



# Community Beach Litter Pick Toolkit



**FIFE COAST &  
COUNTRYSIDE TRUST**



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## INTRODUCTION

Fife has some of the most beautiful beaches in Scotland and we welcome your support to keep them free from litter. Every year 78 million pounds is spent cleaning up litter in Scotland, from our beaches, roadside, streets and countryside. Litter that could and should be disposed of responsibly by the public that use our landscapes.

Fife Coast & Countryside Trust recognises there are a number of community groups, schools and businesses who take pride in their communities and want to carry out Beach Cleans and other Litter Pick Events benefiting their local communities, parks and beaches many of which the Trust manage.

To support these groups FCCT have 'Litter Pick Packs' available to loan or purchase.

Our 'Litter Pick Packs' have everything your group will need to hold a successful event, with the Trust arranging for the disposal of all the resulting bags of litter. All packs will contain:

- Litter Grabbers
- Gloves
- Refuse Bags
- First Aid Kit
- Broken Glass Kit
- General Risk Assessment
- Safety Brief

Our 'Litter Pick Packs' have a starting cost of £400.00 for our smallest pack of ten litterpickers. Please do get in touch with one of our team to learn more.

FCCT welcome and support groups undertaking fundraising events on our behalf as part of their organised Litter Picking or Beach Clean event but the loan service we offer is completely free of charge. If you would like to organise a Beach Clean in your area then please complete our 'Community Litter Pick Form' available on our website.

This toolkit provides information on the process for the use of these litter pick packs.

# WHAT WE CAN PROVIDE

## LITTER PICK PACKS (LPP's)

- Requests for LLP's can be made at any time of year, but will be subject to availability.
- Number of LLP's available per event depends on the current demand.
- LPP's are made available for loan in packs containing 5, 10, 15 & 20 litter grabbers.
- All packs need to be booked in advance, 14 days' notice is required.
- Packs can be delivered on a pre-arranged date by our Litter Team or collected from one of the Trusts working bases.
- All LPP's contain Litter Grabbers, Bags, Gloves, First Aid Kit, Mandatory Safety Brief, Broken Glass Kit and a General Risk Assessment.

**PLEASE NOTE:** The LPP's, and more especially the litter grabbers, are designed for general litter collection only and should not be used for any other purpose.

## DISPOSAL OF RESULTING WASTE

- FCCT aim to pick up resulting waste on the same day as the litter pick, however, at certain times of year this may take up to 2 working days.
- FCCT encourage groups to use the different types of bags provided so that waste can be sorted into general waste, or green waste, to reduce the amount of waste going into the general waste stream.
- Where resources allow, FCCT will support larger clean up events but it is important that early contact is made to discuss any special arrangements required. This could include advice, guidance and support for wider clearance activity, e.g. vegetation clearance and/or to discuss appropriate methods of disposal of large quantities of waste.

## LITTER PICK PROCESS

Complete Community Litter Pick Form and return to Fife Coast and Countryside Trust.

It helps the Trust to keep a record of:

- Who has the packs and where they are being used.
- What additional equipment (if any) is required.
- A note of where bags of litter will be collected from.
- Confirmation of acceptance of our disclaimer.

**PLEASE NOTE:** This form must be completed or we will not be able to release the LPP's.

## THE LITTER PICK EVENT

FCCT take the safety of all groups seriously and would encourage you to follow our 'Stay Safe' advice:

- Follow our 'Safety Briefing' guidelines, enclosed at the end of this toolkit and also available on our website.
- Once you have carried out your event, tie landfill bags at the top and place bags together in a location where they will not obstruct pedestrians or vehicles.
- Confirm the collection with the FCCT Litter Team with the exact location and quantity of bags.
- Confirm with the FCCT Litter Team any additional objects that will not go into a bag such as tyres, signs etc.

## RETURNING THE LITTER PICKER PACKS (LPP's)

- Identify any broken or missing equipment and report to a member of the FCCT team.
- Where a member of FCCT is present LPP's can be collected immediately after the event.

