

Love Solihull

Your guide to looking after the environment and organising a community clean-up.



What is Love Solihull?

Love Solihull is about you and other members of the local community to become involved in making a real difference to our environment.

It can be anything from litter picking, cleaning graffiti, cutting back vegetation to organising an entire event to spruce up your local open space.

By working together we can achieve so much more to make Solihull one of the cleanest and greenest boroughs in the country.

Organising a clean-up

Firstly, decide where you would like to carry out your clean-up. It could be a straight-forward litter pick at a well-known spot or cleaning up and enhancing a local landmark.

You don't need a large group to make a difference. Ask neighbours or anyone else with a connection to the area to get involved.

If you are planning a large scale clean-up, try and gather support from other groups in your area such as schools, Scout and Guide groups, resident associations or environmental groups.

As a meeting point for the event, choose a well-known spot that will be familiar to everyone.



Equipment

You will need to decide the equipment needed for your event. We can help you with the loan of the following items:

- Litter pickers
- Gloves
- Refuse bags
- Fluorescent jackets

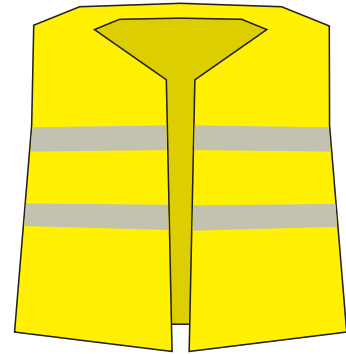


Remember to wear appropriate clothing and advise volunteers in advance to do the same.

We advise you to only pick up litter using a litter picker.

It may be helpful to make a basic map of the area identifying:

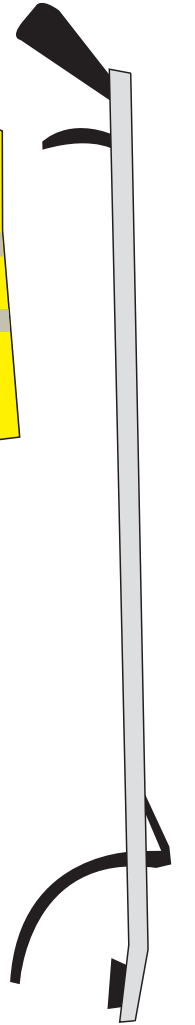
- Refreshment area
- First aid point
- Toilets
- Lost and found point
- Car park



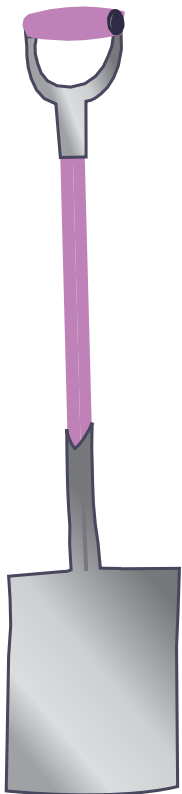
Fluorescent jacket



Gloves



Litter picker



Risk Assessment

Having chosen a place for your clean-up, you will need to visit the site and carry out a risk assessment. This involves carefully examining the possible risks that could cause harm to you or your volunteers.

When assessing the risks, look out for the following hazards:

- Unidentified cans or canisters
- Clinical waste
- Insecticides or other hazardous substances
- Broken glass, sharp objects and syringes

If the area has too many risks for you and the group, choose somewhere else.

If children are involved in the clean-up, please make sure:

- Young children are supervised at all times. We advise no more than four children to one adult
- Children understand which items are potentially dangerous and should not be picked up
- Children do not attempt to pick up heavy objects
- Children do not work near roads

Please complete and return a copy of the risk assessment form before the event.

After returning your registration and risk assessment forms we will contact you to arrange where any equipment should be delivered and where the rubbish will be left for collection.

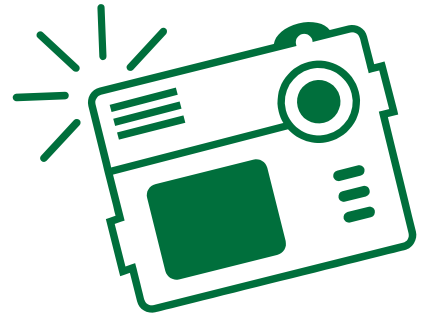
Publicity

Clean-ups can be excellent community events and great local stories to shout about.

If you would like help publicising your event please contact us.

We are always keen to display pictures of clean-up events, so please email your photos to **lovesolihull@solihull.gov.uk**

If you are sending photos of children to be included on our website, social media channels or other communications, please make sure that a consent form is completed for everyone present in the photo. Please contact us if you need a copy of our consent form.



The result!

Take a note of the amount of rubbish collected and any unusual items found. You could also record your progress by taking before and after photos of the event to see how much of a difference you all make.

Have fun, be safe and good luck!



Checklist

- Organise your volunteer group
- Decide when and where to carry out your event
- Carry out the risk assessment
- Complete and return the registration and risk assessment forms
- Arrange for equipment delivery and rubbish collection (we will contact you once you have returned the registration form)
- If needed, organise publicity for your event
- Give a volunteer briefing on the day
- Complete and return the enclosed feedback form after the event



Cut out form along dotted line

Love Solihull – Risk Assessment

Event description
Date
Location

Impact/severity	Low	Med	High
	Amber	Amber	Red
	Green	Amber	Amber
Likelihood	Low	Med	High
	Amber	Amber	Green
	Green	Green	Green

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures; (existing controls / precautions) should be considered.	Net risk			Owner
			Likelihood	Impact / Severity	Risk Level		Likelihood	Impact / Severity	Risk Level	
						Preventative & Protective Measures; (IP) = measures in place; (TP) = measures to be put in place / date of				

Assessed by (print)

Signed

Date Assessed



Registration Form

Please allow 10 working days for your documents to be processed.

Name of Event Organiser:

Address:

Postcode:

Email:

Contact Numbers:

Expected Date of clean-up:

Expected Number of People Attending:

Please describe type(s) and quantity of waste you anticipate will be collected e.g. general litter, tyres, 8 black sacks, skip load

Please provide an outline of where your clean-up will take place.

* Please return this form to:

Love Solihull, Solihull Council, Central Depot, Moat Lane, Solihull B91 2LW

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