




CLEAN FOR THE QUEEN

# Community Engagement Managers' Guide to delivering a safe and successful event





Thank you for working with your communities to organise Clean for The Queen litter pick events.

This step by step guide has been provided to help you work with your community event organisers to ensure all the events are safe and successful.



# What you need to send to event organisers

The documents you need to send to all event organisers are:

- Risk assessment form
- Poster template
- Photo consent forms
- Briefing note, covering:
  - How to register the event
  - Risk assessment
  - Equipment and hazardous waste
  - Event management
  - Publicity and photograph consent
  - Event feedback

# Risk assessments

- A risk assessment form must be completed by each event organiser
- A copy of this has been sent to you to forward to all your event organisers
- These do not need to be approved/seen by the council
- They do need to be completed and the organiser needs to have a copy with them at the litter pick event
- For any queries or advice when completing the form they can contact Kevin Oliver on 01380 734698 or email [corporatevents@wiltshire.gov.uk](mailto:corporatevents@wiltshire.gov.uk)
- Event organisers must brief their team of volunteers about any risks identified



# Public liability insurance

- Please speak to each event organiser and ensure they have public liability insurance in place for the event
- This is required to provide cover for any legal liability arising from any accidental damage or injury that could occur; including damage or injury to a member of the public or their property
- If a representative from Wiltshire Council, a town or parish council, school or community group is present it is likely there will be cover under their insurance
- Event organisers must check this is the case

# Collection of rubbish sacks

- For all events you must inform Kate Jennings where the rubbish needs to be collected from
- Rubbish will be collected from the locations you specify on Monday 7 March, or Tuesday 8 March
- You must inform where the rubbish collected will be left by Monday 29 February
- Rubbish should be left for collection where it is accessible from the highway
- After this date, the event organiser will need to contact the local highways team to arrange collection – they can do this by phoning 0300 456 0105 or emailing [localhighways@wiltshire.gov.uk](mailto:localhighways@wiltshire.gov.uk).



# Equipment provision

- All equipment to support a litter pick event will be provided
- This will include high vis tabards, gloves, litter grabbers, rubbish sacks, first aid kits, wipes and string
- It is your responsibility to divide this between the event groups and arrange distribution or collection with event organisers
- Some equipment is reusable; high vis tabards, litter grabbers and gloves – you will need a sign in/out system for multiple events
- Sign in/out forms have been provided


# Collection and storage

- You will need to collect all reusable equipment (tabards, gloves and grabbers) and any other unused equipment (wipes, string, first aid kits) from events organisers
- You will be responsible for arranging safe, secure storage for the equipment in your locality, so that it is available for future use
- Please inform Kate Jennings where equipment is stored, or if you have problems with storage contact Kate on 01225 718066 or email [Kate.Jennings@wiltshire.gov.uk](mailto:Kate.Jennings@wiltshire.gov.uk).



# Event promotion, photo consent and measuring success

- Ask event organisers to promote their events using social media and take before and after photos
- For all photos, please ask that consent forms are completed so that they can be publicised
- All photos and consent forms must be emailed to [areboards@wiltshire.gov.uk](mailto:areboards@wiltshire.gov.uk) along with number of participants and number of rubbish sacks collected



If you have any further questions about  
the Clean for The Queen campaign,  
please contact Kate Jennings

[Kate.Jennings@wiltshire.gov.uk](mailto:Kate.Jennings@wiltshire.gov.uk)

01225 718066