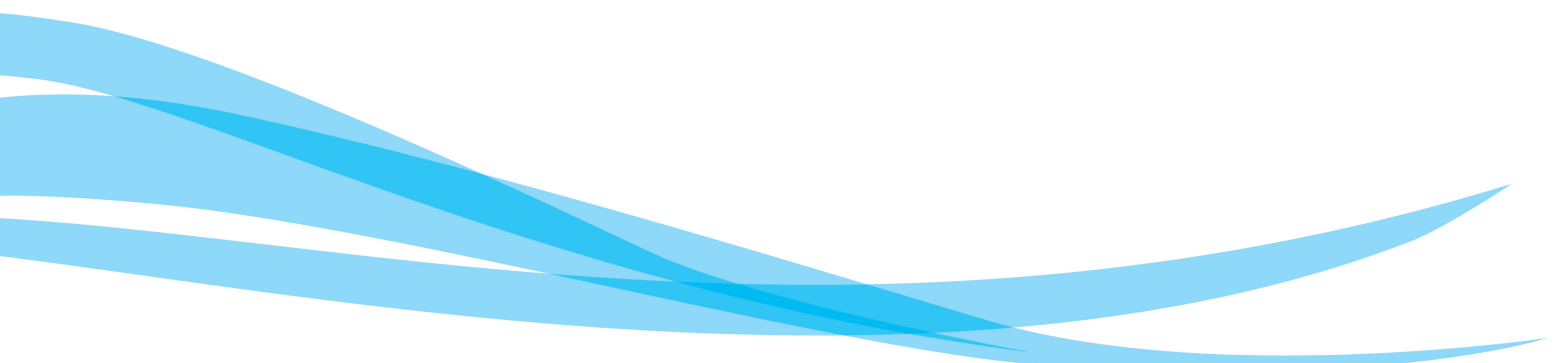


Clean Up Host Volunteer Manual



Version 1 June 2021



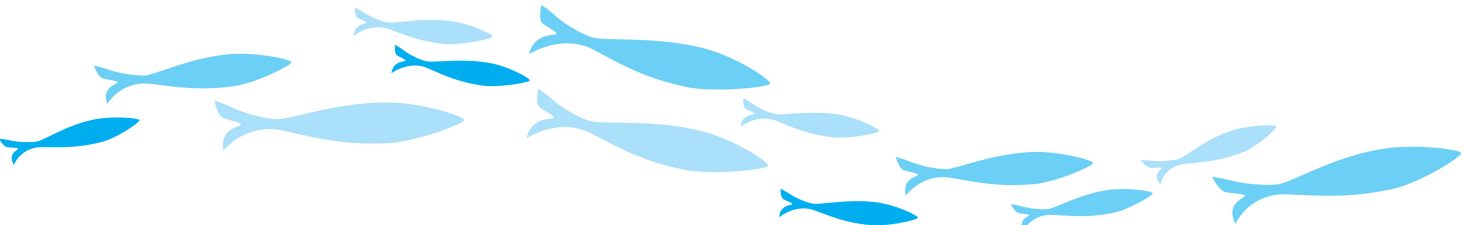
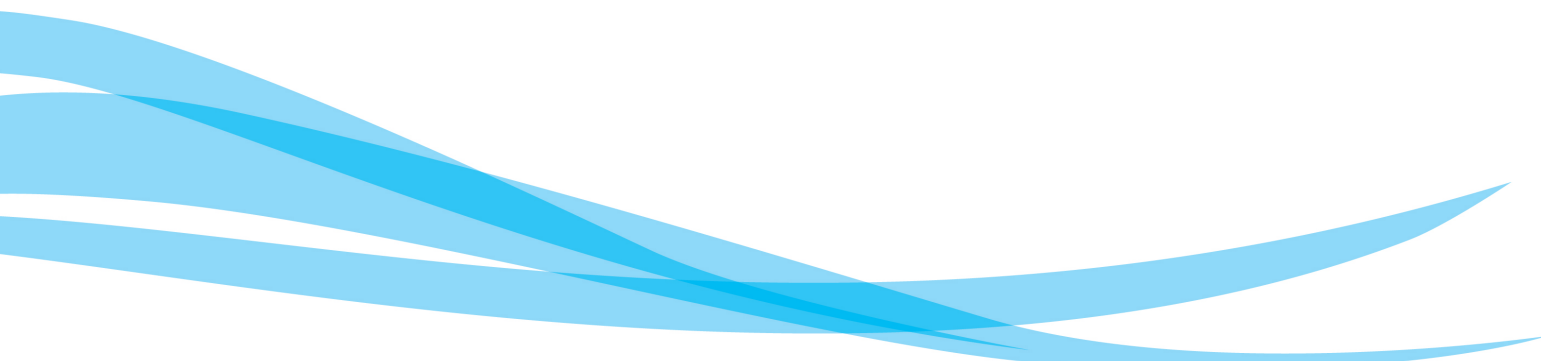
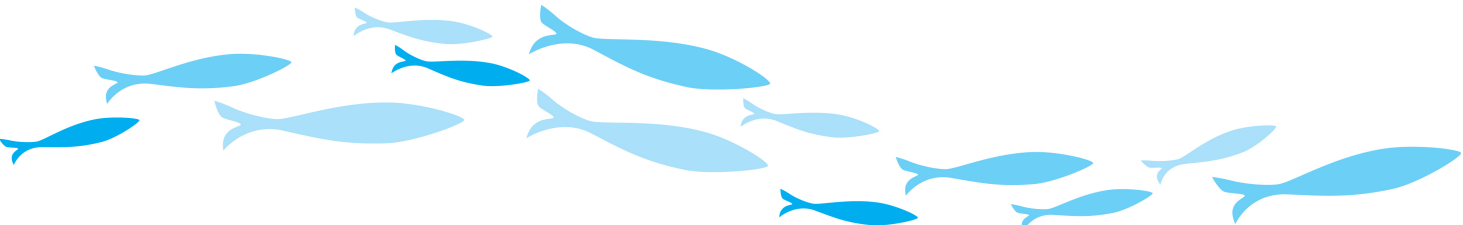


