



# Organise a litter pick and you could win £200

Organise a litter pick with your community group, charity or school and you will automatically be placed in to a prize draw with a chance to **WIN £200\***. Each group taking part will also receive a £20 voucher\* to spend in their community.

\*Terms and Conditions apply, see website for details.

To get organised



or call 0808 168 2000

 BroadlandDistrictCouncil

 Broadlanddc

 **Broadland**  
District Council  
*Community at heart*

**Litter Pick Completion Confirmation Form**  
**Big Broadland Litter Pick 2024**

Name of group:

Date of litter pick:

Number of participants:

Number of sacks of general waste collected:

Number of sacks of recyclable litter collected:

Approximate time spent litter picking:

**Bank details for prize payments:**

Name and Address of organisation:

Bank Account Name (not bank or branch name):

Sort Code:

Account Number:

The winners of the prize draw will be announced shortly after the scheme has ended. Payments will be made thereafter.

Don't forget to share your litter picking success on social media. Please tag us @BroadlandDC or use the hashtag

#biglitterpick2024 and we will share your post on the Council social media pages.

## Broadland Volunteer Litter Picking Guidance

The following document contains guidance on health and safety when litter picking, where to litter pick, what to do with larger items you encounter (fly tips) and what to do with the waste you collect after your litter pick.

Please note the litter pick sticks and high visibility tabards remain the property of Broadland District Council. They should be returned in the same good condition as when loaned to you. *When you have finished with the sticks please ensure they are cleaned and wash and dry any tabards that require laundering.*

### Health and Safety Disclaimer

Volunteers should not participate in litter picks unless they understand and accept that participation is entirely at their own risk. Volunteers are not working for or on behalf of the Council, therefore the Council will not be held responsible for any loss, damage or inconvenience caused because of the actions and omissions of volunteers or this guidance.

- You **must** consider insurance for you and your volunteers.
- You **must** undertake a full and thorough risk assessment of your planned route. For help completing a risk assessment, please see the following example from Keep Britain Tidy: <https://www.keepbritaintidy.org/health-safety-resources-litterheroes-ambassadors>
- You **must** brief your group of the responsibilities they have for their own Health and Safety.

### Where can my group litter pick?

Groups normally litter pick public footpaths, verges and other public areas in their area.

Please do not clear any private land as this is the responsibility of the landowner. If you do, you should always have the consent of the landowner, and the landowner will be responsible for disposing of any litter you collect.

Litter picking of areas beside roads should be carried out with extreme caution. Where possible, groups should not litter pick high speed areas (anything above 30mph) and keep litter pick activities to within 30mph zones or less, where there are footpaths or wide, solid, even verges that provide you with a safety zone (minimum of 0.5 metres).

### What should I do if I find fly tipping whilst litter picking?

Do not try to move it. Leave the fly tipping exactly where it is and make a note of the location. Contact Broadland District Council via our website using the link:

<https://www.southnorfolkandbroadland.gov.uk/keeping-streets-clean/flytipping-littering/1> or by emailing [wasteadmin.bdc@southnorfolkandbroadland.gov.uk](mailto:wasteadmin.bdc@southnorfolkandbroadland.gov.uk) and we can then arrange clearance, or where possible let the relevant landowner know about it. Photos, maps and GPS/W3W details are very helpful. Please let Broadland District Council know if you see any evidence of who fly tipped such as a name or address - where there is good evidence, it will be followed up.

Some fly tipping contains hazardous material such as asbestos, paint, broken glass, needles, unknown liquids etc. You should not attempt to move the waste. Make a note of the location and report to Broadland District Council.

### **What should we do with the litter we collect?**

If you have cleared litter from your local footpaths, verges or Council owned land

If you have space to fit the waste in your own household bins please do so. If not, store the bags somewhere safe and accessible and contact

[ContractsOfficer@Southnorfolkandbroadland.gov.uk](mailto:ContractsOfficer@Southnorfolkandbroadland.gov.uk) with details of the number of bags you have collected and where they are and we will arrange for them to be collected.