# WHAT WE NEED FROM YOU

## YOUR COMMITMENT:

- To carry out a risk assessment prior to starting your litter pick. We have provided an example template at the end of the toolkit and are also available on the FCCT website, or you may wish to use your own risk assessment form.
- To not overfill the bags so that it may be lifted safely by your volunteers and our operatives.
- Consider separating the recyclable waste at source if possible, e.g. metal, plastics and glass (FCCT can provide guidance and equipment).
- To only use the bags that we supply. If alternative bags are used, such as builders bags, we may not be able to collect the rubbish as quickly as we would like. We may need to make several trips to collect the rubbish with suitable vehicles, for example with lifting devices.
- To provide an accurate count of the number of bags filled, and a specific location point, ideally with clear vehicular access. These details can be called in to your designated contact number which will either be 07944247126 (Central Fife FCCT Litter Maintenance Team), or 07539949958 (North East Fife FCCT Litter Maintenance Team) following the litter pick event. Alternatively, this can be done verbally if you are present when the waste is collected.
- To return the LPP's to the FCCT Litter Team after the Beach Clean/Litter Pick has been carried out. Every year we have to replace packs that have been loaned out and not returned. Failing to return them may prevent another event from taking place by other community groups.

## KEEPING SAFE DURING THE EVENT:

Community litter picks are carried out entirely at the participant's own risk, however, Fife Coast and Countryside Trust wish to mitigate that risk so far as reasonably possible. To reduce the risks, you are required to:

- Complete a risk assessment.
- Carry out the mandatory safety briefing to all participants at the start of the event, to explain the risks to participants in the litter pick and how they can reduce those risks.
- Wear appropriate clothing and footwear for the terrain in which your group are working.
- Wear gloves at all times.
- Use the litter grabbers to pick up items of litter.
- Do not use litter grabbers for any other purpose other than litter picking.
- Do not pick up syringes. If abandoned needles or syringes are found on public land they should be left where they are and reported to the FCCT Litter Maintenance Team.
- Do not pick up broken glass with your hands. Use a shovel and dispose of in the appropriate bin (FCCT provide a broken glass kit).
- Only carry out litter picks in safe locations e.g. not adjacent to busy roads.

# INSURANCE FOR LITTER PICKING

Whether or not your group should take out public liability insurance is a decision for your group to make.

FCCT's advice is that community groups involved in litter picking should consider the need to organise cover for their liability both to the public and to volunteers. Unfortunately we cannot insure litter pick events unless we have directly organised and have staff in attendance.

It's worth checking whether another group can take your volunteer action under their arm alternatively if you are forming a group to conduct a single litter pick, cover could be organised for a single event. In some circumstances to organise an annual policy to cover as many events as your group runs in a policy period may be more cost effective.

If your group has insurance to cover other activities you must inform your insurer about your new activity to ensure you have discharged your obligation of disclosure under your insurance policy.

## NO INSURANCE?

If your group does not have insurance, make sure that all members of the group and any volunteers are made aware of this. If they are concerned, they should not get involved in the activity.

Please note:- Fife Coast and Countryside Trust accepts no liability whatsoever for any loss or damage to property or injury to persons arising from activities carried out by person or group of persons engaged in community/environmental activities and that whether or not these activities are part of a national campaign or otherwise.

## Community Litter Pick Form

Community Council / Community Group Name: .....

Contact Name: .....

Telephone Number: ..... Email Address: .....

Location of Litter Pick: .....

Date of Litter Pick: ..... Number of Attendees: .....

Litter Collection Point: ..... Date for Collection: .....

Number of Litter Grabbers Required: .....

At Fife Coast & Countryside Trust we wish to try and recycle, if possible, collected waste at source. If your group wish to do this, we can provide dedicated equipment for the recycling of the following products:

- Plastics
- Tin / Aluminium Cans /Metal
- Glass Bottles or Jars (not broken)

Do you wish to be provided with equipment to collect these products? YES / NO

I/We hereby sign this disclaimer confirming that I/we understand and accept that by volunteering to participate in a litter pick event I/we do so entirely at my/our own risk.

I am/we are not working for, or on behalf of Fife Coast and Countryside Trust, and accept that FCCT will not be held responsible for any loss, damage or inconvenience caused including the actions and omissions of volunteers, or by the equipment loaned, or by the guidance contained in this document.

I/We confirm that I/we are volunteering to carry out the litter pick. In addition, I/we agree that all loaned equipment must be returned to Fife Coast and Countryside Trust.

Full Name: ..... Signature: .....

Date: .....

Full Name: ..... Signature: .....

Date: .....

Please return the completed form to [ask.us@fifecountryside.co.uk](mailto:ask.us@fifecountryside.co.uk) alternatively, post to: Volunteer Co-ordinator, Fife Coast and Countryside Trust, The Harbourmaster's House, Hot Pot Wynd, Dysart, KY1 2TQ.

*Please note we require at least 14 working days' notice for the event.*

# Community Litter Pick Safety Briefing

*Follow these 16 golden rules for a safe and successful litter pick*

The Community Litter Pick Safety briefing has an essential role to play in ensuring the health and safety for your Community Volunteers and the following safety briefing must be delivered to the group prior to the event taking part and any groups / individuals once the event has started.

