



Your guide to... Clean for The Queen

Organise a litter picking event in
your community to celebrate
The Queen's 90th Birthday!



What better way could we
show our gratitude to
Her Majesty than to clean up our
county?

Clean for The Queen is a campaign to clear up Britain in time for Her Majesty The Queen's 90th birthday, which will be officially celebrated in June 2016. The campaign was launched by Country Life magazine in partnership with Keep Britain Tidy in a bid to rally volunteers across the country to clean up their local areas.

When The Queen came to the throne, litter was not the problem that it is today. Food packaging, plastic bottles, takeaway meals and cigarette butts have all contributed to a growing menace that affects our wildlife, streets, countryside and sense of pride.

Take part in the Clean for The Queen weekend on 4, 5 and 6 March 2016.



In this guide you will find:

- Getting started and registering your event
 - Health and safety
- How to get your community involved
 - Check list
 - Useful contacts
 - Registration form



Keep in touch by social media

 @ CleanForTheQueen
@ WiltsCouncil

 www.facebook.com/WiltshireCouncil

Getting started

To make it easy for you to take part in Clean for The Queen, this simple guide will help you hold a litter picking event in your local area.

Before you start planning your litter picking event, speak to your community engagement manager, your town or parish council, other local groups, your neighbours and friends. Even though you may not know many details yet, it is good to see how your community will feel about the event. Through consulting with your local community you will also be able to pick up a variety of ideas and shape the event to meet the requirements of those involved.



Consider the location of your litter pick

It may be helpful to make a sketch map of the area to be tackled and note where the litter collection point will be. If you are expecting a large number of people, you may also want to identify a first aid and lost and found point. Mark on the map the location of any toilets and any other useful amenities. Volunteers could be separated into groups and given different routes in order to maximize litter picking.

If the land or property you intend to use is council owned please contact the council's corporate events co-ordinator on **01380 826335** or email **corporateevents@wiltshire.gov.uk**

For all other property, permission must be obtained from the appropriate land owner.

How to arrange for your litter to be collected

You will be responsible for all the litter you have collected and clearing up after the event. You can arrange for the litter to be collected by Wiltshire Council by contacting the council's **highways team** at **localhighways@wiltshire.gov.uk** or on **0300 4560105**.

Encourage volunteers to separate the materials they collect as much as possible so that the rubbish collected can be recycled where possible. You may want to use different coloured bags for recyclables and general rubbish.

Event management

We suggest one person takes overall responsibility for organising the litter picking event. You may like to join forces with a local school, community groups or businesses.

Register your event

Please complete a registration form at www.wiltshire.gov.uk/cleanforthequeen or complete the form at the back of this guide and send it to areboards@wiltshire.gov.uk. This will allow us to support your event and send you resources to assist with your litter picking event.





Health and safety

Equipment will you need

To help you get started, Wiltshire Council will provide your community area with an equipment starter kit including:

- Litter pickers
- High visibility tabards
- Bin/recycling bags
- First aid kit
- Protective gloves
- Anti-bacterial wipes
- Safety container for the collection of glass or sharp objects
- String/sticky tape.

Risk assessment

You will need to conduct a full risk assessment of the area before the litter pick takes place. If the event is on the council's land, the council will need to see the risk assessment before the event takes place. A risk assessment form will be sent to you when you register your event. Further advice can be sought from the council's **corporate events co-ordinator** on **01380 826335** or email **corporateevents@wiltshire.gov.uk**

Make sure you have a first aider present

Please ensure someone is responsible for all aspects of health and safety. It must be someone who is 'competent' and understands the subject.

A basic first aid kit will be provided for small litter picking events and a qualified first aider must be present. If the event attracts a large number of people contact your local ambulance service or voluntary first aid organisations such as the Red Cross or St John Ambulance for advice. They may even be able to provide cover and assistance.

Public liability insurance

Obtaining public liability insurance is very important and strongly recommended. This will provide cover for your legal liability arising from accidental damage or injury that may occur during the event, including damage or injury to a member of the public or their property.

If you have representatives from your local town or parish council or school, it is possible that insurance is already in place, but it is important to check that litter picking activity is covered under such insurance.

Make a contingency plan

What would happen if bad weather was forecast on the day of the event? Would it have to be postponed? How would you let people know if it is postponed? Get a contingency plan in place in case the preferred plan fails or the situation changes.





How to get your community involved

How to let your community know the event is happening

A good place to start would be to contact your town or parish council, your community engagement manager and any other local community groups that may want to support the event or can help you advertise it locally.

Do you have a town or parish magazine you could advertise it in? Are their local notice boards where could you display posters in your community?

