

LITTER PICKING GUIDE



Helping Hand
Environmental

HH a division of The Helping Hand Company



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What is a litter picking guide?

This guide will hopefully provide you with a wide variety of hints and tips of how to get involved with litter picking in your neighbourhood and maybe even set up your own local group of **#LitterHeroes**. You shouldn't feel any pressure to start your own group if you are happy being a **#SoloPicker**, but some of these tips might be useful nevertheless.

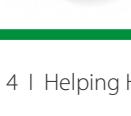
#DoitforSalford



"Litter picking isn't just litter picking, it's building a sense of community and having a positive impact on the communities where you live".

Danielle Wright - Salford Litter Heroes

Social Media & Online Applications



- ♻ If social media isn't your strongest skill, search for IT and social media workshops nearby, or ask people you know may be able to teach you the ropes - i.e friends/family/work colleagues
- ♻ Utilise free online resources such as Canva to create materials to share on social media as these provide easily editable templates
- ♻ Hootsuite can be used for free to post on more than one account at once and to schedule posts. For example, you can post the same information on three social media accounts (e.g. Instagram, Facebook, and Twitter) at the same time. You can also schedule posts for in the future e.g. schedule a post for every day that week, meaning you don't have to continually be online and updating your pages
- ♻ Gain **FREE** marketing resources by registering with **KEY** environmental charities
- ♻ Ensure replicability across all media pages to make them as professional as possible
- ♻ Be objective in posts and try to avoid being biased or linking to political beliefs
- ♻ Use **#LitterHeroes** to find like-minded people and be easily found on social media
- ♻ For a cost you can use Adobe Spark to create social media graphics and visual stories:
adobe.com/uk/creativecloud/social-media
- ♻ Contact local newspapers and media university students as they may wish to publish a story, complete an interview or help with videos which will spread awareness of the group
- ♻ Become a member of local area pages and share your group or solo picks e.g. your local districts and community pages
- ♻ Create an account on the **Litter Action** website which is a database of all litter picking groups to help promote your group and find nearby groups

♻ Join Facebook groups e.g. **Salford Litter Heroes, UK Litterpicking Groups & Helping Hand Litterpickers**.

♻ P.S. if you are adding other members of your group as admins to your social media or online applications, it is useful to have a social media rules letter and/or **photo consent forms** to support social media activity. See some examples below.

Photograph Consent Form 
Adult

Name: _____

Council or Group: _____

Contact Email: _____

Contact Tel: _____

The Helping Hand Company are sending you this consent form to request permission for yourself to be featured as video/photo/image to be published on Helping Hand Environmental newsletter, case study (if required), Facebook page, Twitter, Instagram, websites, or other social media outlets and publications in support of our products/services.

Please **CIRCLE** one of the following choices:

I GRANT permission for a video/photo/image that includes me without any other personal identifiers to be published

I GRANT permission for video/photo/image and my name to be published in all publications listed

I DO NOT GRANT permission for video/photos/images that include me to be published in any publications with Helping Hand

Date: _____

Thank you for taking the time to complete this form. Please email your completed form to sales@helpinghand.co.uk

Photograph Consent Form 
Parent/Guardian

Name of Child: _____
School or Group: _____
Contact Email: _____
Contact Tel: _____

Parental/Guardian Consent Form: _____

The Helping Hand Company are sending you this parental consent form to request permission for your child's video/photo/image to be published on Helping Hand Environmental newsletter, case study (if required), Facebook page, Twitter, Instagram, websites, or other social media outlets and publications.

Please **CIRCLE** one of the following choices:

I We GRANT permission for a video/photo/image that includes this child without any other personal identifiers to be published

I We GRANT permission for this child's video/photo/image and name to be published with Helping Hand

I We DO NOT GRANT permission for video/photos/images that include this student/child to be published in any publications

Print name of Youth/Child: _____
Print name of Parent/Guardian: _____
Signature of Parent/Guardian: _____
Relationship to Youth/Child: _____

Date: _____

Thank you for taking the time to complete this form. Please email your completed form to sales@helpinghand.co.uk

Sent by **The Helping Hand Company**, Bromyard Road, Ledbury, HR8 1NS
Should you need any assistance speak to **HH Environmental** on 01531 635678

Helping Hand
Environmental

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Top tip...