- All children under the age of 16 (and vulnerable adults) must be accompanied by a responsible adult and a copy of the safety briefing is available.
- A risk assessment has been undertaken by the volunteer beach clean organiser before the beach clean.
- Only carry out litter picks in safe locations eg. not adjacent to busy roads.
- Protective gloves provided must be worn at all times during the beach clean by volunteers.
- Use litter pickers to pick up litter.
- Do not pick up broken glass with your hands, use FCCT Broken Glass Kit.
- A first-aid kit is available at a designated location (let the group know the location).
- In case of an emergency, the organiser will carry a mobile phone or know where a land line is in close proximity in case of emergency.
- Suitable clothing for the weather conditions of the day must be worn by all volunteers.
- Syringe and Sharps should not be touched and reported to the organiser, who in turn will report the location to the FCCT Litter Maintenance Team.
- Tides – all beach cleaners should follow along and above the high-tide line (10 metres).
- Volunteers should avoid slippery rocks, cliffs and extremely muddy areas wherever possible.
- Do not collect any animal faeces or dead animals. Alert FCCT staff, or the organiser, to these.
- Do not tamper or interact with the local flora and fauna.
- Volunteers should not try to lift or move heavy objects without assistance and assessing the risk.
- Do not touch any unusual or potentially hazardous items that cannot be easily identified. These will need to be removed by the relevant council or maritime agency.

[fifecoastandcountryside.co.uk](http://fifecoastandcountryside.co.uk)

Tel. 01592 656080

Email. [ask.us@fifecountryside.co.uk](mailto:ask.us@fifecountryside.co.uk)



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PLEASE NOTE THESE RISK ASSESSMENT ARE TEMPLATES AND SHOULD BE WRITTEN AND ADAPTED SPECIFICALLY FOR YOUR EVENT



## RISK ASSESSMENT

REF.  
No.

Operational Unit:

Process/Activity:  
Community Voluntary Beach Litter Pick

Completed by: Robbie Blyth	Approved by		Issue Number : 1			Issue Date: 06/04/2019	Review Date: 06/04/2019	Operational Procedures Ref. No. (s):			
Hazard	Those at Risk	Risk	E.R.	P.R.	R.R.	CONTROL MEASURES			E.R.	P.R.	R.R.
Drowning	All involved	<p>Caught by incoming tide</p> <p>Caught by waves</p> <p>Falling into deep water</p>	5	2	10	<p>A verbal safety briefing should be conducted prior to Beach Clean starting.</p> <p>Emergency services contact details held with event organiser to ensure there is a rapid response to any missing persons reported.</p> <p>Review in case of particularly high seas, or unusually high tides.</p> <p>Advise zero interaction with water and the beach clean should be conducted at least 10 metres from the incoming high tide line.</p>			5	1	5

PLEASE NOTE THESE RISK ASSESSMENT ARE TEMPLATES AND SHOULD BE WRITTEN AND ADAPTED SPECIFICALLY FOR YOUR EVENT

HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Hypothermia	All involved	Inclement cold weather  Exposed to cold water	4	2	8	<p>Verbal safety briefing in relation to real time weather conditions conducted prior to Beach Clean. Taking weather conditions into account and advising on preventative measures to avoid hypothermia.</p> <p>In event of unseasonably cold conditions, the beach clean organisers will advise on dress code and time spent on beach.</p> <p>The event will be shortened, or cancelled where necessary.</p> <p>A first aid kit should be held on site – space blankets available for immediate triage of hypothermia.</p>	4	1	4

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HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Heatstroke, sunstroke and sunburn	All involved	Inclement hot weather	4	2	8	<p>Verbal safety briefing should be conducted prior to Beach Clean starting to make volunteers aware of the dangers of prolonged exposure to the sun and advice on preventative measures to avoid exposure related illness.</p> <p>All volunteers will be advised to wear sun screen and the correct protective clothing (including a sun hat) for the weather conditions in order to prevent the risk of sun exposure related illness.</p> <p>Volunteers will also be advised on the need to remain correctly hydrated throughout the beach clean.</p> <p>Beach cleans will be shortened or cancelled where necessary</p> <p>First aid kit should be held on site.</p>	4	1	4

