

**How it works**

Adopt a street is your chance to help keep your local area free from litter.

You choose a street or streets that you would like to adopt and then carry out regular litter picks throughout the year, using equipment we provide you with. The aim is to complete a minimum of four litter picks each year.

You can take part as an individual or a group of up to five people. For groups more than five people please organise as community event.

Find out more about community litter picking events at:

[www.n-somerset.gov.uk/litterpicks](http://www.n-somerset.gov.uk/litterpicks)

Please read through and complete this application, including the risk assessment in section 5. Make sure you have read and understood before you apply.

You must be over the age of 18 to join the Adopt a street scheme.

**Application**

**1. Your details:**

Full name:

Telephone number:

Email address:

**Emergency contact details:**

Name of emergency contact:

Their relationship to you:

Their contact number:

**2. Medical declaration**

Volunteering for Adopt a street may involve the following activities:

* Some manual handling of refuse bags and recycling boxes.
* Light physical activity e.g. walking around the designated area and picking up items of litter.
* Working on your own.

Would taking part in these activities, within your own limits, increase your risk of injury/ill health above that which you would normally experience on a day to day basis? [ ]  Yes [ ]  No

If you answer yes, provide details below. Confirmation from your GP that you can take part in these activities will be required.

Please provide details:

**Safety advice:**

* If you have an existing medical condition do not work beyond your own capabilities.
* Do not attempt to move or lift anything heavy.
* Only work for short intervals and take breaks.
* If you require medication, ensure you have it on you at all times.
* If necessary, seek medical advice before you start.
* If you feel unwell or short of breath stop work immediately and seek medical advice.

To contact the emergency services, dial 999 if life is in danger or 111 for non-emergencies.

In accordance with data protection this information with be treated as confidential at all times.

**3. The street(s) you would like to adopt:**

Where you can adopt:

* It must have a speed limit of 30mph or less.
* It must have a pavement or adequate grass verge to keep away from traffic.
* It must not include any significant hazards e.g. cliffs, steep slopes and water bodies.

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| --- | --- | --- |
| Street | Town/Parish | Postcode |
|       |       |       |
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**4. Declaration**

I confirm that I am over the age of 18. I have read and understand the risk assessment for litter picking on North Somerset Council Land, and therefore accept my responsibilities as a member of the Adopt a street scheme.

Signed:

If you are completing this form electronically, entering your name in the signed box will act as an electronic signature

Print name:

Date:

Please return completed application form (section 1 – 4) **and** signed risk assessment (section 5) to:

Adopt-a-Street@n-somerset.gov.uk

**Next steps**

* Once registered as an Adopt a street member you can collect extra bin bags/ recycling boxes, Hi-Viz tabards, gloves and litter pickers from Castlewood in Clevedon where you will receive safety training.
* If you are an individual litter picker you will need to take the litter collected back home and dispose of it in your kerbside waste/ recycling. If you are a small group, please give us one week’s notice and we can arrange a collection point.
* Tell us if you collect too much waste or there are materials too large for you to remove so we can collect it, please make sure it is clearly visible. You MUST report any waste left at a collection point, otherwise this will be considered as fly tipping and will treated accordingly resulting in the same penalties attached to fly tipping.
* Complete a litter pick log and send it to us after each litter pick and within 30 days. If you carry out more than two litter picks per month you can submit your litter pick log each month.
* Be responsible for the equipment and supplies loaned to you as part of Adopt a street.
* If you are organising a small group litter pick you are responsible for supervising the participating volunteers at all times during the litter pick. You must ensure all participating volunteers have read the safety guidelines, signed and completed the volunteer register and a medical declaration if required. You must also provide all participating volunteers with the relevant PPE (Hi-Viz, gloves, litter pickers) which you can borrow from North Somerset Council.

**Protecting Personal Data**

North Somerset Council is registered with the Information Commissioner’s Office for the purposes of processing personal data. The information you provide will be held and used in accordance with the requirements of UK and European data protection law.