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Protocol

The Foundation takes care to run all events under the insurance and policy requirements, while upkeeping the reputation of the organisation.

Clean up Hosts

The host role is to;

Prior to the event (with foundation staff members and other volunteers);

- Help plan the event and resources or assistance required
- Promote the event
- Determine the best group dynamics for the event if not already established

During the event

- Manage communication with landowners, attendees, project leads and the foundation
- Keep everyone safe
- Manage expectations of attendees
- Keep up the reputation of the organisation
- Collect litter
- Record data to help find and implement solutions
- Have Fun!!

Effective clean ups

Attendees at this event will be very keen to get as much litter as possible, but data is valuable for the foundation. A balance to keeping people safe and clean as much as possible.

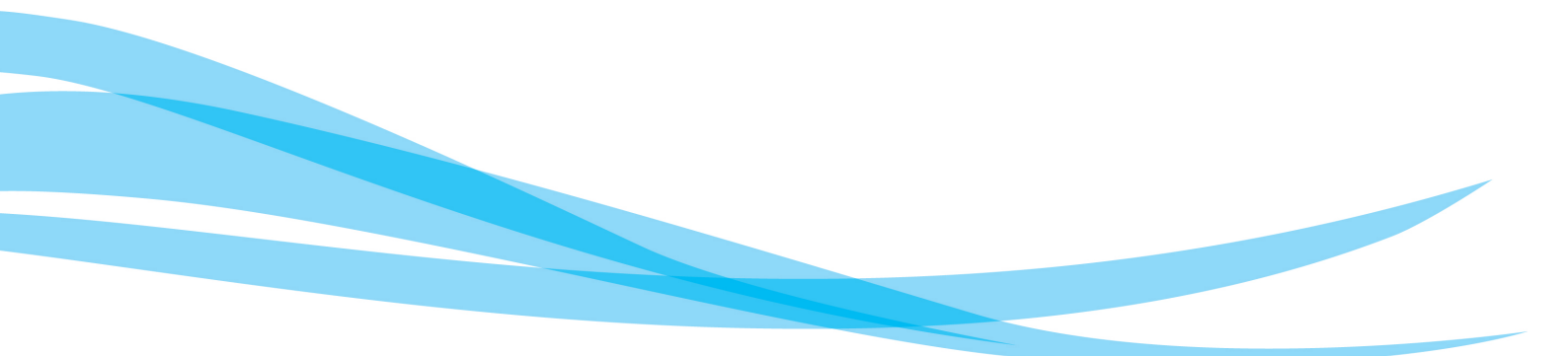
Conduct and Safeguarding

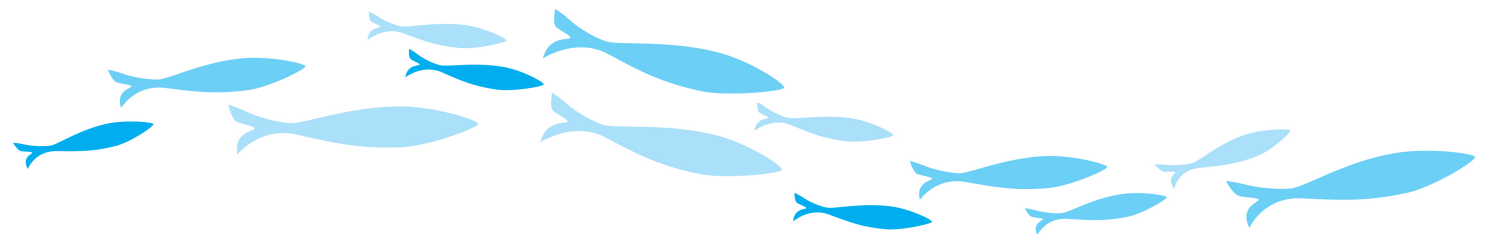
All volunteers are treated and managed in accordance with the foundation's [policy](#).

All volunteers must be aware of both the volunteer policy and the [safeguarding policy](#).

Sites

Sites are chosen to be safe with the relevant risk assessment and equipment. Landowner permission is achieved well in advance of the event in order that they can also contribute and promote the event.





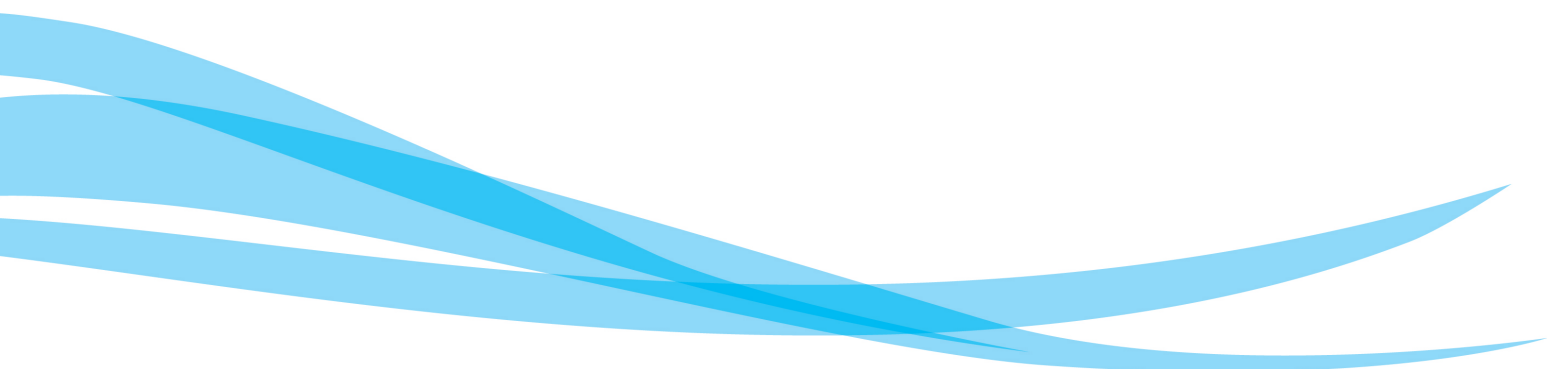
Certain sensitivities may require other permissions and these normally take 20 days statutory response to confirm acceptance, therefore a clear plan for the submission may be required well in advance.

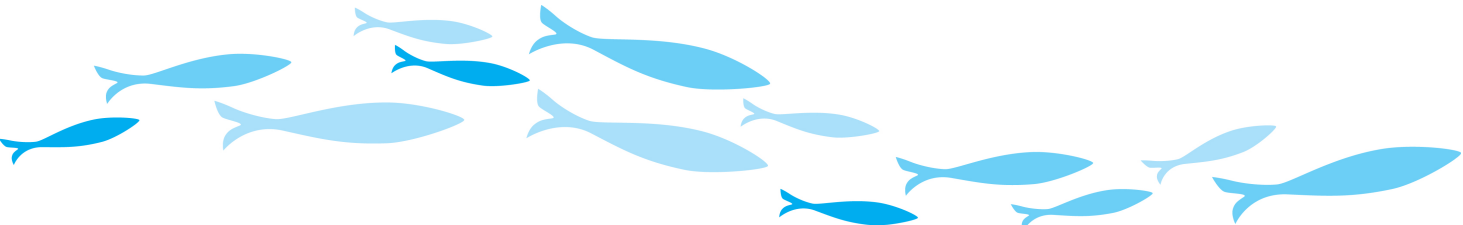
Equipment

The foundation has a number of bits of equipment that can be utilised in the plan for a clean-up. These are listed in Appendix 1. Additional equipment may be sourced from partners.

Boat work

There are a number of vessels that can be used for different uses. Their details are listed out in Appendix 2.





