



Keep Scotland  
Beautiful

Your charity for Scotland's environment

# Clean Up Scotland



Clean Up Scotland information pack

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# Introduction



Clean Up Scotland is the national campaign supporting people to take action and Clean Up their local environment. We work with communities, businesses, schools and other organisations worth together to help us keep Scotland beautiful. Groups across Scotland are organising Clean Ups to build pride, develop community cohesion and to make a real difference to where they live.

This information pack tells you everything you need to hold a safe, successful Clean Up, including safety guidance and an organiser checklist.

By downloading this pack you are joining with thousands of others cleaning up Scotland.

**Thank you for taking part!**

# Organiser checklist: five essentials before you Clean Up



- 1** Decide on location and get permission for your Clean Up from the landowner. ✓
- 2** Register your Clean Up with us and order our kits if you need them at [www.KeepScotlandBeautiful.org/cus](http://www.KeepScotlandBeautiful.org/cus) ✓
- 3** Contact local authority for equipment and logistical support. ✓
- 4** Consider health and safety - we suggest you complete a risk assessment to ensure any volunteers are acting safely. You might also need to have public liability insurance for event. ✓
- 5** Advertise and promote locally to recruit volunteers and tell the local press what you have planned. ✓

# Before the event



## Finding your 'grot spot'

Decide where you think needs a Clean Up: maybe you have a greenspace in mind which you already look after, or perhaps there is a prolific littering area.

You may find it helpful to sketch a map of the site, marking identifiable landmarks and useful facilities, as well as:

- Proposed litter-picking routes including meeting points
- Potential hazards
- Litter drop-off/collection points
- Nearest toilets and hand-washing facilities
- Shelter if weather turns bad
- Car parks



## Ask for permission from the landowner

If you do not know who this is, start with your local authority. If it is not them, they might be able to advise on who is. Check out our [local authority contacts list](#) to find out who to get in touch with in your area.

If you know that the area has large or heavy items of litter or flytipping, you should try to avoid these and instead report them to your local authority.



## Register your [Clean Up](#) with us.

We ask that you register your Clean Up event with us so that we can get a representation of the action taking place across Scotland over the year.

[www.keepsotlandbeautiful.org/cus](http://www.keepsotlandbeautiful.org/cus)

# Before the event



## Recommended equipment for the Clean Up

- Litter pickers
- Protective gloves
- Bin bags
- A safe container (e.g. biscuit tin) for sharp objects
- First aid kit
- Anti-bacterial wipes or hand-washing gel



## Nice to haves

- Handihoops to hold the bin bags open
- Refreshments to reward all your volunteers – a hot brew and biscuit will be welcomed with open arms by your volunteers
- Camera

In addition to this list, consider the nature of the site and type of litter you will be dealing with. There might be something unique to your area which we have not covered above. For example, if you will be covering big distances, it might be handy to have a wheelbarrow to make carrying full bags easier or if the area is overgrown with weeds a rake might be handy to fish out bits of litter.

Your local authority might be able to lend you some of the equipment you need. We have compiled a list of [local authority contacts](#) to make finding the right person easier for you.



## Find out what recycling options are available in your area

Depending on your local authority area, a variety of materials can be recycled and manufactured into new products. When you contact your local authority, ask them for advice on separating the litter into recycling and what procedures they would like you to follow (e.g. using clear bags for recycling and black bags for everything else).



## Help us make a difference



### Join your local Clean Up

Date and time

Meeting place

Contact details

Equipment required



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### Promote your event

Holding a Clean Up is a great way of meeting new local people or recruiting new volunteers for your group. When you register the event with us, you can choose to have it advertised on our online map.

You can also promote your event, both before and after, on social media channels. Tag us [@CleanUpScotland](https://www.instagram.com/CleanUpScotland) and we can promote the event with you.

Check out our [communications guidance](#) for template releases and help.

[Read our guide to staying safe to ensure you have covered health and safety matters for your event.](#)

# On the day



**Arrive early to your meeting point to set out all of the equipment and be ready to greet your volunteers.**

Check that everyone you were expecting has turned up and remind people that if they'd like to get further updates they can visit

[www.keepsotlandbeautiful.org/cus](http://www.keepsotlandbeautiful.org/cus).

## Brief your volunteers

Thank everyone for coming along!

Run through the safety guidelines and risk assessment you have done for the event, reminding everyone that they are responsible for their own safety. Ensure vulnerable individuals and children are accompanied by an adult, as appropriate. Point out who the first aider is, and what they should do in case of emergency.

Explain the route and the area to be cleaned, including where the full bags should be dropped off. Include a finish time and meeting point for volunteers to gather at the end.

## Organising your volunteers

Split up your volunteers into teams. It is easiest to work in at least pairs, with one carrying the bag and the other picking up the litter. Make sure the ratios of adults to children meet your safety guidelines.

Distribute equipment. Each individual should have their own safety equipment (e.g. gloves), each team should have a litter picker and bag, the coordinator should carry spares of everything plus a first aid kit.

**Finally, remind everyone of the finish meeting time and point, and have fun on your Clean Up.**





# Post event checklist



1

Thank everyone involved and explain how they should keep in touch, for example, via your group's Facebook page.



2

Complete a press release and send it to your local newspaper.



3

Make sure to tag us on social media with your before and after photos [@CleanUpScotland](#) and [@KSBSScotland](#)



4

Check out our [Litter Pick Plus toolkit](#) to give you inspiration for the next Clean Up action.



