



Policy Document

Litter Picking Policy

1. Introduction

1.1. This should be read in conjunction with the Witney Town Council Volunteer Policy.

1.2. The aim of the litter picking scheme is:

To improve and maintain the quality of Witney's environment and keep the town free of litter whilst complying with the relevant legislation and insurance requirements and ensuring the health and safety of litter picking volunteers.

1.3 The Town Council will maintain a record of Volunteers, equipment and safety instructions that have been provided and where and when they intend to litter pick. This will be reviewed on an annual basis when litter picking equipment is recalled for checking.

2. Health and Safety Measures for Volunteers

(Also see the Town Council Health and safety Policy) Appendix 2

2.1. Volunteers must be over 18 years of age. If parents or group leaders wish to litter pick with children, then it is at their own risk, and the children should be always supervised by an adult. Litter pickers will not be provided for those under the age of 18 years where the above is not applicable.

2.2. Volunteers will be provided with a safety instruction sheet and risk assessment and will be asked to sign to acknowledge that they have read and understood the information.

2.3 Volunteers will be provided with the appropriate equipment and instructions (where appropriate) for its use: Hi Viz jacket, Safety Gloves and a Litter Picker.

2.4. Equipment will be recalled annually for checking by the Town Office and any damaged/worn items replaced.

2.5. Volunteers should return any items that become damaged/worn to the Town Office as necessary and a replacement will be provided.

2.6. Volunteers must inform the Town Hall Office of the times and locations they will be undertaking litter picking. This can be done at the time of registering for regular litter picking, however the Office must be informed of any additional litter picking prior to it being undertaken. If the Town Office is not notified in advance of the litter picking

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activity and the times and locations approved, the volunteer will not be covered by Town Council Insurance.

3. Litter Picking Areas

3.1. Litter picking areas will be assessed regularly to ensure the safety of volunteers.

3.2. The Town Council will not endorse, support or insure litter picking activities taking place on roads of 40mph or above, or roads where there is no pavement or verge wide enough to provide a safe distance from traffic.

3.3. An annual audit will be conducted to produce/update a map of areas covered by the Volunteer Litter Pickers.

3.4. New volunteers may be requested to litter pick in any areas or at times not already covered by a volunteer(s).

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Volunteer Litter Picking Scheme - Safety Instructions for Volunteers

Before you begin/continue as a volunteer picker please make sure that you have read a copy of the risk assessment and that you have read and signed the safety instructions below.

You must inform the Town Office of the times and locations that you will be litter picking. This can be done at the time of registering for regular litter picking, however the Office must be informed of any additional litter picking prior to it being undertaken. If the Town Office is not notified in advance of the litter picking activity and has not approved the times and locations, you will not be covered by Town Council Insurance.

Protective Clothing and Equipment •

Wear suitable footwear and clothing for weather conditions. Footwear should not be open toed and should be suitable for uneven/unstable ground and to withstand standing on sharp items. Arms should be covered.

- Wear gloves and a reflective jacket/waistcoat – These will be provided by the Town Council.
- Use the litter pickers provided.

Dangerous Materials

Do not touch or move anything that may be dangerous including:

- Broken Glass or other sharp items.
- Drug Related Litter, syringes or needles.
- Unidentified substances, containers or liquids.
- Anything suspected to contain asbestos.
- Large, heavy items.
- Any other potentially hazardous items, including human waste, animal waste or blood. Suspected fly tipping. Please report any dangerous items or fly tipping to: West Oxfordshire District Council at the following link:
https://community.westoxon.gov.uk/s/flow/Web_Form_Fly_Tipping?flowArgument_s=%5B%7B%22label%22%3A%22vClientCode%22%2C%22dataType%22%3A%22String%22%2C%22value%22%3A%22WOD%22%7D%5D&flowTitle=Report%20a%20Fly-tip

Disposal of Waste

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Please dispose of waste in the local bins provided, with your weekly collection or in the Town Council waste bin by prior arrangement with the Town Council Office. Tel: 01993 704379.

Volunteers must read and adhere to the risk assessment and safety advice provided by the Town Council.

In the event of an Accident/Injury

Injuries sustained whilst litter picking on behalf of the Town Council should be reported to the **Town Council Office and recorded in the Accident Book.**

Disclaimer

Volunteers litter picking do so at their own risk. Witney Town Council will not be held responsible for any loss, damage or inconvenience caused because of the actions and omissions of volunteers or this guidance. Members of the public using their own equipment do so at their own risk and will not be covered by Town Council Insurance.

I confirm that I will always act responsibly and safely and observe the safety brief and risk assessment given by the Town Council Staff.

Full Name:

Signature:

Date:

Appendix 2

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Witney Town Council Health and Safety Policy Statement

It is the policy of Witney Town Council to comply with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and other supporting legislation concerning Health and Safety. At all times we endeavour to provide and maintain a healthy and safe working environment for our employees, and to protect the health and safety of all visitors; including contractors, temporary workers and members of the public, who might be affected by our operations.

The overall objective of our Health and Safety Policy and management system is to minimise the number of instances of occupational accidents and illnesses and ultimately to reduce them to zero. We endeavour to do all that is reasonably practicable to ensure the health and safety of our employees. However, health and safety at work is the responsibility of each and every individual associated with our business and all employees are required to be constantly vigilant and concerned for the welfare of themselves and others.

It is the duty of each employee to take reasonable care of his or her own safety and welfare and to report any situation, which may pose a threat to the wellbeing of themselves or any other person. Hazards in the workplace must be reported as a matter of routine and no member of staff will be penalised for complaining to management or a designated Safety Officer if hazards are not addressed in a timely manner. It is every workers' responsibility to report immediately any situation that could endanger the wellbeing of themselves or others and to ensure that the reporting of injuries sustained by a person at work, however small, never goes unrecorded. Accident records are crucial to the effective monitoring and revision of our policy and must therefore be accurate and detailed.

Witney Town Council believes that the success of our Health and Safety Policy can only be achieved through the cooperation of all personnel. Experienced employees must support and assist inexperienced and young employees by not allowing them to unknowingly put their health and safety at risk. An inexperienced, untrained or young worker must not attempt to do hazardous work if they do not feel competent or have not been trained for that work. If any inexperienced or untrained worker is in any doubt about his or her competence in carrying out a work activity, they must immediately stop doing the work and inform their supervisor or Safety Officer. Employees will be provided with the required equipment, information, training and supervision required to do their job in accordance with our Health and Safety Policy.

Witney Town Council Health and Safety Policy is regularly monitored and improvements to the Policy will be implemented as necessary. We invite all employees to put forward suggestions for improvements regarding the Health and Safety Policy either informally or in writing directly to the designated Safety Officer.

Name	Position	Signature	Date
Sharon Groth	Town Clerk/CEO		

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The person responsible for the overall Health and Safety Policy at Witney Town Council is:

Name	Position	Address for correspondence
Sharon Groth	Town Clerk	Town Hall, Market Square, Witney, Oxfordshire OX28 6AG

The Designated Health & Safety Coordinator is:

Name	Position	Address for correspondence
Mark Lewis	Head of Estates and Operations	Town Hall, Market Square, Witney, Oxfordshire OX28 6AG

The Appointed Health & Safety Competent Person is:

Name	Position	Address for correspondence
Matthew Probitts	H&S Advisor	Opus Safety Ltd. 1 st Floor, 2 Chamberlin Square, Birmingham B3 3AX

Adopted: xxxx Committee. Minute no:

Review Date: