

SPRING CLEAN 2019 GUIDANCE

Before Spring Clean

- Visit thebigtidyup.org – see Resources for essential guidance including safety aspects.
- Volunteer recruitment poster/leaflet – download and display locally a few weeks before the event and/or put them through letterboxes in your area.
- Keep it Safe! leaflet – download and distribute to your volunteers as they enlist.
- Collect sturdy cardboard boxes for broken glass .
- Sign In form - download for completion at the briefing to confirm attendance.
- Local sponsors - approach local shops, pubs, cafes for refreshments.
- Have a party! - arrange a social event after your pick.

Equipment distribution and collection

- Complete an order form asap and nominate a depot (we will have two depots).
- Arrange with the depot to collect your equipment (we have limited capacity to deliver to you).
- When working out how many sacks you need, please consider the importance of recycling – we know it can slow down the litter pick but it reduces landfill.
- Oxford Direct Services Streetscene will collect from your nominated location (s). A 'residual waste' truck and a 'recycling' truck will tour the pick-up points. In case of **any** problems call the Streetscene Supervisor.

Friday	05.30 -13.30	Peter Mokris	07483 010 929
1st	13.30-18.00	Andy Proper	07483 010 712
Saturday	05:30—13:30	Thomas DuBose	07483 007 116
2nd	13:30 –18:30	Brian Cobb	07483 010 728
Sunday	05:30—13:30	Thomas DuBose	07483 007 116
3rd	13:30 –18:30	Brian Cobb	07483 010 728

On the day

- Assemble equipment e.g. mobile phone, first aid equipment, Sign In sheet, camera.
- Brief volunteers – about health & safety issues (NB glass/sharp objects in boxes not sacks), what not to pick (see below) and how to contact you to report dangerous items or for any other reason. Ask volunteers to 'Sign In'.
- Use the recyclables sack like your Blue Bin - items must be dry and unpolluted.
- Broken glass – put in a cardboard box, wrap in clear plastic to keep it dry and make it obvious to collecting staff.
- Needles, syringes, hazardous waste – report to Streetscene Supervisor.
- Asbestos, plasterboard, builder's rubble – don't touch, tell Streetscene Supervisor.
- Fly-tipped items e.g. furniture, fridges – tell the Supervisor or use the Council's Report it feature. The City hopes to prosecute fly-tippers and recover clear-up costs.
- Changes to pick up points – agree with the Streetscene Supervisor.
- Our equipment is valuable, please look after it. Return litter pickers and high-vis vests to your depot or agree an alternative plan. Don't leave it with filled sacks.
- Please send us your 'Spring Clean in action' photos! We'll add the best ones to our website. Send to photos@oxclean.org.uk

Afterwards

- Report uncollected sacks to Streetscene Supervisor or streetscene@oxford.gov.uk cc info@oxclean.org.uk
- Enjoy that party you planned!
- Feedback – please complete form on oxclean.org.uk