Working environment & safety

PPE

Life jackets are to be worn out on deck and during sampling. Hard hats must be worn during trawl deployment and recovery if on deck, this is mandatory by those carrying out the task. Protective gloves are provided for handling the trawl, but it is not advisable to wear during rope work should they catch in the lines.

Collection of Sharps

It is really important that we allow collection of litter and keep attendees safe.

- Glass- this cannot be put in a bag carried by an attendee and should either be placed in a solid structure/carrier or in the trolley
- Sharps – all items of sharps can be collected, but don't need to be if it is unsafe. The items can be marked and returned to by the relevant authorities, but if it can be collected it should be placed in one of the sharp boxes carried during the event.

Waterbourne infections

The estuaries water is not clean and can carry diseases such as Weil's Disease (Leptosporosis), hands should be cleaned with antibacterial gel (available on board) before eating or drinking. Any open cuts or burns should be protected. If you develop cold or flu like symptoms following working on the estuary, please let your doctor know that you have been working near river water. For more information please go to <https://www.nhs.uk/conditions/leptospirosis/>

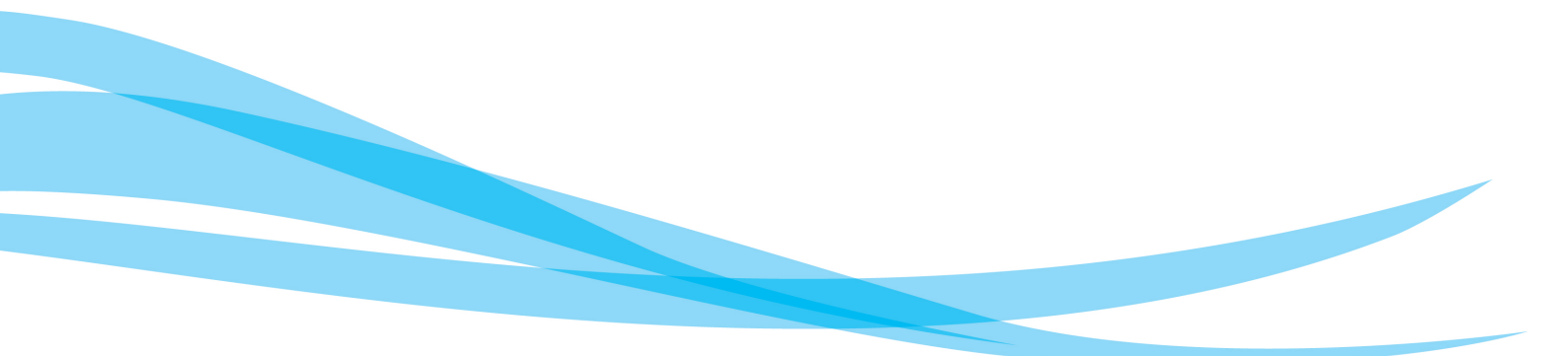
COVID precautions

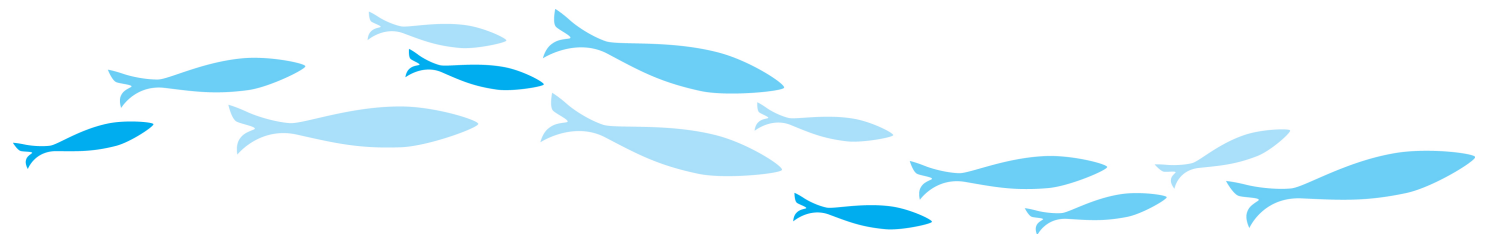
All activities must take into account government guidance at the time. If the landowner is not comfortable with the precautions the foundation has in place at the time, this should be respected and the events managed, postponed or cancelled. No event will be run if it unsafe and puts any spread of the virus at risk.

Antibacterial gel is also available for all crew to use.

First Aid

There should be a first aid trained individual and a full first kit is on site. This includes a distribution on the boats if boat based.





As a host you must provide an emergency contact to the foundation prior to activity so that should the foundation need to make contact they can do.

