

when you get this pack

1. **'Equipment Order Form'** for sacks, boxes, loaned litter pickers and hi vis waistcoats - visit oxclean.org.uk and complete **ASAP**. City Works need as much time as possible to organise the logistics.
2. <http://kb.keepbritaintidy.org/fotg/publications/cleanup.pdf> - essential guidance, incl. health & safety.
3. **Volunteer Recruitment Poster** download and display locally; **'Keep it Safe!'** leaflet download and distribute to your volunteers when they enlist; **'Sign In'** form download for completion at the briefing; **'Just Cleaned'** Sign download and print if you want more.
4. **Local sponsors** - approach local shops, pubs, cafes and businesses to see if they will provide refreshments and other support.
5. **Have fun!** - arrange a social event for after your pick –eg bring & share lunch or tea, BBQ

equipment distribution & collection

1. **sacks, boxes and hi vis waistcoats** - City Works will distribute directly to you between Monday and noon Thursday in the week of the event. They plan to collect by the end of the day of your pick but in some cases they may not collect until the following morning. If any delay in collection will cause a particular problem, please specify on order form. Call City Works **0791 7211316** to report any rubbish that remains after 12.00 on Sunday. They will collect unused equipment and hi vis waistcoats during the week following.
2. **litterpickers** – OxClean has limited supplies available for loan. We will aim to allocate these on an equitable basis. Please, order as early as possible see 1 above. Final arrangements for collection and delivery will be emailed on 28/02.
3. **gloves** – sadly, we have a very limited supply and these will be reserved for student groups who are unlikely to have access to gardening gloves

on the day

1. **Other equipment** – take along to the pick eg mobile phone, first aid equipment, 'Sign In' sheet, camera.
2. **Brief** volunteers about health & safety issues (nb glass/sharp objects in boxes not sacks), what not to pick (see 3 and 4 below) and how to contact you to report dangerous items or for any other reason. Ask volunteers to **'Sign In'** to confirm that they have been briefed.
3. **Needles, syringes, hazardous waste** – report immediately to City Works **0791 7211316**
4. **Fly-tipped items** eg furniture, fridges, builder's rubble - report details on oxford.gov.uk/PageRender/decDi/Report_It_occw.htm or call **0791 7211316**
5. **'Just Cleaned' Sign(s)** - display prominently and remove 2 weeks after event.
6. **Photographs** before, during and after your pick would be much appreciated - email up to 4 to webmaster@oxfordcivicsoc.org.uk and/or picturedesk@nqo.com

afterwards

1. **'Feed Back'** – please complete form on oxclean.org.uk as soon as possible

*If you do not use internet, please, contact us at
67 Cunliffe Close OX2 7BJ – or, call 07505 756692*