods). Please do not attempt to move these. All fly-tipping should be reported via our reporting application. [For more information, please click on this link.](#)
- Please use extreme caution when litter picking beside a road, due to the risk of being struck by vehicles. Volunteers should only pick where there are wide verges or pavements, suitable for pedestrians, and should be carried out facing oncoming traffic. It is essential that volunteers are visible to road users, for that reason, hi-visibility waistcoats must be worn and litter picks should only take place in clear daylight.
- Try and avoid reaching into hedges as your face, eyes and skin could be scratched by thorns of branches. Also please be mindful of wildlife. In the spring time avoid disturbing animals and birds that may be nesting and in the summer time be wary of wasp and bee nests.
- Do not attempt to enter burns, rivers or any steep slopes, as there is a risk of slips, falls and injuries.
- When working close to ditches, avoid reaching into the ditch to remove litter, unless it can be safely reached with a litter picker.
- Do not attempt to climb into or remove items from waste/recycling bins. This includes large communal bins, and glass recycling bins. If there is an issue with bin contamination, please email [wasteservices@falkirk.gov.uk](mailto:wasteservices@falkirk.gov.uk)
- What to do if an accident occurs - Have contact details of the nearest hospital and walk-in centre. If possible carry a small first aid kit and cleansing gel or hand wipes.

We are working closely with our litter clean-up partners Keep Scotland Beautiful. For further information and guidance, please visit [www.keeptoscotlandbeautiful.org/community-and-place/clean-up-scotland/](http://www.keeptoscotlandbeautiful.org/community-and-place/clean-up-scotland/)

### **Collection and Disposal of Litter**

**Black and clear bags** - groups will be provided with black bags for general waste, and clear bags for recyclable cans and plastics. All bags must not be overfilled, and should be a manageable weight for our collection crews.

**Private land** - Falkirk Council will only uplift litter which is collected from council owned public land. If you collect litter from private land, it is the landowner's responsibility to dispose of the waste. We advise groups not to pick litter from private land without the landowner's permission. Additionally, if you are unsure what land is public or private, we will provide groups with a map to assist.

Under the Code of Practice on Litter and Refuse (COPLAR). All duty bodies have a responsibility to maintain their land (for example; local authorities, educational institutions, Network Rail and Scottish Canals). If you plan to carry out a litter pick on their land, please contact the organisation directly, as they will be responsible for disposing any litter collected.



**Public Liability Insurance**

Waste Services will cover groups with public liability insurance, however, our risk assessment control measure guidance must be completed and signed, before being covered.

**Return your equipment**

1. Once you are finished with your equipment, please return this to the dark grey returns container at our depot on the agreed return date and time. (If you cannot return the items on the date and time given, please contact [wasteservices@falkirk.gov.uk](mailto:wasteservices@falkirk.gov.uk) in advance).
2. Once returned, we will cleanse the equipment and make sure everything is there. If there are any issues with the equipment (e.g. missing items), we will be in touch.

If you require any further information or guidance, please do not hesitate to contact us at [wasteservices@falkirk.gov.uk](mailto:wasteservices@falkirk.gov.uk)

Thank you for your efforts and support in keeping Falkirk litter free.

**Take Pride in Falkirk**

**Falkirk Council**