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HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Slips, trips and falls	All involved	Broken bones  Unconscious	3	2	8	<p>Verbal safety briefing should be conducted prior to Beach Clean starting. This brief will advise participants not to climb or walk across surfaces that could be slippery.</p> <p>Beach cleans will only take place at beach or fore dune level. Safety brief will highlight parameters and advise on suitable footwear.</p> <p>Volunteer beach clean organisers on the ground to determine risk at their site advising on which areas should be avoided pertaining to local weather conditions and terrain.</p> <p>First aid kit should be held on site.</p>	3	1	3
HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	E.R.	P.R.	R.R.
Manual Handling	All involved	Musculoskeletal Injuries	3	4	12	<p>Do not lift heavy loads.</p> <p>Reduce load size by splitting into smaller, lighter loads.</p>	3	1	3

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HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Water Borne Diseases	All involved  (High risk groups children and infirm)	Vomiting upset stomach  Weil's disease	3	2	6	<p>All volunteers under 16 must be accompanied by a responsible adult at all times.</p> <p>All volunteers <b>MUST</b> use gloves, cover broken skin, follow personal hygiene guidelines and wash hands thoroughly post clean, or use hand sanitizer.</p> <p>All volunteers will be advised to seek medical assistance if they become ill in the weeks following the river clean. Ensure they inform medical staff they have recently taken part in a river clean.</p> <p>Review in case of particularly high levels of sewage related debris, or recent heavy local combine sewage overflow discharges.</p> <p>Advise zero interaction with any potential contaminated water.</p>	3	1	3

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HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Getting stuck in tidal mudflats	All involved	Drowning	5	2	10	<p>Safety brief covers warnings of mud. Children to be supervised within small groups and not to go off on their own. Beach cleans not to be organised on outgoing tide at high risk beaches.</p> <p>Emergency services contact details held with event organiser to ensure there is a rapid response to any missing persons reported.</p> <p>Volunteer beach clean organisers on the ground to determine risk at their site advising on which areas should be avoided.</p>	5	1	5

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HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Volunteers coming into contact with hazardous materials	All involved	Needle stick injuries  Poisoned	4	2	8	<p>All volunteers instructed to wear gloves provided at all times. Volunteers instructed not to pick up any hazardous materials (including animal waste and needles) under any circumstances. Instead, they must notify FCCT staff.</p> <p>Sharps bins are available for trained FCCT staff to use only.</p> <p>Organisers are advised not to handle hazardous materials and to contact the FCCT litter maintenance team.</p>	4	1	4

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HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Wildlife	All involved  (High risk group children)	Bites  Stings	2	3	6	<p>Organiser briefing to advise volunteers not to disturb wildlife. Participants actively discouraged from interacting with indigenous wildlife.</p> <p>In the case of excessive fauna on the beach such as a swarm of jellyfish, organisers are advised to conduct a dynamic risk assessment and either reduce the area of the search, change the location, or explain the risk to participants.</p> <p>First aid kit held on site.</p>	2	2	4

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HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Injury from unexploded ordinance	All involved	Burns Permanent disfigurement Death	5	2	5	<p>Safety brief covers the actions on the discovery of unexploded ordinance during the beach clean.</p> <p>Emergency services to be called immediately on the discovery of any suspicious munitions found.</p> <p>Under no circumstance is any form of explosive or munitions to be handled by any individual.</p>	5	1	5

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HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Injury from movement of resting boats	All involved  (High risk group children)	Crush injuries  Death	5	2	10	Safety briefing covers instruction not to go near any big resting boat and within 3 metres of any small resting boat. Children to be supervised within small groups.  Beach clean organisers on the ground to determine risk at their site, advising on which areas should be avoided.  Emergency services contact details held with event organiser to ensure there is a rapid response to any incident.  First aid kit will be held on site.	5	1	5
HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Road Traffic Incident	All involved  (High risk group children)	Broken bones / serious injury / death	5	2	10	Ensure all briefings and activities are conducted away from all traffic within the immediate vicinity of the beach clean.  Adult supervision encouraged for all juveniles (under 16s) attending the event.  Event to be moved to a different area of the beach if excessive road traffic is present at event site.	5	1	5

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HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Lost child / Vulnerable Adult	Children and vulnerable Adults	Trauma  Death	5	2	10	<p>All participants under 16 and vulnerable adults must be accompanied by an appropriate adult</p> <p>Beach clean organiser will supervise all members of the beach clean. Volunteer organisers will declare to FCCT that there are no legal reasons that restrict them from working with volunteers (particularly young/vulnerable people).</p> <p>Emergency services contact details held with event organiser to ensure there is a rapid response to any missing persons reported.</p>	5	1	5

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HAZARD	THOSE AT RISK	RISK	E.R.	P.R.	R.R.	CONTROL MEASURES	Residual Risk		
							E.R.	P.R.	R.R.
Risks specific to your area									