# Guide to staying safe



## Assessing the situation

It can be helpful to think ahead and be prepared for potential dangers or hazards before you embark on your Clean Up, so that you know what to do in an emergency. Hopefully you will never have to deal with a worst-case scenario, but, by being prepared you can help to reduce the odds. One way of doing this is to carry out a risk assessment.

For further information about risk assessments please see the following websites:

- The Health & Safety Executive provides useful downloads targeted at employers but they could be adapted for voluntary groups: [www.hse.gov.uk](http://www.hse.gov.uk)
- TCV runs one-day training courses in first aid and other topics relating to organising and leading environmental projects: [www.tcv.org.uk](http://www.tcv.org.uk)

Some of the issues to take into account when planning your Clean Up are listed below, with recommendations about how to keep participants safe and well. If, however, you decide that the area you have identified carries too many risks for you and your group, it may be better to choose an alternative location for your Clean Up. We hope you have a fun and safe event.

# Guide to staying safe

Issue	Action
<b>Use of specialist equipment</b>	Demonstrate how to use equipment in a way that will minimise the risk of injury, e.g. taking care not to overreach with litter-pickers or not to carry sharp instruments at eye level.
<b>Moving heavy items</b>	Bend at the knees when moving heavy objects to avoid back injury.
<b>Removing drug-related litter: needles and syringes etc.</b>	Many councils have a rapid response team that will remove hypodermic needles or drugs-related litter for you. You should not risk your own safety by attempting to touch or remove it yourselves. If you have identified this as an imminent risk, please contact your council for advice.
<b>Finding flytipped or toxic waste: unidentified cans or canisters, oil drums, poisons, insecticides, clinical waste, and other hazardous substances</b>	If you see someone flytipping or if you discover dumped waste, please report it to the Dumb Dumpers 24 hour stoptline on 08452 30 40 90 for further investigation by the relevant authorities.
<b>Removing sharps items: broken glass, sharp or rusted metal</b>	Use safe containers, e.g. sharps boxes (or a sealed biscuit tin), for collection as items can protrude from refuse sacks and cause injury.
<b>Negotiating roadsides/traffic: busy roads</b>	Wear fluorescent arm bands, hi-visibility vests or tabards if working anywhere near traffic. Make sure you can get off the road easily to make room for traffic. Chose sections of road where you can be seen clearly by approaching drivers.
<b>Dealing with natural hazards: fast flowing water, currents or tides, steep / slippery / unstable banks, sharp rocks, mud, holes, low lying branches</b>	Take extra care near hazards and make sure participants are fit enough to cope with these obstacles. If working near water, make sure non-swimmers and children keep away from the edge, provide a supply of lifebelts or jackets, use a safety line and have a trained lifesaver present. Check tide times as appropriate.
<b>Working near inland water, e.g. rivers and canals</b>	Provide rescue equipment and advise against litter collection involving leaning over the water. Contact with water and the water edge has the risk of Leptospirosis. Hand-washing facilities are advised, and in the case of accidental immersion call 999 as the water will be extremely cold.
<b>Finding giant hogweed</b>	Avoid the area and seek immediate medical attention if skin comes into contact with this injurious weed as blistering, irritation or rashes occur.
<b>Dealing with other hazards: derelict buildings, electric fences (identified by yellow warning signs), abandoned vehicles</b>	Do not be tempted to approach these hazards. If you are concerned about anything along these lines, contact your local council for advice.
<b>Working with children and vulnerable adults</b>	Take particular care over the supervision of participants. Consider the ages and capabilities of those involved and make sure there are sufficient able-bodied adults to assist, e.g. in the case of young children there should be at least one adult to every four children. Do not be over ambitious and be prepared to adapt your event to suit circumstances.
<b>Keeping in touch</b>	Use walkie-talkies or mobile phones to keep in touch with participants if the group is split up, and locate the nearest public phone for use in an emergency.



Thank you for getting involved!

### Health and safety

On any Clean Up, it is wise to take a first aid kit and anti-bacterial wipes / gel with you. At the event you should notify your volunteers of who the first aider is and what to do in case of illness or injury. Anyone who has been picking up litter should clean their hands, arms and fingernails thoroughly afterwards.

You should ensure that volunteers are dressed appropriately for the weather and terrain, e.g. in warm waterproof clothing if it's wet and windy, or wearing sunscreen if you are lucky enough to have good weather; and strong, comfortable boots or shoes. Protective gloves are also advisable.

Before setting out, volunteers should be warned to look out for potential hazards (as identified in your risk assessment) and take precautions to avoid and protect against them. See the table on previous page for examples of issues or hazards to be addressed and recommended action to take.

### Insurance

Obtaining Public Liability Insurance is advisable if you are planning a Clean Up. It will provide cover for your legal liability arising from accidental damage or injury (to a member of the public or their property) that may occur during the event. Many groups already have relevant cover e.g. educational institutions or groups that are part of a larger or national body but if not, you should contact your local council whose insurance may cover this type of event. Otherwise, staff should be able to give advice about how other groups in your area tackle this issue, e.g. through TCV's Community Network membership scheme.





We support the ambitions of the United Nations Sustainable Development Goals.

Keep Scotland Beautiful is your charity for Scotland's environment. We work with you to help combat climate change, reduce litter and waste, and protect and enhance the places we care for.



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