

Clean Kent Campaign

Your Guide to
Organising a
Clean-Up



0845 345 0210

www.cleankent.co.uk



**Thank you for your interest in the Clean Kent Campaign.
We hope you will find this booklet useful in
organising a community clean up event.**



Organising a Clean-Up

Decide where you would like to do your litter pick. You could clean-up and enhance a local landmark, or take action on a well-known spot. You must register with the Council's "Great Kent Clean-Up" team using the enclosed registration form to receive your clean-up pack.

It could be a straight forward litter pick or you could have a theme or set a challenge. As a rallying point for the event, choose a well-known spot that will be familiar to everyone.

Risk Assessment

Having chosen a place for your clean-up, visit the site and carry out a full risk assessment. This is a careful examination of the possible risks that could cause harm to you or your volunteers. When assessing the risks, look for the following hazards:

- Unidentified cans or canisters, oil drums, poisons, insecticides, clinical waste, other hazardous substances, broken glass, condoms, syringes etc.
- Deep or fast flowing water, currents or tides, steep, slippery or unstable banks, sharp rocks, mud holes, derelict buildings, busy roads, electric fences (identified by yellow warning signs) etc.



If the area carries too many risks for you and your group, choose somewhere else.

A risk assessment form is attached. This must be completed prior to the event. If you need help with filling it in please contact us on 01622 696394.

The clean-up crew

You may already be part of a group wishing to do a clean-up. If so, involve them at the planning stage and make it a real team effort.

If you plan a large scale clean-up perhaps you could drum up support from other groups in your area. Schools, Scouts and Guides, Civic Society, the Round Table, Rotary Clubs, tenants' association and environmental groups are just a few of the many who could be interested in making a positive impact on their local environment.

Posters have been included for you to add the details of your clean-up, which you could display on local notice boards to encourage people to join you. If you need more copies please telephone 0845 345 0210.



Equipment and preparation

The following arrangements will have to be made and equipment organised prior to your clean-up. We need to know roughly how many volunteers will be taking part in the event to enable us to provide you with all the safety equipment you will need.

Your Clean-Up pack will consist of:

- **Two fluorescent jackets** for the organiser and an assistant. This will enable the other volunteers to see you easily on the day.
- **Several rolls of rubbish sacks** for you to use to fill with the litter you collect during the event.
- **Gloves** for your volunteers to use during the event.
- **Five litter pickers**
- **First Aid kit.** This should be carried by the organiser wearing the fluorescent jacket as the first aid kit will be easy to find if you or your volunteers need assistance during the event. Remember to let your volunteers know who the first-aider is.
- **A copy of our insurance policy** for the event.

Other clean-up equipment will come in useful depending on the nature, type and size of your event and the resources available to you.



Your local council may be able to help you with wheelbarrows, rakes and shovels. For a large-scale event you could contact your local ambulance service or voluntary first aid organisations such as the Red Cross or St John Ambulance for advice. They may even be able to provide cover and assistance.

Preparations

As organiser, you will have visited the site and done a risk assessment before the event. It may be helpful to make a sketch map of the area to be tackled. If you are expecting a large number of people, you may also want to identify a lost and found point and a first aid point.

Mark on the map the location of any toilets, the nearest public phone and any other useful amenities such as cycle or car parks, bus stops or train stations. You might also suggest places where you could shelter from the rain if the weather turns against you. This may then be used on the day to show different groups where they should be working, the set up for the day and the facilities available.

Informing, instructing and organising

Advise volunteers in advance of the occasion. Strong, comfortable boots or shoes will be needed; perhaps also warm, waterproof clothing and headgear. Gloves are essential if litter picking by hand. Fluorescent arm bands or clothing should be worn if working in poor light or anywhere near traffic.

All volunteers will need to be informed and nature, size and type of event, this may include:

- **Health and Safety risks.** These will be determined by the risk assessment carried out and the risks identified.
- **Precautions to avoid these risks.**
- **How to use any equipment provided.**
- **The agreed area** or route and event procedures.
- **Where and at what time to meet** and the finishing time.
- **First aid** arrangements.
- **The location** of the nearest telephone or who has access to a mobile phone.



