

SPRING CLEAN INFO & GUIDANCE

Before Spring Clean

- Keep it Safe leaflet – download and distribute to your volunteers as they enlist
- Sign in form -download for completion at the briefing to confirm attendance
- Local sponsors – approach local shops, pubs, cafes for refreshments if appropriate

Equipment distribution and collection

- When we open for orders, complete an order form asap and nominate a depot (we will have two depots – Headington and Summertown)
- The depot manager will make contact with you to arrange a date and time for you to collect your equipment or you can make contact immediately.
- 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 residual waste. As a guideline we recommend one recycling bag and one residual waste bag per person per hour.
- Oxford Direct Services StreetScene will collect your sacks from your nominated location(s) – we let them know where this will be. In case of any problems call the StreetScene Supervisor who will be on duty as follows:

Friday 7 March
Saturday 8 March
Sunday 9 March

Friday 14 March
Saturday 15 March
Sunday 16 March

On the day

- Assemble equipment e.g. mobile phone, first aid equipment. Sign in sheet. Camera
- Brief volunteers – about health and safety issues, and what not to pick up (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 (usually yellow) like your blue bin at home – items must be dry and unpolluted.
- Broken glass – report to StreetScene Supervisor
- Needles, syringes, hazardous waste – report to StreetScene Supervisor
- Asbestos, plasterboard, builders’ rubble – don’t touch, tell the StreetScene Supervisor
- Dog poo. Don’t pick up dog poo bags and definitely not dog poo!
- Fly-tipped items e.g. furniture, fridges – tell the Supervisor or use the Council’s Report feature. The City hopes to prosecute fly-tippers and recover clear-up costs
- Changes to pick up points – agree with StreetScene Supervisor
- Our equipment is valuable – please look after it. Return litterpickers and hi-vis vests to your depot manager. **DO NOT LEAVE THEM 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 the StreetScene Supervisor
- Feedback – please complete form on oxclean.org.uk