



Broxtowe
Borough
COUNCIL

Community Clean Team Resource Pack



Introduction

Our Clean and Green Campaign launched in September as part of an initiative to make Broxtowe a cleaner place.

There will be lots taking place as part of the campaign to complement what we already do to keep Broxtowe clean and tidy.

We are also asking individuals, community groups, schools and businesses to take collective responsibility for keeping the Borough clean and tidy and encourage everyone to recycle more.

You can do this by setting up Community Clean Teams to organise events like litter picks or as an individual by doing your bit to keep the Borough tidy.

Thank you for wanting to help with the campaign. This pack has been designed to help you organise your own litter picks to do your bit.

It includes everything you need to organise your event, along with resources you can use online or in your local neighbourhood to help promote it.



Litter pick guidelines

- ✓ Avoid direct contact with litter at all times – use the litterpickers provided and do not touch anything with your hands
- ✓ Be aware of your environment and do not put yourself at risk whilst picking litter – this is especially important near roads
- ✓ Do not pick when visibility is poor and only pick in daylight hours
- ✓ Rubbish bags should not be compressed using hands or feet as this can accidentally puncture the skin
- ✓ Do not pick up any items that cannot easily be identified or where they are clearly hazardous such as asbestos. Report it to Broxtowe Borough Council on 0115 917 7777
- ✓ Do not attempt to remove dead animals or animal faeces.
- ✓ Any needles or drug paraphernalia needs to be left alone and reported to Broxtowe Borough Council on 0115 917 7777
- ✓ Avoid contact with the body when carrying plastic bin bag. Carry tied bags above the knot.
- ✓ Do not attempt to pick up any large or potentially heavy items such as gas bottles or canisters
- ✓ Ensure any cuts or abrasions are clean and covered with a waterproof plaster
- ✓ Clean hands thoroughly before eating food or drinking
- ✓ Wear sturdy shoes or boots and weather appropriate clothing
- ✓ Always wear a high visibility vest, be aware of traffic at all times and stop picking to allow any vehicle to pass
- ✓ Stay clear of water
- ✓ Do not overfill bin bags
- ✓ Do not confront anyone you see littering

What the Council can do to help

Once you have decided to do a litter pick we can help by lending you some equipment.

Our litter picking kit includes:

- ✓ litterpickers
- ✓ high visibility vests
- ✓ refuse and/ or recycling bags
- ✓ stickers to affix on your full bags

If you are planning to borrow our equipment, you will have to sign an agreement on the day of collection to say you have read and will adhere to all our guidelines about making health and safety paramount.

All equipment hire is free of charge.

If the equipment gets damaged or lost, please report it as soon as possible or upon return.

The responsible person will have to organise for the kits to be picked up and returned to the Council Offices or Kimberley Depot within an agreed time frame.

We will also collect the waste and recycling that you pick up during your litter pick free of charge from an agreed collection point. Please ensure you put the stickers we will provide on the bag so we can identify your efforts.

Please note that we only have a limited supply of equipment so the kit will be allocated on a first come, first served basis.

Organising your litter pick

To ensure your litter pick is as successful and safe as possible, please make sure you:

Plan ahead

- Choose an area you want to clean up. If it is Council land then you need to get the permission to conduct the event.
- If it's privately owned land, please get permission from the landowner(s).
- Once you know where you would like to hold your litter pick, decide when you want to do it. If it is a one-off event then think about who you'd like to join in and when they might be available. If you would like to run regular litter picking activities then ask us if we know of other communities doing the same in your area.

Tell people it's happening!

- We've included some communications resources later in this pack to help you promote your event.
- Make sure you tell everyone what's happening – friends, family, neighbours to see if they can drop by even for just 10 minutes and help you.
- If you let press@broxtowe.gov.uk know we can share your news on our website and social media channels.
- You can also share your event on our events calendar at www.broxtowe.gov.uk/wow

Health and Safety comes first

- The Council takes health and safety very seriously. Please think carefully about the location of your litter pick and ensure that all participants understand the need to act in a safe manner.
- Please refer to the Litter Pick Guidelines on Page 3 for more safety guidance.
- There is an example risk assessment form included later in this pack to help you.

On the day

Please ask people to sign in. When you are ready please brief the group on:

- the Litter Pick Guidelines
- 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
- let them know to use #cleangreenbroxtowe for sharing on social media
- 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
- there is sufficient supervision for young/vulnerable volunteers
- 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 make time for a photo

It is helpful for everyone to see pictures that show the scale of the problem and the effort and time people are taking to clean the Borough. Ensure you get permissions if using photos of people. Before and after photos are great for showing what has been achieved.

Collection

After the event please ensure that the litter and recycling was collected at the agreed time from the agreed location. If not, please contact us at refuse@broxtowe.gov.uk

Tell us how you got on...

- how many people joined in?
- how many bags of rubbish and recycling were collected?
- If you have a photo and the permissions for us to publish it please send it our way! (via email or social media).

Useful Contacts

You can contact the Refuse Team, Monday to Thursday, 8.30am until 5.00pm or 8.30am until 4.30pm on Fridays on 0115 917 7777.