General emergency

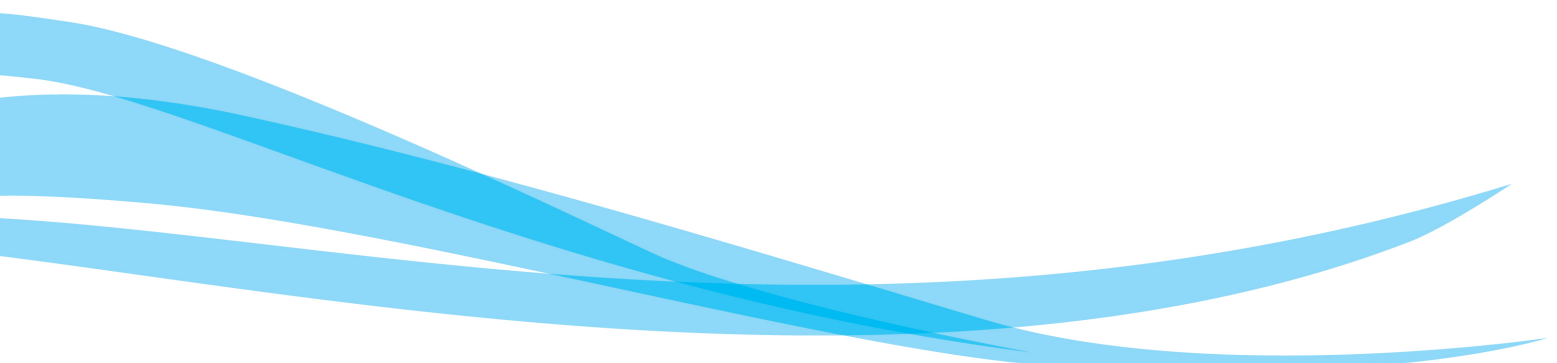
In the event of an emergency with the boat, please follow all instructions given to by the helm. While you are on the vessel the helm will show you where all the emergency equipment is located should we need it and explain basic procedures should you need to act on their behalf.

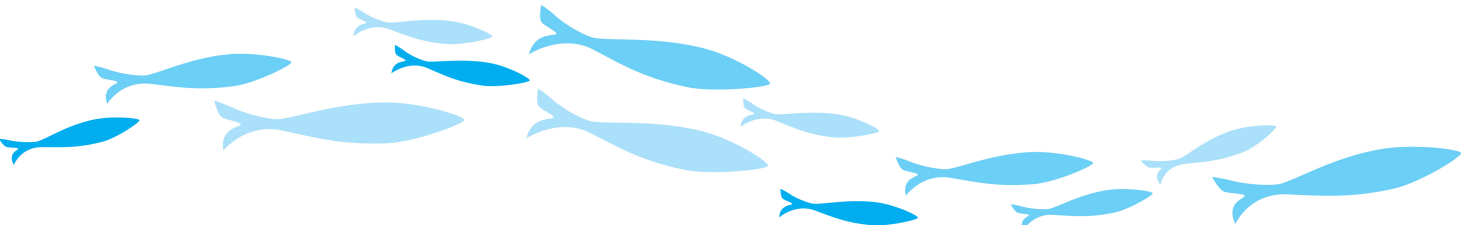
Communication

If the clean-up is large enough to require a number of foundation representatives and dispersed groups out of sight of each other, for example on the islands or around the marina, there is more risk. The teams can be issued with handheld radios to communicate and expected to call in or return at specific times. Deviation from the event plan in this case is rarely tolerated and good communication so that all other foundation representative are aware and briefed.

Managing Risks

Living River Foundation does not tolerate unsafe practices and all procedures should be followed at all times. Any questions or concerns please raise with the team or contact info@living-river.org