If you would like to recycle the litter you collect

Litter is often too dirty to be recycled, however if the items are clean, dry and not bagged, you can put the recyclables in your household recycling bin. We will take excess recycling put in a cardboard box next to your bin as well.

If you don't have space in your household bin, then please separate the recyclables and non-recyclables into different bags. Then write/put a sign on the bags of recyclables so the collection crew can distinguish between them.

If you have cleared litter from private land

You should agree in advance proper disposal arrangements with the landowner.

Many thanks for your efforts to keep our District clean and tidy. It really does make a difference.

## **Big Litter Pick Event ToDo List**

There are a few aspects you will need to consider/take into account if you are planning an event. This check-list is designed to help get you fully prepared for a successful pick!

### **Before the Litter Pick**

1. Decide on where you want to carry out the litter pick.
2. Select a date for the litter pick.
3. Fill out the relevant details of your litter pick on the posters provided and place these in your local community (shops, libraries, schools and local businesses) to get some volunteers. Try contacting other local community groups if you are short on numbers.
4. Carry out a Risk Assessment of your planned route. Please ensure you and all of your group has read the Litter Pick Guidance document so everyone is aware of their own responsibility for Health and Safety while litter picking.
5. We can provide equipment for the event, to be collected from Broadland District Council, Horizon Business Centre, Peachman Way, Norwich, NR7 0WF. When you have finalised numbers and details for your litter pick, please follow the instructions on the covering email.
6. Find an easily accessible collection point for any waste collected on your pick. We will collect the waste during the week following your pick.
7. Any recyclable waste that is picked up can be put in your own household recycling bins if you have got space, or placed in a box as excess next to the bin. Likely items that you may find that can be recycled are: ***Plastic bottles, tins, cans, paper, card, tetra-paks, plastic food trays, foil trays and glass bottles.***
8. You will need to agree a central contact for your event. Please make sure all volunteers are aware of your litter-picking arrangements/expectations.

### **The litter pick day**

1. Be at the meeting point and re-confirm all details with the volunteers (collection area, duration of the pick and risk assessment)
2. Provide volunteers with equipment. Litter pickers, hi-visibility vests and waste sacks.
3. Be considerate to your community and environment. Be aware of local wildlife, residents and private property.
4. Be wary of dangers. If you are picking near to traffic, please take care. If children are involved in the litter pick, please make sure that they are appropriately managed and assisted on the day. Do not pick items up with your hands, only use the litter pickers.
5. Please ensure you have noted down the names of any people taking part, and have access to a basic first aid kit.
6. If possible, please also take pictures as we will try to draft press releases for the events.

## **After the event**

1. Please complete and return the Completion Confirmation form (Attached to covering email).  
**Please note: You will ONLY be entered into the prize draw if you return the completed Completion Confirmation form to us.**
2. Please place the bags of waste at the agreed collection point.
3. Please return the equipment to Broadland District Council Offices (Broadland District Council, Horizon Business Centre, Peachman Way, Norwich, NR7 0WF) as soon as possible after the event.
4. Please celebrate the success of your event by posting on social media. Please tag us @BroadlandDC or use the hashtag #biglitterpick2024 and we will share your post on the Council social media pages.
- 5.

## **Reward and Prize Draw Terms & Conditions**

To be entered into the prize draw to win £200 (total of 20 prizes of £200 available), your community group, charity or school must complete a litter pick and return the Completion Confirmation Form.

All names will be placed in the prize draw and 20 winners will be randomly drawn by the Portfolio Holder for Environmental Excellence. The outcome of the prize draw will be communicated to all participating groups once the prizes have been drawn (date of draw: July 2024). This is a grant-based award and all money must be claimed in the same financial year.

All entries must be by or on behalf of a recognised community group or charity. We cannot pay any prize draw money to an individual without details of the community group or initiative that will benefit. We can only accept one entry per group for the prize draw. We request that any award is spent for the communal benefit of the group, charity, school or community and may ask for information as to how it is spent for use in promotion.