Take
advantage of
social media
to spread the
word

Marketing & Collaboration Approaches

- ♻️ Create posters and flyers to distribute, but be careful of where you place these to ensure they do not become litter. It is useful to contact local media and graphics students as they may wish to complete these for free as part of their studies.
- ♻️ Place posters/flyers in permitted places such as on notice boards in local parks, shopping centers, shops, community hubs, pubs, libraries, pubs etc - always liaise with the landowner(s).
- ♻️ Always ask for permission to place marketing material anywhere which isn't your property
- ♻️ Approach and upload your group onto local university volunteering platforms. These are online platforms where university students can search and sign up for volunteering opportunities.
- ♻️ Join local and national litter picking groups for advice and sharing of information. Other local groups can also share your group page and there might be a local group for fellow litter pickers - **Neighbourly** and **Project Dirt** are a good platform for volunteering.
- ♻️ There is a selection of people who could assist your group: your local authority, MP's and local clrrs, canal & rivers trust, wildlife trust, local parks and friends groups, local mental and physical health organisations, local environmental organisations that encourage volunteering and environmental charities.
- ♻️ Link with nearby schools, they may wish to become an **#EcoSchool** through **Eco-Schools International** to educate the pupils and schools on how to organise litter picks and achieve awards.



Below you will see a list of all **#HHEnvironmental** recommended partners to get in touch with to help on your litter picking journey:

- ♻️ Big Blue Ocean Cleanup - bigblueoceancleanup.org
- ♻️ Campaign To Protect Rural England - cpre.org.uk
- ♻️ Clean Up Britain - cleanupbritain.org
- ♻️ Clean Up UK - cleanupuk.org.uk
- ♻️ Greenpeace - greenpeace.org.uk
- ♻️ Groundwork - groundwork.org.uk
- ♻️ Hubbub - hubhub.org.uk
- ♻️ Keep Britain Tidy - keepbritaintidy.org
- ♻️ Keep Scotland Beautiful - keepscotlandbeautiful.org
- ♻️ Keep Wales Tidy - keepwalestidy.cymru
- ♻️ Keep Northern Ireland Beautiful - keepnorthernirelandbeautiful.org
- ♻️ Litter Action - litteraction.org.uk
- ♻️ Marine Conservation Society - mcsuk.org
- ♻️ Neighbourly - neighbourly.com
- ♻️ Plastic Patrol - plasticpatrol.co.uk
- ♻️ Plogolution - plogolution.com
- ♻️ Sea Changers - sea-changers.org.uk
- ♻️ Surfers Against Sewage - sas.org.uk
- ♻️ The 2 Minute Foundation - beachclean.net
- ♻️ The Woodland Trust - woodlandtrust.org.uk
- ♻️ UK Litterpicking Groups - facebook.com/groups/2119434211659926

Top tip...
Network,
network... then
network some
more!



Funding & Grants

- ❖ Apply for your local councils funding bid team for community improvement. You can claim up to £500 without being constituted. Contacting your neighbourhood, street, community or waste team(s).
- ❖ By becoming constituted though you will be able to access more funding. Your local **CVS - Community Volunteering Service** can assist you in becoming constituted.
- ❖ Apply for funding through several supermarket's green tokens' at your local store. Customers will vote for which community project they want to fund using the tokens as they exit the store.
- ❖ Apply to become a **Keep Britain Tidy Litter Hero ambassador** to access resources and attend an annual litter hero network event. There are similar schemes in Wales, Scotland & Northern Ireland.
- ❖ Your local council might be able to support and supply most of the litter picking equipment you'll need for free as a litter picking loan kit. You should be able to find out if your council has volunteer litter picking equipment/schemes available on their Street Cleansing pages.
- ❖ Please check if your council uses specific bin/cleansing bags, as they may not collect other types of bags when you undertake your litter pick - therefore request them with your loan kit/equipment
- ❖ Ask for advice on litter picking groups and forums e.g. **UK litter picking groups** on Facebook - facebook.com/groups/2119434211659926/
- ❖ Open a community bank account but will need a constitution - The Cooperative Group, Lloyds and Santander all have community schemes
- ❖ **Aviva Insurance Group** also have community grants
- ❖ Apply for **The Big Lottery** funding