Method

Risk assessment & permissions

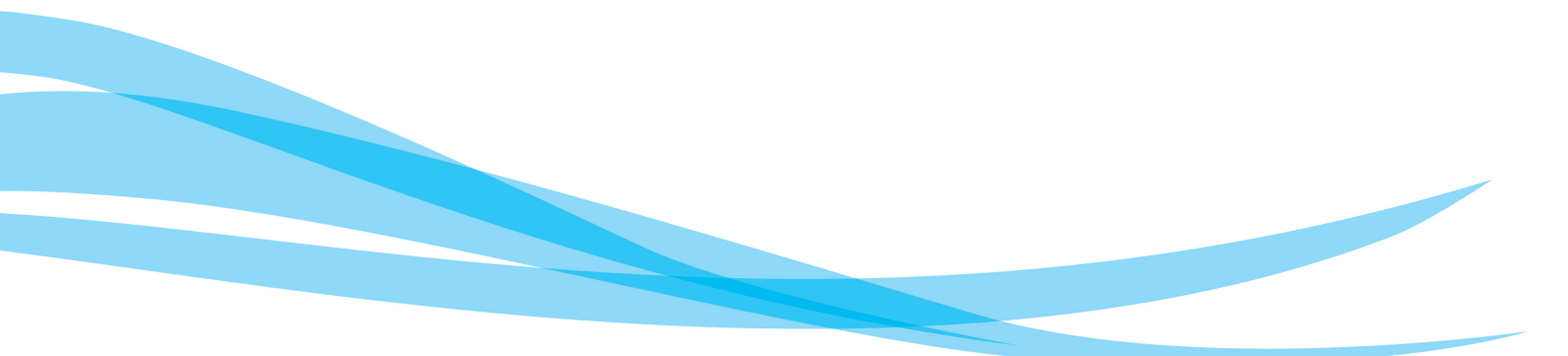
- The area of clean up must be visited beforehand to create risk assessment and briefing (see example left), this may already be done by the team.
- Risk assessment of each site should be done before hand, which may be done either by the host or by the project team.
- A standard briefing sheet is provided to the hosts for all events (Appendix 3).
- Dynamic risk assessment will be delivered on the day by Clean up Host to cover weather, group or site changes.
 - Foreshore hazards?
 - Who in the group is at risk?
 - Is the risk already controlled?
 - Is there any further actions required?

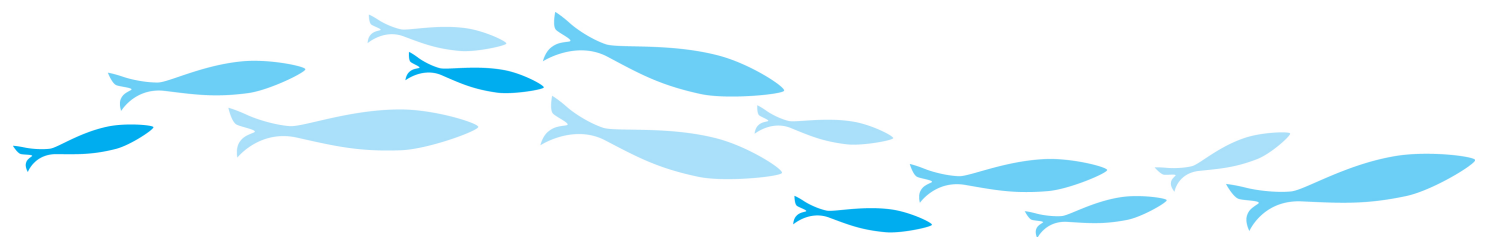


Participants

- When planning the event Hosts will need decide with foundation team if it is a registered event or on the day (Island Clean ups are standard registration due to the limited numbers).
- Does the site limit ages or ability, including if there is boat use.
- All participants must be signed in, and a roll call may be required if there are larger groups split into different locations.
- The sign in sheet included photo permission, this must be respected, and any photographer working for the foundation must be made aware.

Waste removal & data collection

- All items collected (or observed) should be recorded on the data sheet (Appendix3);
 - On land this could be done in small groups with called out numbers
 - For Boat based clean ups, this is required after the surface of the water has been cleaned and sorted on land.
- 



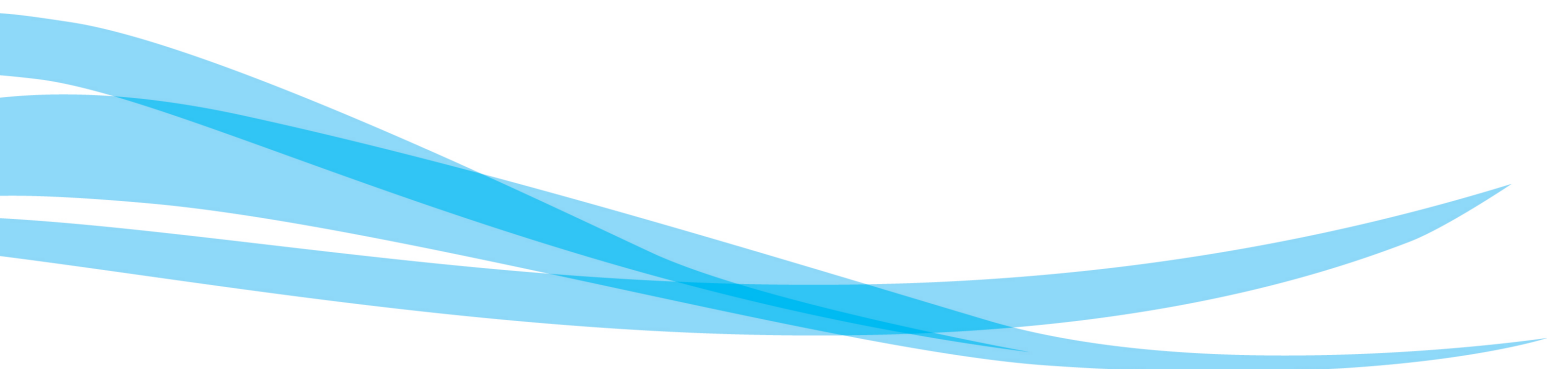
- For Island clean ups this could be done with participants prioritising particular item types.

