



New Forest
DISTRICT COUNCIL

New Forest Spring Clean

Organising a community clean up



GUIDANCE FOR ORGANISERS

Getting started

The Great British Spring Clean (GBSC) is a national campaign from Keep Britain Tidy that aims to give the country a tidy up over the weekend of 2 to 4 March 2018.

The New Forest Spring Clean is supported by the Forestry Commission, New Forest National Park Authority, Commoners Defence League, Verderers New Forest, National Trust, Hampshire County Council, Hampshire and Isle of Wight Wildlife Trust

There are a few things to consider when organising a community litter pick. In this guide you will find the following information to help you organise and lead a spring clean in your community:

- Support from NFDC
- Health and safety
- Getting people involved
- Event registration form

The main weekend of events is planned for 2 to 4 March 2018 but you can organise yours for any time you wish.

Helping hand

We can support your event if you complete and return the registration form attached to this leaflet to let us know your plans. The form is also available online at newforest.gov.uk/tidyup

We can provide the following:

- Litter grabbers
- Hi-vis jackets
- Rubbish and recycling sacks
- Hazard cards in case you find fly-tipping, chemicals or needles
- Posters to advertise your event
- Certificates and stickers for volunteers to say thank you
- Collection of bags of rubbish after the event



On receipt of your form, we will check that we are happy to support your event and send you a letter of confirmation and posters to advertise your event. Your equipment will be delivered to you just prior to your event.

Equipment
is allocated
on a first come
first served
basis



Safety first

The safety of volunteers and the public is the number one priority during your event. As the organiser, you are responsible for all aspects of health and safety.

NFDC will provide you with a health and safety guidance sheet. Events that are supported by NFDC where roads are present, must take place in an area with pavements and footpaths, and a speed limit of 30mph or less. When choosing your location, you must obtain permission from the appropriate landowner if the land is private.

Risk assessment

You should conduct a risk assessment of your chosen area and check it again on the day, before your event starts.

Insurance

Volunteers are not working for or on behalf of the council and are **not** covered by its insurance policies. We recommend you check to see what insurance cover you need. This will cover your legal liability arising from incidents of accidental damage or injury during your event.

First aid

It is advisable to have a first aid kit and qualified first aider at your event in case of injury. If you are anticipating a large event, you can seek advice from organisations such as St John Ambulance.



Children must be accompanied by a responsible adult at all times

Hazard cards

Included with your litter picking equipment will be red hazard cards and cable ties. Use these cards to mark items that should not be touched by volunteers, for example needles or fly tipping.

You will be given a contact number to call before your event to arrange for these items to be collected by a trained member of staff.

Safety briefing

Whether your volunteers all start together, or arrive throughout the event, each person must be given a safety briefing. The briefing should cover all identified hazards, and provide instruction on areas and items to avoid.

You must ensure volunteers are acting safely and should ask anybody who is not to leave your event.

Signing in and out

Keep a register of the volunteers on site and sign them out when they are finished and have returned their equipment. You may want to consider asking for a contact number in case you need to get hold of them during the event.

Get people involved

There are lots of ways to let people know about your event and get them involved:

- ask local shops and community centres to put your event posters in the window or use local notice boards
- advertise it in your local newsletter
- spread the word through friends and family
- start sharing and tweeting on social media #litterheroes and #GBSpringclean
- speak to local schools and community groups to see if they would like to join your event.

We will be promoting the event on social media in the run up to the main weekend.

Register your event on the national Great British Spring Clean website **[keepbritaintidy.org/](https://www.KeepBritainTidy.org/)**

Make sure you're registered so people can find your event.

Back up plan

It is a good idea to have a contingency plan in place should your event need to be postponed; how you would tell people about the change in plan?



newforest.gov.uk/tidyup