If there is an emergency outside of these hours, you can contact 07768 775 245



Template Risk Assessment

You can use this template to carry out a risk assessment to ensure you keep safe during your litter pick.

How to fill in the risk assessment

- Go through each hazard and decide how likely it is that it will be present at your litter pick
- If the hazard is high risk, record what measures you will put in place to minimise this risk and then re-assess the hazard.
- To help you, we've completed an example risk assessment

Site/Area:	
Name and contact details of the group leader carrying out the assessment:	
Signature:	Date:

Identification of hazards	Risk level				Control procedure to reduce risk	Risk level after implementation of control procedure			
	High	Med	Low	N/A		High	Med	Low	N/A
Containers, gas bottles or large cans									
Local environmental conditions									
Hazardous waste (drugs and sex waste)									
Sharp objects									
Heavy objects									
Dead animals									
Animal faeces									
Asbestos									
Proximity to road									
Other									

Example Risk Assessment

Site/Area:	Dovecote Park, Beeston
Name and contact details of the group leader carrying out the assessment:	Broxtowe Cleansers
Signature:	Date: 1/9/2018

Identification of hazards	Risk level				Control procedure to reduce risk	Risk level after implementation of control procedure			
	High	Med	Low	N/A		High	Med	Low	N/A
Litter		x			Wear appropriate gloves, footwear and clothing. Only use arm lengths devices to pick up litter			x	
Containers, gas bottles or large cans	x				Visual inspection of area being litter picked. Do not collect and report to the Council			x	
Local environmental conditions		x			Wear appropriate clothing and footwear. Do not undertake if the conditions are not suitable			x	
Hazardous waste (drugs and sex waste)					Visual inspection of area being litter picked. Do not collect and report to the Council			x	
Sharp objects	x				Visual inspection of area being litter picked. Do not collect and report to the Council			x	
Heavy objects		x			Visual inspection of the item. Do not attempt to lift and seek assistance in lifting the item. Report to the council if assistance is needed		x		
Dead animals			x		Visual inspection of area being litter picked. Do not collect and report to the Council			x	
Animal faeces	x				Visual inspection of area being litter picked. Do not collect and report to the Council		x		
Asbestos	x				Visual inspection of area being litter picked. Do not collect and report to the Council	x			
Proximity to road	x				Wear appropriate high visibility clothing. Stay on the pavement and do not litterpick the kerb edge				
Other									

Promoting your event

We have a range of ready-to-use materials to help you promote your event.

Printable posters

It's quick and easy to put up a poster in your workplace, shop window or on a local noticeboard.

There are two versions – one which is ready to print and use and another which has space for your groups name, logo and web address.



Click to download the editable A4 poster (pdf)

Social Media

These graphics can be used on your social media accounts in any posts about the event, along with the suggested messages.

- *Help us make a #cleangreenBroxtowe by joining our litter pick on [DATE, TIME, LOCATION]*
- *Join our Community Clean Team for litter pick today at [TIME, LOCATION] #cleangreenbroxtowe*
- *We've joined Broxtowe's Community Clean Team because we're passionate about making Broxtowe a cleaner place – get involved by contacting us on [CONTACT DETAILS] #cleangreenbroxtowe*
- *Thanks to all the volunteers in our Community Clean Team who helped us collect [ADD NUMBER OF BAGS, WEIGHT ETC] of rubbish at our litter pick at [LOCATION] #cleangreenbroxtowe*
- *Three cheers for our Community Clean Team superheroes who helped us at our litter pick on [DATE] at [LOCATION] #cleangreenbroxtowe*



Click to download the social media graphic (jpeg)



Click to download the newsletter banner (jpeg)

Don't forget to share details and images with the Council on @broxtowebc or www.facebook.com/broxtoweboroughcouncil

Please use the hashtag #cleangreenbroxtowe

Press Release

Hit the headlines – your clean up event is an excellent opportunity for you, your group or organisation to get some publicity. Approach the local press at least one week before the event. If they are unable to cover the event, why not send them a brief story and photograph afterwards.

This press release can be adapted to suit your organisation and sent to the local media. It can also be adapted for any newsletters or mailing lists you might have.

[[ORGANISATION]] JOINS BROXTOWE'S COMMUNITY CLEAN TEAM

[[ORGANISATION]] are helping keep Broxtowe Borough clean and green, after joining the Council's Community Clean Team.

As members of the team, [[ORGANISATION]] will be encouraging local people to keep the Borough clean and tidy and to recycle more.

To get started, [[ORGANISATION]] are hosting a litter pick on [[DATE/TIME/ LOCATION]] and are looking for volunteers to come along and get stuck in.

If you're interested in helping, please contact [[CONTACT NAME, NUMBER AND EMAIL]].

Broxtowe's Clean and Green Campaign is aimed at making Broxtowe a cleaner place and includes a range of initiatives from to complement the great work that already takes place to keep the borough clean and tidy.

If you're an individual, community group, school or business who would like to set up your own Community Clean Team, please visit www.broxtowe.gov.uk/cleanandgreen for more information about how to get started

Broxtowe Borough Council
Foster Avenue, Beeston,
Nottingham, NG9 1AB
Tel: 0115 917 7777
www.broxtowe.gov.uk



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