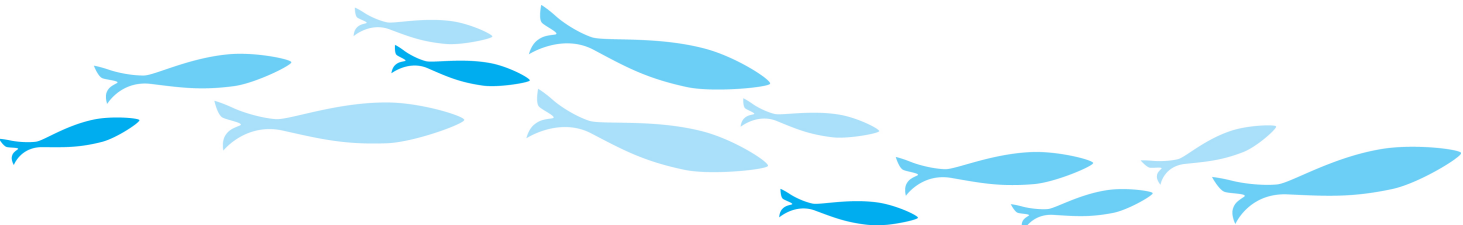
This may vary depending on what items need to be separated for the recycling routes.

- All litter collected must be placed in the right disposal route, and may need to be separated during sorting or while collecting. The foundation is always looking for ways to increase certainty of responsible use. The list of items will change from time to time, at time of writing the foundation currently has routes for;
 - Driftwood
 - Metal items
 - Hard plastics
 - Rope and net

Emergency procedure

- In the event there is an emergency you will notify the foundation leads, land owners and any emergency services appropriate. Depending on the emergency one of these organisations may take control of the circumstances.
- If an accident occurs it should be reported to the foundation and the accident record book updated.





Appendix 1 Equipment



Storage location at Chatham Maritime Marina

- site holds protective equipment, picking equipment and sacks
- Code provided to hosts once trained
- All other equipment including radios and first aid kits are kept elsewhere.
- If any thing is found to be missing or damaged please notify the foundation at the time by text on 07956160822

Protective equipment

- Single use gloves
- Protective hard-wearing gloves for large items
- Antibacterial gel
- Sharps bin(s) & first aid kit.

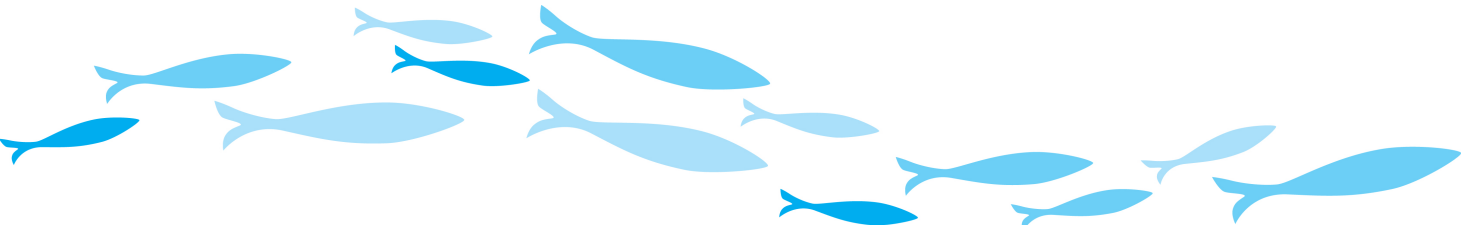
Picking equipment

- Litter pickers
- Scoopers/nets

Collection & Carriage

- Bin bags
- Builder sacs
 - Large for in vessel collection
 - Small for island or land clean ups
- Trailer for land base clean ups





