



Renfrewshire
Council



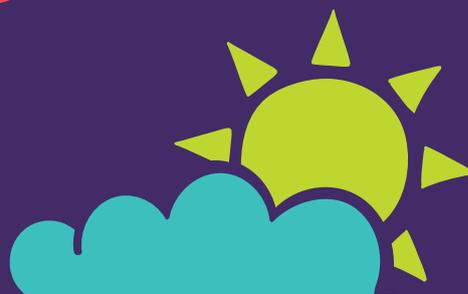
TEAMUP to CLEANUP



Info pack



Your guide to running
a successful community
clean up event



TeamUP to cleanUP

We're working hard to improve the cleanliness of our streets, but we need your help too!

Communities and local groups play a vital role in keeping our towns, villages and countryside clean and tidy. It makes them pleasant for people to live in and visit.

A local clean-up is a great way to improve your neighbourhood and get everyone in your community together. Everybody can make a contribution, whatever their age or ability. And it's a great way for people to get to know one another.

Team Up to Clean Up is a programme which brings the Council, residents and neighborhoods together in a joint effort to eliminate litter in our streets, drains and parks, plus reduce graffiti in our local areas and help restore pride in our towns and villages.

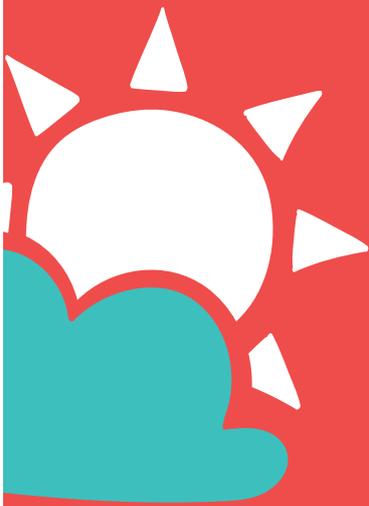
If you are planning a community clean-up in your area, please contact us and we will provide you with all the equipment you need for a successful event:

- **waste bags and hoops**
- **litter pickers**
- **high-vis vests***
- **protective gloves**
- **graffiti removal kits**

And we will remove all of the litter after it has been collected!

To get help from the council for your clean-up event. Call 0300 300 1375 or email wardens.es@renfrewshire.gov.uk

*The high vis vests provided are not recommended for use on roads with a speed limit of over 40mph.





A picture can tell a thousand words

Pictures can be useful for promoting other events in the future. Use social media and photographs to record key moments. Also, if you send them to the local press you might get publicity for your achievements.

Planning your event

Before the event

First of all, you need to decide what needs to be done. Make sure you can do what you need in the time you have available. If the job is too big to complete in a day, break it up into chunks that you can complete over a number of sessions.

When you have decided what you need to do, think about who is going to carry out the various tasks. For example, you should allocate people to organise equipment, carry out risk assessments (if required) and arrange refreshments. Timing is important too, consider holding the event at a time when most of the people you need will be able to attend, such as an evening or a weekend.

During the event

Identify one person who will lead the event on the day. It will be their responsibility to co-ordinate the volunteers and to know what the emergency procedures are.

After the event

Try to report back to your volunteers on what the event achieved. You may also want to tell other people such as local councillors or other local groups. Make sure that one person gathers all of the records and keeps them in a safe place, as you will need them in the future.

Health and safety

To comply with health and safety legislation, your organisation will need to demonstrate that it has:

- **Examined any potential hazards in the workplace practices of paid staff and volunteers.**
- **Acted to lessen or protect against those hazards.**
- **Put in place a system for reporting incidents.**

In practice, this means that the organisation should carry out risk assessments (see below); put measures in place to help prevent accidents; and then record any incidents that occur. Hazards could include unidentified cans or canisters, broken glass, syringes, clinical waste, etc.

