The Great British Spring Clean 2019

How to arrange a clean-up

Guide for hosts

22 MARCH - 23 APRIL 2019

#GBSpringClean

Keep Britain Tidy is a registered Charity No. 1071737
Join the country’s biggest-ever clean-up

In spring 2019, Keep Britain Tidy is calling on you to take action to improve the environment on your doorstep by joining the country’s biggest mass-participation environmental campaign.

We’re aiming to inspire around half a million people to join forces - in partnership with community organisations, businesses and councils - to collect and safely dispose of litter from our streets, parks and beaches, recycling as much as possible.

So join the Great British Spring Clean as we stand together and declare that litter – which degrades the beauty of our environment and threatens to harm wildlife – is not acceptable.

Clean-ups will take place from 22nd March - 23rd April 2019 across the UK, with registration on our website open from January 19 2019.

This year, we’re asking people to visit our website to:
1. Register to host a public or private clean-up
2. Join a local clean-up
3. Pledge to do their own thing
This guide is for hosts

As a host, you’re promising to:
• Host a well-planned, safe clean-up
• Communicate with your #LitterHeroes volunteers about locations, times and any equipment they’ll need before the clean-up
• Read this guide and understand the safety advice - including briefing volunteers
• Tell us how much litter you collected by returning to your personalised dashboard on our website after your clean-up.
• Comply with the terms and conditions for clean-up hosts, which are available at http://www.keepbritaintidy.org/gbsc19-host-terms-and-conditions

This guide covers the seven major things a clean-up host needs to consider:
1. Registering your clean-up on the website
2. Finding a location
3. Promoting your clean-up
4. Equipment, collection and recycling
5. Health and safety
6. Public liability insurance
7. Working with children
8. Spreading the word and reporting your impact

1. Registering your clean-up on the website and reporting impact

This section explains how the Great British Spring Clean pages and personalised dashboard work. As a host, you can use the website to do three things:

1. Sign up to access your personalised dashboard: Visit keepbritaintidy.org to sign up to host a clean-up. Once registered, you can log in to your personalised dashboard where you will be able to add your clean-ups, access exclusive content and resources, and record your results. You'll also receive emails from us about relevant Great British Spring Clean news, resources and more to help you with your clean-up (you can unsubscribe at any time).

2. Add your clean-up: Visit your dashboard to add your clean-up. You can list as many as you like. These can be either open to the public (and people will be able to join your clean-up by completing a form which will be sent to you directly, see more below) or private. If you’d like to, you'll be able to share your clean-up on social media to get more people involved.

Public clean-ups
Searching ‘join a clean-up’ allows people to find any clean-ups listed as public. When they click to join your clean-up, a form will appear. It will enable them to get in contact with you, via the email the address you provided at sign up.

As the host you can then respond with more details and/or confirm they can join in with your clean-up. You’ll also need to contact people directly if you want to communicate about the clean-up. Keep Britain Tidy won’t have any contact with volunteers about specific clean-ups so you’ll need to manage the relationship yourself.
3. Report your results
After your clean-up, we’d like you to return to your dashboard and report on the results of their clean-ups. We’re counting:
• How many people took part
• How many minutes they picked up litter for
• How many bags of litter were collected and
• What type of litter was collected (plastic bottles, aluminium cans or general waste).

2. Finding a location
First of all, you need to decide where you’d like to clean up. Have you noticed somewhere that needs a little attention?

This is your chance to make a difference and bring your community together.

Depending on who owns the land, you may need permission to carry out the clean-up. If you’re cleaning up council-owned land, it’s particularly important that you ask for permission well in advance of the clean-up, as the process for approval can take some time.

Got it all mapped out?
Why not sketch a map of the area you’re going to tackle? Make a note of where litter or skip collection points are, as well as toilets and any other useful amenities. You might also want to identify a ‘lost and found’ and a ‘first aid’ point and, just in case the weather’s bad, your volunteers would definitely appreciate it if you marked an area suitable for them to shelter.

3. Promoting your clean-up
You may already know some #LitterHeroes in your community, or you may have friends, family or colleagues who are passionate about improving the environment on their doorstep.

Download posters and resources from the website to help you promote your clean-up in your community. You could put up Great British Spring Clean posters in local shops, supermarkets, libraries, community and leisure centres, Citizens Advice Bureau, schools and community notice boards. Just remember to ask permission when putting up the posters.
4. Equipment, collection and recycling

You’ll need the right equipment to help you successfully and safely complete a clean-up. This year, we’re asking our #LitterHeroes to separate the items they collect into three bags so as much as possible can be recycled:

Don’t forget, if you come across coffee cups (any brand) during your clean-up, you can take them into any Costa Coffee or participating McDonald’s UK store where they will be collected for recycling.

