

Love Solihull

Your community project tool-kit



What is Love Solihull ?

Love Solihull is about you and other members of the local community becoming 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 area.

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

Your tool-kit

This toolkit is a short guide designed to provide advice and information to community groups who wish to carry out environmental projects in Solihull.

We actively encourage residents and businesses to make a difference in Solihull. As part of this, we wish to support groups who would like to co-ordinate their own projects within the environment.

How can we help?

- Offer advice and guidance on co-ordinating environmental projects to make sure your project is a success.
- Ensure long-term sustainability for your project.
- We may be able to support you through the loaning of tools and equipment.
- Help to promote your project.

What do we need from you?

- We need to hear all about your ideas no matter how big or small your project is we need to ensure any activity carried out on our land is to the benefit of the whole community and fits in with our long term environmental policies. This also helps to ensure the sustainability of any works you wish to carry out. Just fill in the community project form at the back of the tool-kit and send it back to us.
- One of the greatest challenges with undertaking projects can be disposing of the waste following an event. Waste can quickly accumulate and will need disposing of appropriately. We can offer guidance and assistance if we are aware well in advance of the project.

Equipment

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

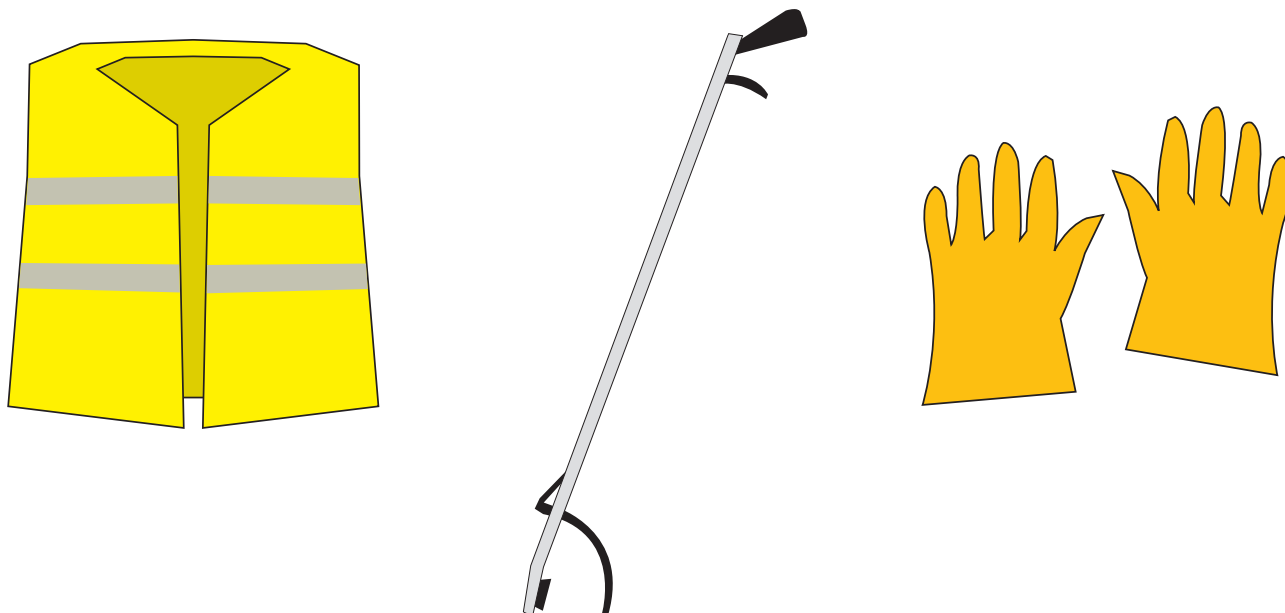
- Litter pickers
- Gloves
- Refuse bags
- Fluorescent jackets

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



Risk Assessment

Once you have decided on your project you will need to visit the site and carry out a risk assessment. A risk assessment is a careful examination of the possible dangers that your volunteers might encounter, or that might be present to others affected by your work. Risks may include slips trips and falls, use of hand tools and working near a roadside. Please give careful consideration to determine the required Personal Protective Equipment (PPE). You will find a risk assessment template on page 7 of the tool-kit.

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

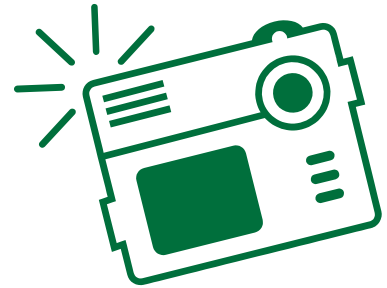
Please complete and return a copy of the risk assessment form before the event.

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

Love Solihull - Risk Assessment

Event description	
Date	
Location	

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

Love Solihull - Risk Assessment

Event description	
Date	
Location	

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

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Assessed by (print)

Signed

Date Assessed

Name of project co-ordinator:

Name of community group (if applicable):

Contact number for project lead:.....

Date/s of project:

Please tell us why you would like to undertake the project:

Please give a brief description of how you will complete the project:

Please tell us why you would like to undertake the project:

Other considerations to take into account when planning your project:

- Waste disposal (green or general)
- Risks to participants and general public - please send appropriate risk assessments

Thanks you for taking the time to complete this form. Please return along with completed risk assessments to **lovesolihull@solihull.gov.uk**

