

Helpful check list for your event

Pre- event preparation

- Prepare yourself and your helpers for the day:
- Decide where and when you will meet
- Think about if and how to split the group up to cover the area
- Decide how long you will litter pick, when you will take breaks
- Think about refreshments and what toilet facilities are available. Is there a local nearby business that might offer all involved a free cuppa?
- Consider using a map
- Think about first aid, safety and hygiene – will there be a first aider in the group, do you have a supply of antibacterial wipes or hand gel, take some plasters and antiseptic for any cuts or grazes (but please note that no-one should be touching litter with their hands)
- Have you considered completing a risk assessment; is there anything else you need to prepare for the day?
- Think about if you will document the event, such as take photos and get permissions to use the images

On the day

On the day please ask people to sign in and read the risk assessment. When you are ready please brief the group on:

- meeting points, break and finish times
- where to place the collected litter/recycling – consider using a map
- who the first aider is or what to do if an injury occurs
- thank them for joining
- exchange mobile phone numbers to ensure good communication links within the group

Also check:

- everyone has appropriate clothing and footwear for the weather and terrain and was provided with a high visibility vest if required.
- there is sufficient supervision for young/vulnerable volunteers if taking part

Always be considerate to wildlife and people using the area:

- do not disturb animals or damage plants
- do not remove “natural” rubbish like logs, stones and weeds
- do not try and release entangled animals.

Some useful contacts ● Emergency services: 999 or 111 ● report hazardous waste or drug/sex paraphernalia: 01934 888 888 ● RSPCA for animals in distress: 0300 123 4999 ● streets and open spaces (Mon-Fri) 01934 888 802 ● events team 427 274