1. Plastic bottles
2. Aluminium cans

It’s important that your volunteers can be seen easily by other pedestrians and road users. High-visibility tabards are useful where volunteers may be litter-picking beside roads. They also help the group feel like a team.

Wilko, a headline sponsor of the Great British Spring Clean, is stocking a range of litter-pickers, high-vis vests, hand sanitiser and gloves in store to help people get prepared for the country’s biggest ever clean-up.

Alternatively, your local council recycling officer may be able to loan you the equipment you need. This year, we asked every local authority to provide us with information about whether equipment can be borrowed, so please check our website for more information.

Your local council may also be able to help or advise on obtaining protective wear.

Why not check if any of your volunteers can provide their own equipment before trying to source it from elsewhere?

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**What you need**

- High-visibility vests
- Rakes or shovels
- A camera
- First aid kit
- Protective gloves
- Bin bags & bags for recycling
- Anti-bacterial wipes or hand sanitiser
- Bag hoops
- Luggage scales (for weighing litter)
- Litter-pickers
- A skip (for larger clean-ups)

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5. Health and safety

Having chosen a place for your clean-up, visit the site and carry out a full assessment of the risks. You can find a template showing the type of thing you need to be looking for on your dashboard.

Each clean-up is different, so once you know the site and the terrain, think about the maximum number of people you could look after during the clean-up.

It’s important you consider all of the possible risks to you and your volunteers. Look for the following hazards when assessing your site:

- 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 (which are identified by yellow warning signs) and so on.

To avoid illness from poor hygiene, all those taking part in the clean-up must:

- Wear heavy-duty, protective gloves at all times
- Cover any cuts (however minor) with surgical tape or a waterproof plaster
- Keep hands away from mouth and eyes while litter-picking
- Wash hands and forearms before eating, drinking, smoking or going to the toilet.

**Heavy lifting**

- Lifting heavy items could be hazardous. Volunteers should be discouraged from lifting large or heavy items
- Once large or heavy items have been identified, consider whether it’s practical for volunteers to remove them, or whether they would be best removed by the local council
- If you decide the item can be lifted by volunteers, this should be done at the end of the clean-up through a separate and co-ordinated effort.
- It’s good practice to tie rope to large objects or use a grappling hook if a large object needs to be lifted.

**Dangerous items**

Make sure everyone is aware of potentially dangerous items that they should not pick up. If dangerous, poisonous or hazardous items are present, contact the Environment Agency on 0800 80 70 60.

If syringes are spotted at any stage during your clean-up, do not attempt to move them yourself. Make a note of their location and inform your local council.

If you see someone fly tipping or come across hazardous waste, report it to the Environment Agency on its 24-hour hotline or, alternatively, contact the police.

**General awareness**

- Brief all volunteers on the area you’ll be cleaning and any hazards
- Make sure that any no-go areas are clearly outlined
- Check that volunteers are wearing any safety equipment e.g. high-visibility tabards
6. Public liability insurance

It’s not compulsory to have insurance in place for your group before participating in the Great British Spring Clean, but it is good practice to have insurance cover for your group. Insurance protects the group and group leader should a volunteer make a claim for an injury sustained while volunteering.

Setting up a policy for an individual group will require payment of a fee to an insurance company and this may be beyond the reach of some groups. In this instance, alternatives include checking whether your local Parish, Town or District Council can provide insurance. If you’re volunteering as part of a faith group or as a member of a charitable organisation, its existing public liability insurance may provide cover for your activity.

7. Working with children

It is important to make sure children are accompanied by a responsible adult when taking part in a clean-up. In the case of young children we advise a ratio of 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. Teach children that if they are in any doubt they should ask a grown up before picking the litter up.

It’s important that children are provided with gloves and wear suitable clothing and footwear. Don’t let children pick for more than one hour at a time.

If only adults are involved, attempt only what is within everyone’s capabilities and allow for rest breaks. Two to three hours of litter-picking is usually enough.

For more information about safeguarding children please see our safeguarding policy http://www.keepbritaintidy.org/keep-britain-tidy-safeguarding-policy
8. Spreading the word and reporting your impact

At Keep Britain Tidy, we want to know how it makes you feel to see litter on your streets, beaches, and parks. We want to know how much you collected and how many people are standing up and saying – no more! And we want to tell everyone about it; the media, big businesses and the government, so we can continue to pursue and influence change.

So please, after every clean-up, return to your dashboard on the Keep Britain Tidy website and record your results.

We want to make clean-ups a part of daily life and encourage new people to be part of the pick. So, share your pictures on social media as widely as possible using the hashtag #GBSpringClean and help us trend this very important topic.

Share on social:
Share your pictures and plans with us! Tag @keepbritaintidy #GBSpringClean