**5. Risk assessment for Adopt a street litter picking**

Please complete this section of the application form to show you have risk assessed volunteering for Adopt a street.

The risk assessment shown in the following pages details the potential risks and hazards you might come across, along with control measures and precautions which should be put in place. Add information to the tables if you think additional control measures are needed. Once you have read, understood and made any necessary alterations to the risk assessment please enter the date, your name and the road or street it applies to in the spaces below:

Date of assessment:

Assessed by:

Street name/area:

Volunteer litter pick

* All volunteers must wear appropriate clothing and footwear together with the provided PPE (Hi-Viz, cut resistant gloves and litter picker).
* Everyone to wash hands thoroughly as soon as possible after the litter pick and before taking any food or drink.
* Any wounds are covered and then redressed after cleaning and disinfecting if there has been any contact with water.
* Volunteers carry out a personal inspection for cuts, ticks etc. Find further information on how to remove a tick at: www.nhs.uk/conditions/lyme-disease/
* Report any hazardous or sharp items to the council or police as outlined within the risk assessment. Volunteers should NEVER attempt to dispose of these objects.
* The organiser of a small group litter pick should ensure that all volunteers have reported back at the agreed time and be responsible for collecting the equipment back in.
* All recycling or waste for collection has been left grouped in the pre-arranged pick up site in a respectful manner.
* Lone working may take place, but volunteers should carry a mobile phone and have access to first aid in the event of an emergency.
* Volunteers need to self-assess each task, in line with their own limitations, before taking part. This includes volunteers with any medical conditions such as back concerns, angina etc, those involved in lifting and any changes in weather conditions.