❖ Ask high street brands to support and get involved. Most companies have corporate social responsibility policies and will want to take part in community initiatives at some level: **Asda, Greggs, Coop, Costa, Lidl, McDonald's, John Lewis & Whitbread**

❖ Contact local estate agents and explain you will publicise them if they will help support you as are you are keeping the streets near their houses clean and adding to the property values

❖ Some UK locations offer the **Active Citizens Fund**. This is funding which is seized from criminals and used to support communities, so you can bid for funding. For example - westmidlands-pcc.gov.uk/active-citizens-fund

❖ Always read the terms and conditions if you receive funding off any organisation(s) to ensure it is achievable. For example, some may require you carry out events in certain locations. Decline any funding if they do not match your aims.

❖ If you do sign up to be part of certain environmental charity groups - you might be able can take advantage of being covered by their public liability insurance. *However, you do need to follow their process* to be covered e.g. send a risk assessment at least ten days before. Otherwise, you will need to gain your own insurance - see page 13.

❖ It is very important to monitor your spending, to know what equipment you already have and what equipment you need. For example, Microsoft Excel is ideal, where you can list the items you need, the cost, quantities and where you would source them from.



Top tip...
You can never have too much funding!

What is a Constitution?

A constitution is simply the aims and rules that your group will use. It's a statement of what your group is going to do and how it is going to do it. Advantages of a constitution are:

- ❖ Without this written understanding people can easily find themselves at cross purposes and the jobs won't get done
- ❖ It will serve as a reference, and help to resolve problems in times of controversy.
- ❖ Outsiders, especially potential funders, will want to see that your group is democratic and accountable. This involves having a clear procedure by which decisions are made. Therefore, you can apply for bigger grants (e.g. The Pitch), although, usually a community bank account is required for this.

Writing a constitution* can be easy if you follow templates online and ask for assistance from networks e.g. my local Community Volunteering Service helped me write mine. You will need a minimum of three members for the group to act as Chair, Secretary and Treasurer.

Please note: It is not essential to have a constitution and you can be a volunteer group without one. More information about constitutions can be found at - resourcecentre.org.uk/information/constitutions/



Rather than start a new group, consider re-vitalising the litter picking section of an existing group. There are lots of 'Friends of' groups, neighbourhood groups, Scout groups, canal societies, etc. which often have keen volunteers but need a bit of organisation to get the litter picking going well.

Litter Picking Top Tips

- ❖ **Take advantage of social media** to spread the word
 - make sure you share your pics.
- ❖ **Seek advice** and skills from every avenue and every individual possible
- ❖ **You can never have too much funding!** Reach out for funding off anyone and everyone as much as possible. Be wise in what you spend it on, making sure it will have long term benefit to you and your local environment.
- ❖ **Get creative**, the more innovative and 'out of the box' thinking, people will take notice!
- ❖ **Have clear set goals** on what you want to achieve. Think short, middle and long-term to avoid being overwhelmed. This will help you maximize your impact and prevent 'burn out'.
- ❖ **Take care of yourself.** Remember this is all voluntary and you are making a difference. So don't be afraid to take time out if you need to.
- ❖ **Join pre-existing groups** and join forces with whoever you can if you prefer to take part rather than lead and organise.



Public Liability Insurance

If you do not have public liability insurance, but wish to carry out an informal litter picking event, you can create a risk assessment which each volunteer signs, and you keep a copy to ensure they understand that taking part is at their own risk. An example from **The Helping Hand Company** can be seen below and available to download from their website.

