



How To Organise A Litter Pick

(in 10 easy steps)

1. DECIDE WHO WILL RUN THE LITTER PICK

We suggest that one person takes responsibility for organising the litter pick. You may like to join forces with a local school or business.

2. PICK A DAY AND TIME

You will need to decide whether the weekend or a weekday would be best. 2 hours should be plenty of time for a litter pick.

3. DECIDE THE LOCATION

Decide where you would like to do your clean up. This could be anywhere from a local landmark to a well known 'grot spot'. If you are tidying up local authority land or private land, then secure permission from the landowner before your event.

4. REGISTER THE LITTER PICK

CPRE are always interested in hearing about litter picking events. Contact the CPRE Norfolk office (01603 761660 / info@cprenorfolk.org.uk) to give the date, time and location of your litter pick and your contact details. We would also like you to register your litter pick on the website www.litteraction.co.uk - you will need to Create A New Group and then add details of your event.

5. PUBLICISE THE EVENT LOCALLY

Contact friends and neighbours and sign them up! Contact the CPRE Norfolk office (01603 761660 / info@cprenorfolk.org.uk) for posters that you can use to advertise the event on a parish council noticeboard or in a village shop - the poster has a blank space to add the time, date and meeting point of the litter pick, and a contact number for enquiries. Advertise the litter pick in your parish newsletter or write a press release for the local radio or newspaper.

6. CONSIDER RISKS AND HAZARDS

It is preferable to conduct a full risk assessment of the area before the litter pick so that you are fully prepared for any eventuality. When assessing the area, look for the following hazards: unidentified cans or canisters, oil drums, insecticides, clinical waste, broken glass, condoms and syringes. Please also look out for deep or fast flowing water, steep, slippery or unstable banks, sharp rocks, mud holes, derelict buildings, busy roads, and electric fences.

We advise that all volunteers wear heavy duty protective gloves and keep cuts covered. The organiser should make sure that a first aid kit is available on the day. Specific health and safety advice for groups working with children is available from www.thebigtidyup.org

7. OBTAIN EQUIPMENT

Please ask everyone to bring strong gloves, bin bags, litter grabbers and luminous jackets if they have them. Tape and string to seal bags and containers to store sharp objects can also be useful. Maps of the area can be helpful to divide volunteers into groups. Equipment is also available from:

- a) Your local district council - ask for the Environmental Services department (limited supplies of grabbers, gloves and jackets are available for loan)
- b) CPRE Norfolk (01603 761660 / info@cprenorfolk.org.uk) - we have supplies of grabbers, jackets, gloves and bags from our offices in Norwich and a collection point in Holt.
- c) CPRE National Office - 020 7981 2800 - has free polythene bags and luminous jackets.
- d) ENCAMS - register with Keep Britain Tidy (www.thebigtidyup.org) and receive a free pack of polythene bags, luminous jackets and money-off vouchers for the purchase of other litter picking equipment from the Helping Hand Company (www.helpinghand.co.uk).

8. OBTAIN INSURANCE

Ask your parish council whether they have public liability insurance and if it covers litter picking (if it doesn't, arrange for a suitable extension). If you are unable to obtain public liability insurance for your event, contact the British Trust for Conservation Volunteers as they may be able to provide group insurance: 01302 572 244, www.btcv.org.uk.

9. DISPOSE OF LITTER AND WASTE SAFELY

Consider in advance how recyclable and non-recyclable materials could be separated during and after the pick (for example by using different coloured bags). After the event, use your household waste and recycling bins to dispose of bags where possible. For a larger litter pick you will need to pile the bags by a roadside and arrange collection with the Environmental Health Department of your local district council.

If very large or dangerous items such as unidentified drums, cans or canisters of chemicals, poisons or insecticides are found, contact the Environment Agency on 0800 807 060. If syringes are spotted at any stage during your tidy up, do not touch them and inform your local district council of their location. If you discover fly-tipping report it to your local district council for cleaning up. If you see someone fly-tipping or come across hazardous waste report it to the Environment Agency on their 24 hour hotline 0800 807 060 or alternatively contact the police.

10. CELEBRATE THE RESULTS

Keep a note of the number of bags of rubbish collected and update your entry on www.litteraction.co.uk. Record your progress by taking before, during and after photographs of your clean up. Please let the CPRE Norfolk office (01603 761660 / info@cprenorfolk.org.uk) know how many bags you collected and send photographs. If you have previously let the media know about your tidy up, then this is a great opportunity for a follow up story.

FURTHER INFORMATION:

There are lots more helpful hints and tips about organising a local litter pick at www.litteraction.co.uk and www.thebigtidyup.org. CPRE has also produced a litter campaign toolkit - they can be ordered from CPRE on 020 7981 2800. For more information on Bill Bryson's Stop The Drop campaign on litter and flytipping, visit www.cpre.org.uk/stop-the-drop.

DISCLAIMER

CPRE and CPRE Norfolk makes no representations or warranties about the accuracy, completeness, or suitability for any purpose of the information published in this guide. All liability of CPRE and CPRE Norfolk howsoever arising for any such inaccuracies or errors is expressly excluded to the fullest extent permitted by law. This is a comprehensive liability that applies to all damages of any kind. Any individual acting upon information contained in this guide does so entirely at their own risk.