Risk Assessments

You should carry out a risk assessment before the event. This involves:

1. **Identifying any hazards.**
2. **Deciding who might be harmed and how.**
3. **Evaluating the risks and deciding on precautions.**
4. **Recording your findings and implementing them.**
5. **Reviewing your assessment and updating it if necessary.**

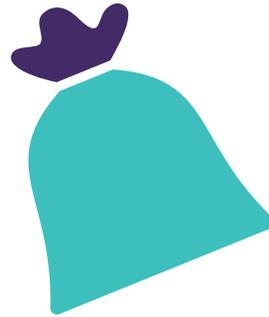


**TeamUP
to cleanUP**

Top Tips

- **Make sure you have refreshments available for your volunteers. They will be working hard and they will have to keep their energy up. You could ask a local cafe to supply the refreshments.**
- **Make sure there is a first-aider at the event.**
- **Make sure there are facilities for volunteers to wash their hands before eating or drinking.**
- **If you are organising a public event, make sure all children are accompanied by a parent or guardian.**
- **Don't make your event too long; normally you should not expect volunteers to work for more than two hours.**
- **Finally, remember to keep a record of who took part and ask people to leave their details if they want to be contacted about future events.**





Insurance

Public liability insurance

If you are organising clean-up activities or working with members of the public, we would strongly recommend that you obtain liability insurance cover for your group. This is essential to avoid personal liability for damage to third party property or an injury to a member of the public arising from the group's activities.

If there is an accident and your group is not insured, it could be liable to compensate third parties.

Public liability insurance is the most common type of insurance used by small organisations.

It protects the group for legal liabilities in respect of injury, death and loss or damage to property of the public affected by the work of the group. The cost will vary depending on the activities your organisation undertakes and the procedures your organisation follows to minimise risk.

There are lots of companies that can provide insurance for this class of risk. Just search on the internet for voluntary group insurers.

The British Trust for Conservation Volunteers (BTCV) Scotland can provide insurance to groups affiliated to it. You can get more information at www.btcv.org or telephone **0141 956 6816**.

Personal accident insurance provides compensation for personal injuries to members of a group and/or their volunteers, regardless of whether there is a legal liability. This insurance cover will give additional protection against accidents.

No Insurance?

If your group does not have insurance, make sure that all members of the group and any volunteers are made aware of this. If they are concerned, they should not get involved in the activity



TeamUP to CleanUP

Top Tips

- Identify a first-aider for the event.
- Make sure all children are accompanied by adults.
- All participants should wash their hands thoroughly before eating or drinking. (You should also consider providing anti-bacterial wipes).
- Appoint an event co-ordinator who will know the emergency procedures and to whom accidents should be reported.
- At the start of an event, make sure volunteers can handle tools and equipment properly and they understand any potential hazards associated with the work they will be doing.

Hazardous Waste

Make sure everyone is aware of potentially dangerous items which they should not touch or pick up. If nasty or dangerous pieces of litter such as drums, cans or syringes are spotted at any stage during the pick-up, do not attempt to move them yourself. Make a note of their location and inform the council.

For help from the council for your clean-up event Once you have decided on the location, date and time of your clean-up, please phone **0300 300 1375**.

Send us photos of the area before and after the event and we'll post them on the council website.

If you are taking photos of volunteers, remember to get consent forms signed beforehand. We will include these in your pack.

After the event, please send us details of the number of volunteers who took part in the event and the quantity of rubbish uplifted (see attached form).

The Wardens Service will deliver the equipment you need on the day of your clean-up and collect it afterwards. We will arrange for our StreetScene team to collect the rubbish you cleaned up.

If you register your clean up with Keep Scotland Beautiful online, they'll send you a free clean-up kit:
www.keepsotlandbeautiful.org

Do your bit for greener Renfrewshire 0300 300 1375, visit www.renfrewshire.gov.uk/teamuptocleanup or email wardens.es@renfrewshire.gov.uk



We'd love to hear how your community clean-up went



Complete and return this form to:
Community Safety
Business Support Hub
Renfrewshire House
Cotton Street
Paisley PA1 1LQ

Or you can complete and return the form online at
www.renfrewshire.gov.uk/teamuptocleanup

If you have any photos, please email them to us at
wardens.es@renfrewshire.gov.uk and we'll post them
on our website and social media channels.

Name of group(s)

Area(s) cleaned

Number of bags collected

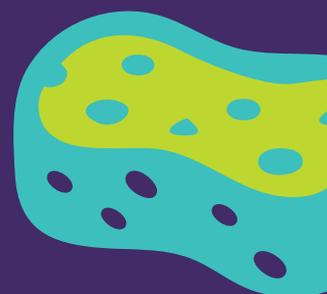
Date

Number of participants

Comments and suggestions



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