RISK ASSESSMENT FOR:		Helping Hand Environmental <small>A division of The Helping Hand Company</small>
Reviewed by:	Next review due:	
What are the hazards	Who might be harmed?	How they might be harmed?
• Broken glass, sharp/rusty edges	Team Members	• Cuts & infections
• Needles	Customers	• Pulled muscles & strains
• Heavy/awkward to handle rubbish	Contractors	• Potentially dangerous depending on condition
• Batteries, asbestos and miscellaneous chemicals	Visitors	• Sprains, muscle damage & broken bones.
• Ground conditions	Children	• Collision with moving traffic.
• Highways vehicles, bicycles, plant and machinery	Others	• Physical or verbal assault
• People, lone working	All of the above	<input checked="" type="checkbox"/>
Animals – Domestic, wild & farm		Lyme's Disease carried by animal ticks & bites / scratches from animals
Waterside diseases		Weil's disease from rat's urine
Dog faeces		Toxocara canis
Weather: e.g. Thunderstorms		Various health issues
		Falls leading to sprains, muscle damage & broken bones.
Electric fences		Electrocution
Water, marshes, bogs		Hypothermia, drowning.
Hedges, fences, walls, ditches		
Tools, equipment		
Trees, shrubs		Trips, cuts & eye pokes
Irritants, dangerous plants		Poisoning, skin irritations or allergic reactions



The Helping Hand Company Bromyard Road, Ledbury, HR8 1NS
Tel: 01531 635678 sales@helpinghand.co.uk
Fax: 01531 635670 www.HHEnvironmental.co.uk

Mandatory Risk Control Measures <small>The control measures listed below must be in place. Where any of these control measures are not in place at your site you must complete the Actions Required table below.</small>		
Place a tick beside each of the control measures that are currently in place: ✓		
Litterpickers and Handihoop Bag Openers to be used at all times		
Protective gloves must be worn during activity		
One high visibility jacket to be worn per person		
Clear refuse bags		
Actions Required <small>(continue overleaf if necessary)</small>		
	Signature	Date
Additional Site-Specific Control Measures <small>Depending on the individual circumstances at your site, you may have some additional control measures in place. These should be listed below.</small>		
The Organiser is responsible for ensuring that this risk assessment form is completed, that the stated control measures are in place and that any 'Actions Required' are undertaken.		
Name of person who completed this form (Please PRINT)		
	Signature	Date
This risk assessment should be reviewed following: <small>Any accident or incident, or if any changes are made to the working environment, working practices or the work equipment to be used.</small>		
Name of person who completed the review (Please PRINT)		
	Signature	Date



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♻ Voluntary groups have a duty of care towards their volunteers, just like an employer might towards their employees.

♻ Public liability insurance for voluntary groups will financially protect the group in the event a claim is brought against the group for damage or injury to a member of the public during a litter pick.

♻ This is entirely up to you and your group of course, but it is recommended that you take out public liability insurance for litter picking activities. The costs vary depending on your group numbers, ages and litter picking locations.

♻ We would recommend firstly you contact your local council to find out if your group would be covered under their public liability insurance.

♻ Other organisations who will offer this type of insurance (free for their members or at a small charge your group) include: Canal & River Trust, Keep Wales Tidy and Keep Britain Tidy.

♻ If you become a Litter Hero, you have access to public liability insurance from Keep Britain Tidy – you will receive details on how to get this if you are approved. Find more health & safety tips using the following link - keepbritaintidy.org/get-involved/volunteer/litter-heroes/clean-preparation-and-safety-advice

♻ We also recommend Aviva and Ladbrook if you wish to take out your own Public Liability Insurance cover.