Get together your volunteers

Publicise the event locally – contact friends and neighbours, encouraging them to sign up to take part. Consider speaking to community groups and local volunteers who may be interested in joining in. Search www.wiltshire.gov.uk/wiltshireclubsandorganisationsdirectory to find out more. You can also contact your local community engagement manager for help and support, visit www.wiltshire.gov.uk/community_engagement_managers.pdf for more information.

Would you like to make your litter pick a regular event?

If you'd like to stage the event again, speak to everyone who was involved in the first event and consider how you could improve the experience. If you would like to stage the event again, in the same place, then documents such as the risk assessment can be reused.

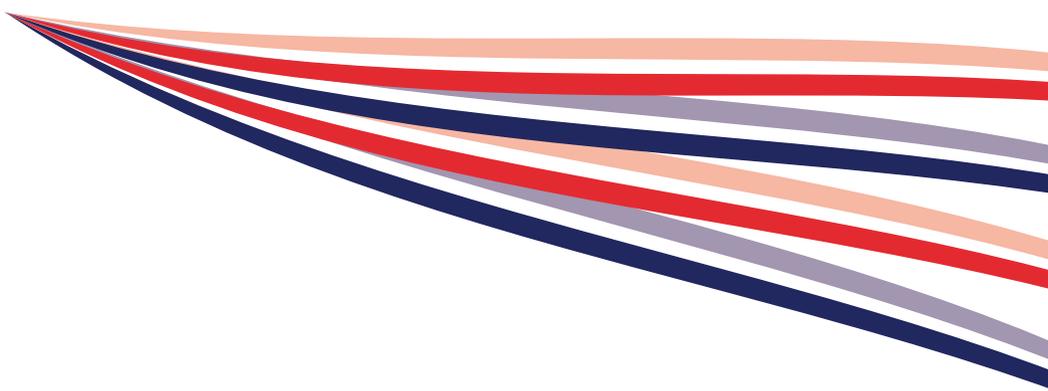
If you are planning to continue your environmental work after your Clean for The Queen weekend, you may wish to try and secure sponsorship. Local companies may well be interested in supporting your clean up by donating money or equipment.

Alternatively, money can be raised through fundraising events e.g. car boot sale, summer fair, car wash etc.

Checklist

The following checklist should help you to manage your litter pick and remind you of any areas you may not have considered when planning your event.

<input type="checkbox"/>	Speak to the local community to get support
<input type="checkbox"/>	Speak to your community engagement manager town or parish council
<input type="checkbox"/>	Identify the location you want to clean and contact land owner
<input type="checkbox"/>	Arrange litter disposal
<input type="checkbox"/>	Complete event registration form
<input type="checkbox"/>	Complete risk assessment
<input type="checkbox"/>	Arrange public liability insurance
<input type="checkbox"/>	Arrange adequate first aid
<input type="checkbox"/>	Make a site plan and contingency plan
<input type="checkbox"/>	Arrange to collect your equipment
<input type="checkbox"/>	Ensure health and safety actions are in place
<input type="checkbox"/>	Promote your event to your local community





Registering your event

Please complete this form or provide the following information by email at least two weeks before your planned event and send it to **areboards@wiltshire.gov.uk**

The council will look at what you are proposing and process your application before contacting you regarding the next steps including details of your equipment collection.

Name of organiser:
Organisation (if applicable):
Email address:
Contact address:
Telephone number (daytime):
Telephone number (evening):
Location of event:
Are you working with any organisations/school? (Please provide details)

Useful contacts

General advice on event safety and risk assessment/permission to use council land:

Corporate Events Co-ordinator, Wiltshire Council

Tel: **01380 734698**

Mob: **07825 400377**

Email: **kevin.oliver@wiltshire.gov.uk**

First Aid:

Great Western Ambulance Service – Tel: **01249 858500**

St John Ambulance – Tel: **01380 728362**

British Red Cross Society – Tel: **01793 859930**

Waste Disposal:

Wiltshire Council's Highways Team – **localhighways@wiltshire.gov.uk**

Tel: **0300 456 0105**

Hazardous Waste:

Environment Agency (24 hour hotline) – Tel: **0800 80 70 60**

Avoiding complaints of noise:

Environmental Protection service – **publicprotectionwest@wiltshire.gov.uk**

Press Releases:

Communications Team – **communications@wiltshire.gov.uk**





**A legacy
for Wiltshire**

A legacy for Wiltshire

2012 was a fabulous year for Great Britain; it was also a great year for Wiltshire. Our communities came together and celebrated the Queen's Diamond Jubilee, the Olympic Games and followed the Olympic Torch relay as it travelled through the county.

These events had a huge impact on our communities and the local economy. A Legacy Steering Board was established to make sure we built on the successful relationships that were developed and to ensure that a real legacy for the future was created with the following aims:

- **bringing communities together to deliver events and activities**
- **keeping the economy invigorated**
- **getting more people more active through sport and leisure**
- **increasing the access to arts and culture across the county.**