| **What hazards are present or may be generated?** | **Who might be harmed by the hazards and how?** | **What control measures/ precautions are in place to eliminate or reduce the risk?** | **Is the residual risk acceptable?** | **If no to the previous question, what additional control measures/ precautions are needed to manage the risk?** | **Additional control measures implemented:** |
| --- | --- | --- | --- | --- | --- |
|  | **Yes**  | **No** |  | **Action by whom?** | **Action by when?** | **Date complete** |
| Dog Faeces | VolunteersToxocara canis | Volunteers are to not remove any dog faeces from the site, unless bagged and are using a litter picker.Wash/clean hands before eating/smoking etc. | **Yes** |  | None |       |       |       |
| Lone working or work in small teams | VolunteersRisk to personal safety | Work in daylight hours.Sign up to work on a specific road/area and only work within the designated area.Tell a friend or family where you are working, and what time to expect you back.Ensure you have a mobile phone on you in case of an emergency.Read and adhere to the safety guidelines.Wear correct PPE as provided, including Hi-Viz tabard, gloves, litter pickers. | **Yes** |  | None |       |       |       |
| Sharps (eg syringes) /broken glass – litter picking within undergrowth | VolunteersCuts, lacerations, puncture wounds and possible infection | Volunteers are not to touch or remove any sharp objects such as syringes or broken glass.Please report syringe location to the NSC (01934 888 888) to notify Glendale who will remove accordingly.Use the provided cut resistant gloves and litter pickers to protect against hidden/ unseen sharps.Participants are responsible for ensuring tetanus is up to date.  | **Yes** |  | None |       |       |       |
| Uneven ground, trip hazards  | Volunteers | Volunteers to be aware of their surroundings whilst carrying out their work. For any group work the organiser must highlight any known hazards on the site.Take care around slippery surfaces (especially around water) and wear suitable footwear. | **Yes** |  | None |       |       |       |
| Highways (carriageway and footway) VehiclesBicycles and Machinery | VolunteersCollision with moving traffic | Work will be carried out predominantly within a designated area and will be on council owned land.Litter picking may only take place in the vicinity of a highway when the max speed limit is 30mph, and volunteers may only work from the footway (pavement).Wear Hi-Viz and move towards the direction of oncoming traffic. Volunteers must not step onto or work on the carriageway.Be aware of the likelihood of agricultural machinery in the area. | **Yes**  |  | None  |       |       |       |
| Bushes/hedge rows | VolunteersAbrasions puncture wounds, eye injuries | Where litter picking is required under shrubs and hedgerows individuals must be aware of the potential danger of branches at eye height. Do not remove litter if there is a risk of injury. Gloves and appropriate clothing to be worn to prevent skin scratches. | **Yes** |  | None |       |       |       |
| Ponds, Lakes, Slipways, Ditches, Marsh and other water margins | VolunteersMicrobiological infection e.g. Weils diseaseImmersion  | Cover cuts and abrasions with waterproof plasters.Individuals should not attempt to pick litter from particularly hazardous areas such as bodies of water (i.e., lakes, ponds etc) or steep/ slippery slopes as they are not included in the designated litter picking area.If you come into contact with water hands must be washed before eating//smoking etc. Individuals should not be litter picking the ditches unless the litter is easily accessible and should not be leaning in/over the ditch to reach the litter.  | **Yes**  |  | None  |       |       |       |
| Collecting items that could be unclean or broken | VolunteersRisk or personal injury or infection | Volunteers should wear appropriate PPE and use the correct equipment as advised.If unsure they can collect and store an item safely or leave it and alert the authority | **Yes** |  | None |       |       |       |
| Dogs off lead | Volunteers | Some areas within North Somerset are agreed areas for people to exercise their dogs off lead. Volunteers to be aware of their surroundings and dogs within a park. Volunteers should not approach unknown dogs without permission from owner. | **Yes**  |  | None  |       |       |       |
| Heavy or awkward items | VolunteersPulled muscles, strains or sprains | Participants are advised to only lift items within their capabilities. All lifting must adhere to manual handling guidelines, which can be found at: <http://www.hse.gov.uk/pUbns/indg143.pdf>Share the load with others if safe to do so. If too heavy contact (01934 888 888) to notify Glendale who will remove accordingly. | **Yes** |  | None |       |       |       |
| Batteries, asbestos containing materials, refrigerator coolant and other chemicals | VolunteersPotentially dangerous to via inhalation, ingestion or absorption | Do not remove but report location via (01934 888 888) to notify Glendale who will remove accordingly.Participants are reminded not to touch hazardous items. Seek medical attention if necessary and take note of any information relating to product name, packaging etc. | **Yes** |  | None |       |       |       |
| Weather conditions | VolunteersHypothermia heat stroke sun burn Dehydration etc | Stop work in poor weather conditions.Dress appropriately for conditions. Use of sun block or waterproofs.Maintain hydration levels. | **Yes** |  | None |       |       |       |
| Cliffs and steep slopes | VolunteersFalls leading to fracture strains, sprains | Cliffs/ steep slopes are not part of the designated safe working area and therefore must be avoided. Consider weather conditions e.g. poor visibility high winds etc | **Yes** |  | None |       |       |       |
| Use of hand tools/ Litter pickers  | VolunteersCuts strains  | Instruction in use, seek advice if necessary.Ensure enough space for the correct use of the tool.Use appropriate protection if required. Volunteers to use equipment provided and in the way instructed. | **Yes** |  | None |       |       |       |
| Dangerous plants and other irritants e.g. Giant Hogweed | Volunteers | Wear appropriate protective clothing and do not remove any plants or vegetation.Further information about some of the dangerous plants you may encounter can be found at: <https://www.woodlandtrust.org.uk/blog/2019/02/uk-poisonous-plants/>If unsure, avoid skin contact with any plant.  | **Yes** |  | None |       |       |       |
| Possible unexploded device  | Volunteers | If any possible unexploded device is located during litter picking – more likely along a coast line – volunteers are not to touch it under any circumstances. Inform the police in the first instance 101 or 999 in case of an emergency and identify location and description of object. Please also inform council connect on 01934 888 888. | **Yes**  |  | None |       |       |       |
| The provided PPE is not suitable for children under the age of 12 as litter pickers, gloves and Hi-Vis will be too big. | Child using the equipment | Due to the provided PPE being unsuitable for volunteers under the age of 12 they will be unable to take part in the litter pick. | **Yes** |  | None |       |       |       |