Top tip...
Have clear set goals on what you want to achieve



Litter Picking Equipment

Volunteer or Community Group shopping list

- ♻️ Litter picking cart to collect, sort and segregate litter **#RecycleontheGo**
- ♻️ Litter pickers or grabbers – examples on opposite page
- ♻️ Gloves - heavy duty (reusable not single use disposal ones)
- ♻️ Hi-visibility vest
- ♻️ Litter Bag hoops - or bucket
- ♻️ Bin bags or your local authority cleansing bags
- ♻️ Needle box or sharps pouch (*do not manage needles unless you aware of the proper procedure of disposal and trained to do so. Report to the council otherwise.*)
- ♻️ First Aid Kit
- ♻️ Maps of routes (if required)
- ♻️ Hand sanitizers / antibacterial wipes



#reuse

Your local authority might be able to assist with loan equipment if you cannot afford to purchase your own, however having your own litter picking kit is very handy. **Helping Hand Environmental** manufacture 100% reusable litter picking equipment for all ages and terrains direct from their factories in Herefordshire, UK. Their sales team can help you choose the right tools for your group, or grant application process - and they have a range of discounted volunteer, group and school order forms available to help maximise your funding.

View the complete range at www.HHEnvironmental.co.uk

**This is only a short summary of the key equipment you may need, but there are lots of others types of equipment that may come in handy.*





Organising a Litter Collection

- ♻️ See if you have the ability/capacity to take your collected litter home and segregate your collected items into your general household waste bin and recycling bins or direct to your civic amenities site. If not, contact your local council for instructions of where to leave the full bags of litter. They may have specific rules about where to place them e.g. close to council litter bins for example.
- ♻️ Never carry out a litter pick on private land unless you have been given permission. If you are unsure if the land is private or public, contact your Neighborhood Manager from the council to find out.
- ♻️ If you find knives and needles you need to check with your local council and/or police to ask how to dispose of these. Councils usually advise that both items are reported to the council so trained professionals can dispose of them safely; not volunteers!
- ♻️ If you are unsure whether you should pick up anything during a litter pick, prioritise your own and your volunteer's safety by leaving it and reporting it to the council.
- ♻️ If you do find needles/syringes - please do not touch them, report them directly to the council or housing association. Try to take a photo to help the landowner find them when they visit the site in question.

♻️ How to handle/dispose of dead animals: contact your local council or ranger to ask how to dispose of them, or to report for the council to dispose of. Contact the local coastguard if it is a marine mammal. If you find an injured animal that is still alive, call your local council or the RSPCA for further advice.

♻️ Always carry out a **Risk Assessment** before any litter picking event, and always highlight and explain **Health & Safety** to all volunteers to ensure that everybody understands the possible risks involved. Check out all guidance notes and templates available to download from the website www.HHEnvironmental.co.uk/download/

♻️ It is optional, but you can use a clipboard to sign volunteers in and out of events to be aware of their presence and safety. You may even wish to require volunteers to note down an emergency contact number or email.



Safeguarding

- ♻️ There are lots of rules regarding how to protect you, your volunteers and the public. These may be covered in your constitution or your local CVS and majority of safeguarding resources can be found online.
- ♻️ It is imperative if you are creating a group that you consider a safeguarding policy
- ♻️ For example, you need to safeguard children e.g. you could specify that children should be accompanied by a responsible adult.
- ♻️ Find extra safeguarding resources online. A good example for various resources is from Clean Team Prestwich at www.cleanteamprestwich.org/useful-resources

Other Logistics

- ♻️ Consider your target audience. Who is already involved? Who do you want to get involved? A certain age group? This enables you to be more targeted with your marketing and the types of incentives you provide. For example, you may ask local residents what they want.
- ♻️ Depending on your local council you may wish to bag recyclables separate from general litter. Although some councils will refuse to recycle any collected litter due to the 'contamination' or reduction in 'quality'. Check the procedure with your local authority.
- ♻️ There are prizes and award locally, regionally and nationally for Litter Heroes. For example, The Great British Spring Clean has awards e.g. most creative social media, most bags collected, most litter picks organized etc.
- ♻️ Businesses that are a source of littering can be issued with a 'street litter control notice' by the local authority, making them responsible for litter in their area. In Salford we have successfully achieved this through contacting my local neighborhood manager and expressing our concerns.

♻️ Have a short briefing at the start of the session so people know what area they should prioritise. This also gives them a chance to ask questions.