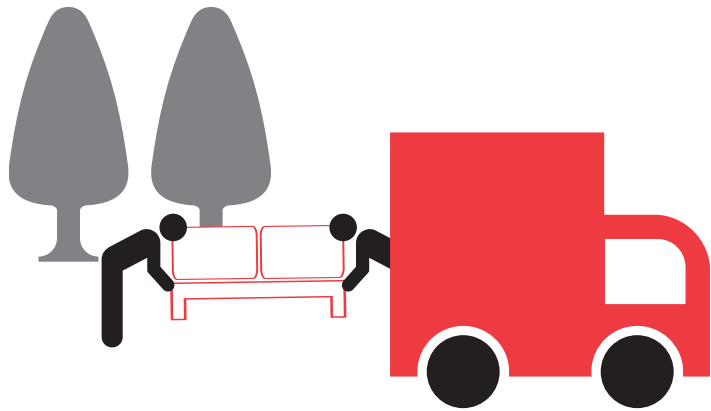
Publicity

Clean-ups can be excellent community events and great local stories. Your local media could be informed of what you are doing and you may attract publicity and get recognition for your efforts. If you would like the team to do this for you, please contact us.

If the press does attend make sure they know:

- **Who** is taking part.
- **Why** you chose that particular location.
- **What** is interesting, unusual or unique about your event.

Don't be disheartened if the media do not cover your story. On the day, other news stories may take precedence over yours. Just make sure your volunteers have as much fun as possible and regard any media coverage as a bonus.



Be considerate

If you are working in the country, parks, woodland or open spaces avoid disturbing animals or damaging plants. Keep gates closed and don't clean-up natural 'rubbish' such as logs, stones and weeds. It may look untidy but is home to animals and birds.

Make sure that your activities do not interfere with people in the vicinity who are not involved in the litter pick. In particular, tell volunteers not to go on other people's property.



Avoiding danger

Make sure everyone is aware of potentially dangerous items, which they should not pick up.

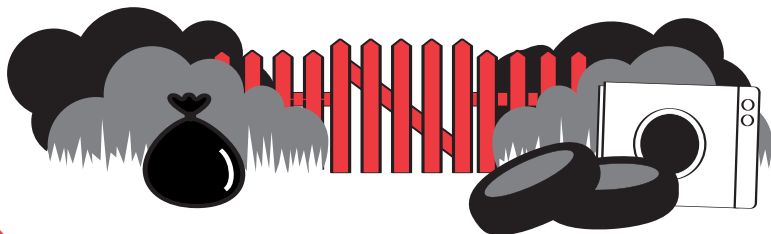
If nasty or dangerous pieces of litter such as unidentified drums, cans or canisters of chemicals, poisons or insecticides are spotted at any stage during your litter pick do not attempt to move them yourself. Make a note of where they are and inform the Environment Agency by calling: 0800 80 70 60. If you find syringes please do not touch them, but inform your local council, who will remove them safely.

Litter picks involving children

Avoid holding your litter pick near potentially dangerous places such as steep or slippery banks, fast flowing water or derelict buildings.

Take particular care of children and do not attempt too much.

Consider the ages of the children involved in your clean-up and make sure that a sufficient number of adults are present to supervise. In the case of young children we advise no more than four children to one adult.



Before your clean-up, make sure children understand which items are potentially dangerous and should not be picked up. Warn them against picking up any items that they are unsure about. Be aware that very young children may not heed your warnings. Don't let children attempt to pick up heavy or bulky items. Ensure that they have adult help for any weightier tasks. If you are working anywhere near roadways, canals, rivers or ponds, make sure that there are responsible people appointed specifically to keep an eye on safety. Don't allow children near such areas.

With children do no more than a one hour stint. If only adults are involved, attempt only what is within everyone's capacity and allow for rest breaks. Two or three hours of litter picking is usually enough unless you are extremely dedicated.

Insurance cover

Kent County Council will provide the Public Liability Insurance that is required for your clean-up.

This will provide cover for your legal liability arising from accidental damage or injury that occurs during the event, including their property. A copy will be supplied upon registration.



And finally - the result!

Note the amount of rubbish collected. You can do this by weight, sack or skip-load. Make a note of any unusual items found. You could also record your progress by taking before and after photographs of your clean-up.

These facts and photographs can be used to record and report back on your event. We would like to feature your event in publicity material including The Great Kent Clean-Up Website. Please make sure you have permission of anyone whose photo you take in order for us to use them.

Good Luck With Your Event!

