

Litter Picking

Document Reference

Business Process

1.0 Intent

This Safe Working Procedure provides guidance for Litter Picking.

2.0 Definitions and Responsibilities

This document related to works undertaken by direct employees of using plant owned or hires by on a self-drive basis (in accordance with the procedure [Plant Tools & Equipment](#). It does not relate to works done by sub-contractors.

The appropriate Procedures have been referenced throughout this document and must be adhered to in association with this SSoW.

The Supervisor is responsible for planning the work, preparing the appropriate H&S information and generating the necessary Permit to Work.

The Supervisor is responsible for ensuring suitably trained and competent personnel are allocated to a task and that the necessary briefings have been completed.

The ganger is responsible for the safe and efficient completion of the works once it gets to site.

This document is not intended to duplicate information and experience gained through recognised internal or external training courses.

3.0 Planning

Litter picking works can be carried out at a variety of different locations around the network. The litter picking works can be carried out to clear litter as part of either planned works or reactive works. Where possible existing Temporary TM should be utilised to allow litter clearance works to take place. When litter clearance is carried out within existing Temporary TM checks must be made to ensure the works do not conflict and all personnel are aware that litter picking is in progress.

If required the Temporary TM requirements should be determined (in accordance with procedure [Traffic Management](#) by a specific risk assessment, considering road type and layout, traffic volumes and duration of works. The appropriate TM arrangements must be specified on the Permit to Work.

Planning of the work should consider the arrangements for waste disposal.

4.0 Procedure

- Prior to works commencing the supervisor must ensure the appropriate Traffic Management has been installed to allow the works to be completed (in accordance with Procedure [Traffic Management Corporate](#)
- Prior to leaving the depot ensure you have the Bin Bag Hoop, Litter picker / pick-up tool and sufficient bin bags to complete the works.

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- Inspect the works area to identify any hazards which need addressing prior to the works, including: the requirement for temporary lighting and clearance of excessive vegetation.
- Where possible work towards oncoming traffic.
- Pick the litter using the litter picker / pick up tool and place directly into the bag, swap the use of hands regularly, take regular breaks from the works (in accordance with Procedure [Plant Tools & Equipment](#)).
- Once the bag is sufficiently full (do not over fill) tie the top of the bag to contain the litter and place in a safe location on the verge (in a sheltered area or behind a fixed feature) and collect with a vehicle as soon as possible.
- Whilst carrying out the works it is likely you will discover human / animal wastes. These should be handled with the litter picker / pick-up tool and placed directly into the bin bag. Gloves should be worn at all times when handling the wastes, any splashes should be washed off immediately and contaminated clothing washed or destroyed (in accordance with the Procedures [Control of Biological Hazards](#) and [Welfare and Housekeeping](#)).
- Whilst carrying out the works it is possible you may discover Sharps (Needles), on discovery the NCC should be contacted. If safe to do so individual sharps can be removed provided the person removing it is trained and competent to do so. The sharp should be handled with the litter picker / pick up tool and placed directly into a Sharp bin / container, Specialist Sharp gloves should be worn whilst completing the works. Should there be a number of Sharps or any doubt the person discovering the Sharps should make others aware, cordon off the area and then contact the NCC who will arrange for specialist subcontracts to attend and remove the Sharps (in accordance with procedures [Control of Biological Hazards](#), [Plant, Tools & Equipment](#), [PPE](#) and [Training, Awareness & Competence](#)).
- Whilst carrying out the works it is possible you may discover hazardous, chemical or unidentified wastes. On discovery contact the NCC, make others aware and cordon off the area. The NCC will arrange for specialist subcontracts to attend site and deal with the wastes as required. These should be treated with extreme caution and not touched until the waste type / control measures for handling and disposal are determined (in accordance with Procedures [Control of Substances Hazardous to Health \(COSHH\)](#) and [Environmental Management](#)).
- When the works are complete the waste shall be disposed of at a licenced tip or in the general waste skip in a depot (in accordance with Procedure [Environmental Management](#)).

5.0 Review & Monitoring

This document should be reviewed every year.

Activities should be monitored on a regular basis as part of the relevant Contract inspection programme.

6.0 Safe System of Work Briefing

Highway Maintenance workers are at risk of accident and injury whilst carrying out litter clearance works on the highway verges. A number of hazards are present and where possible these will be addressed prior to the works commencing. However, due to the nature of the works it is likely that some hazards (Sharps, harmful plants, hazardous wastes, unidentified etc.) will be unforeseen and all personnel need to remain vigilant whilst completing the works. If any hazards are identified or suspected these should be reported to the NCC and your supervisor immediately.

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7.0 Do's and Don'ts

- **Don't** start the works until the Temporary TM has been installed (if required).
- **Do** utilise Temporary TM in place for other works where possible.
- **Do** works towards oncoming traffic where possible.
- **Don't** carry out works in poor visibility.
- **Do** ensure there is adequate lighting to complete the works (either natural light or task lighting when required).
- **Do** check your PPE (including footwear) is in good condition prior to starting works.
- **Don't** carry out works in areas with excessive vegetation.
- **Do** remain aware and vigilant to the surroundings and potential hazards.
- **Do** use a Bin Bag Hoop and Litter Picker / Pick-up Tool.
- **Do** alternate the use of hands for carrying out the works (Bag holder / Litter Picker).
- **Do** take regular breaks.
- **Don't** overfill the bin bag.
- **Do** tie the bag once full and place in a sheltered position on the verge.
- **Don't** handle sharps unless trained and competent to do so, you have a Sharps box; you have Sharps gloves and can lift a single Sharp using the litter picking tool.
- **Don't** attempt to remove the Sharps if there's more than one or if there is any doubt.
- **Do** report any Sharps to the NCC cordon off the area and make others aware.
- **Do** place Sharps directly into the Sharps box.
- **Don't** handle any wastes with bare hands.
- **Do** ensure adequate welfare facilities with washing facilities are available
- **Do** wash or dispose of any contaminated clothing.
- **Don't** handle any unidentified wastes.
- **Do** report any hazardous, chemical or unknown wastes to the NCC, cordon off the area and make others aware.
- **Do** ensure all wastes are removed to a licenced tip or placed in the general waste skip within the depot.

8.0 Associated Documents

[RA-Litter Picking](#)
[Control of Biological Hazards](#)
[Plant, Tools & Equipment](#)
[PPE](#)
[Corporate Traffic Management](#)
[Training, Awareness & Competence](#)
[Environmental Management](#)

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