

Litter pick checklist (for organisers)

Before the event:

- Decide meeting location and time
- Plan how to divide the group
- Decide session length and break times
- Check refreshments and toilet facilities
- Provide maps if useful
- Ensure first aid kit, hygiene supplies and PPE are available
- Consider whether a risk assessment is needed
- Plan documentation and photo permissions
- Remind volunteers not to touch litter with hands
- Plan safe bag placement that does not block pavements
- Check weather forecast; avoid extreme conditions

On the day:

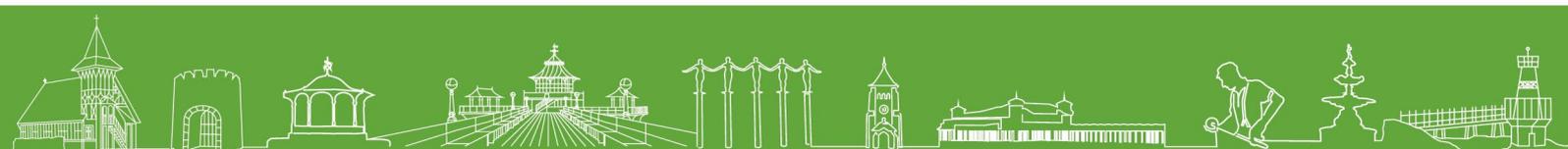
- Ask participants to sign in and read the risk assessment
- Welcome and thank attendees
- Explain meeting points, breaks and finish times
- Explain where filled bags should be placed
- Review health & safety and first aid arrangements
- Exchange mobile numbers
- Check clothing, footwear and issue hi viz
- Ensure supervision for young/vulnerable volunteers
- Advise on bag safety: do not overfill, lift carefully, keep away from body
- Warn about brambles, ticks, insects and visibility near traffic

Hazardous waste:

- Do not pick up needles, weapons or unknown items—report immediately
- Do not handle dead or live animals—report to council

Wildlife consideration:

- Do not disturb animals or damage plants
- Do not remove natural materials



- Do not attempt to free entangled animals

Useful contacts:

- Emergency services: 999 or 111
- Hazardous waste: 01934 888 888
- RSPCA: 0300 123 4999
- NSC Streets & Open Spaces: 01934 888 802
- NSC Events Team: 01934 427 274