♻️ It may be useful to provide a drinks break either in the middle or at the end of each litter pick session - these are popular as people can mix and talk for a bit.

♻️ It is really practical to have templates of everything to do with litter picking. This could include funding tracking, posters, health and safety forms etc.

Some examples are available on www.salfordlitterheroes.com that can easily be downloaded and used by anyone. Templates reduces the time taken to make things and on the workload.

♻️ Agree on what is to be done with large items like furniture and old fridges, etc. For example, I strictly do not manage any fly tipping myself, only litter. I report large items to the council who collect them.

♻️ Record how much litter you collect preferably on a spreadsheet. Monitoring also helps me assess progress which is sometimes a term and condition for receiving funding, and by weighing full bin bags with scales for extra outcome recording gives you quantifiable data on what you have achieved. You can record your data on apps like **Love Clean Streets**, **WasteHunters** and **JustBInIt** to link to national projects.

Example:

Date	Location (precise)	Route	Section (which part of route)	No. of bags	Event / No. of volunteers

Making People Care & Creative Ideas

- ❖ People that are passionate about litter will keep doing it regardless of freebies. However, to keep the momentum going on to encourage newcomers its best to provide refreshments at the end of litter picks. Perhaps ask local businesses or national stores to donate bottles or water or supply tea/coffee.
- ❖ Contact local organisations that may want to provide refreshments and sometimes even meals during events, especially if you are carrying out litter picks in close proximity to their premises.
- ❖ Incorporating a 'Litter Hero of the month', where you share a volunteer's work and maybe even offer a prize. For example, celebrate a dedicated volunteer by offering free entry to a leisure centre for a day. There is also lots of national charity and local authorities awards which celebrate Litter Heroes.
- ❖ Note down key environmental dates and organise events in line with these. For example, Great British Spring Clean, Earth day etc. These can be celebrated in line with your litter picking events.
- ❖ Test out and 'adopt a street' campaign if you have sufficient funding and support from the council. This is where locals 'adopt' their street and commit to cleaning it and receive free litter picking equipment. For example, Prestwich Clean Team: www.cleanteamprestwich.org/adopt-your-street.html
- ❖ Think at what scale are you going to set up your local group e.g. if it has a large surface area, is that unattainable without more man power? People are more likely to take part if it is localised and it encourages people to take ownership of their local areas. For example, dividing your local council area up into smaller groups so people could join smaller groups of where they live, as they are more likely want to take part in the area they directly live in, than travelling to neighbouring events.
- ❖ Share local waste and recycling information with your volunteers

- ❖ For anti-litter posters and artwork – writing good content or creating art with the litter you have collected to stand out and make it creative. For example, plastic bottle top Christmas tree, recycled crisp packet bags, litter art sculptures.
- ❖ Share your clean ups by making a profile on the Keep Britain Tidy, Litter Action and UK Litterpicking Groups page so people can see where/when events are happening nearby.
- ❖ Take before and after pictures to show the scale of the litter. Use 'Click to Clean' on Instagram – this is where you add a picture before you clean and then click to the next image which is clear, it will give you and viewers serious satisfaction.
- ❖ With photographic consent in place, team effort pictures, shows a sense of community and that you care about inclusivity e.g. multi-generational
- ❖ Innovative litter picks are also good fun! Have you heard of Plogging – running and picking litter, silent discos litter picks, superhero and zombie walks, where volunteers dress up, fundraising and sponsored litter picks, paddle boarding, canoeing or canal barge litter picks, and even get your dogs involved with Paws on Plastic campaign.
- ❖ A Litter bingo game card is also good fun - see example below

Drinks Can	Wet wipes	Sweet wrapper
A paper cup	Piece of clothing	Glass bottles
A straw	Fast food packaging	Beer can

- ❖ And why not give incentives for families with children – so they can apply for a green Blue Peter badge which gets children free access to over 200 UK attractions

WE'RE DOING IT FOR SALFORD!

#DoitforSalford #Litterheroes



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*This guide was produced
in partnership with
Helping Hand Environmental
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