Appendix 2 Boats and clean up uses



Sprat

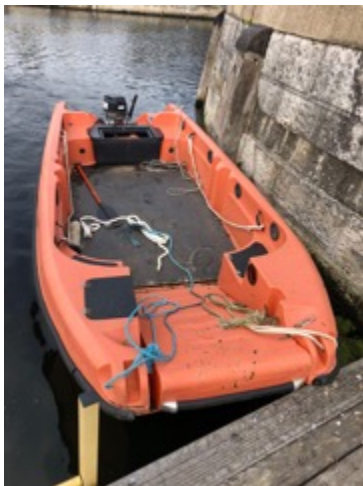
- Small vessel
- Two persons only
- Limited space, ideal for quick clearance of the litter boom or marina
- Short distances from marinas or snapper possible

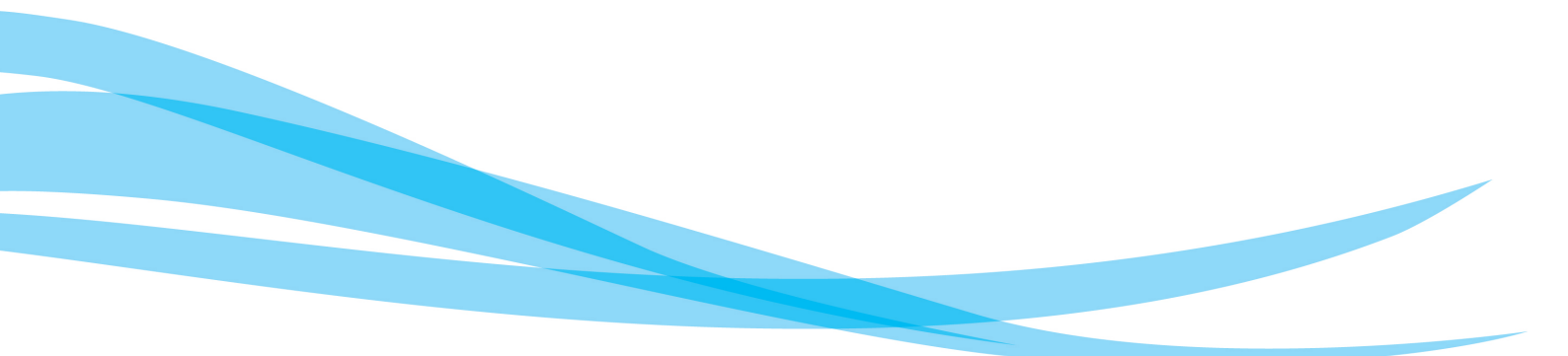
Snapper

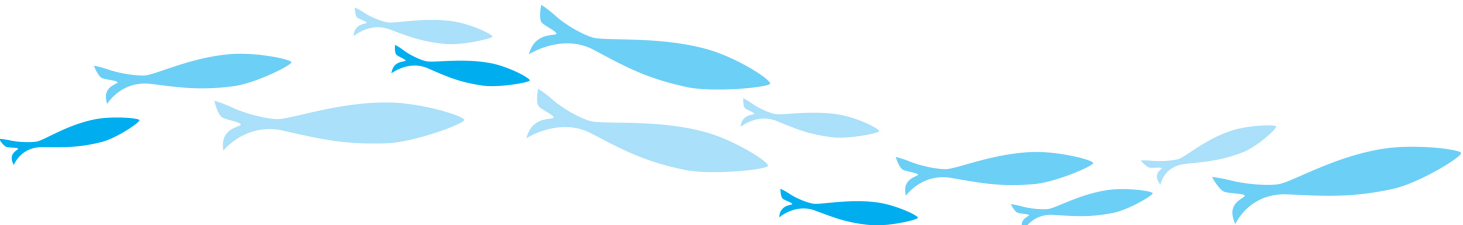
- Largest vessel used mainly for island clean ups
- Commercially endorsed skipper may be required



Patch



- Bigger than Sprat will collect enough to two builders sacks
 - Required Power boat 2 skipper and can take 2 crew in addition.
 - Short distances from marinas or snapper possible
- 



Appendix 3 Briefing Note

You may not need all of these sections so review the circumstance of the clean up and pick the relevant bits.

Those in Bold are mandatory for the briefing. Italics indicate where you might have to use the other sections. This must be followed.

Hi I am..... from Living River Foundation, thank you for joining us to litter pick in
Before we start here are a few things we need you to know and follow today to keep everyone safe.

We have gloves and litter pickers/nets/scoops for you to use. We also have antibacterial gel, bags for disposal and sharp boxes and first aid kits on hand.

[Island clean ups only] There are protective gloves for those of you moving larger items, otherwise we have disposable nitrile gloves.

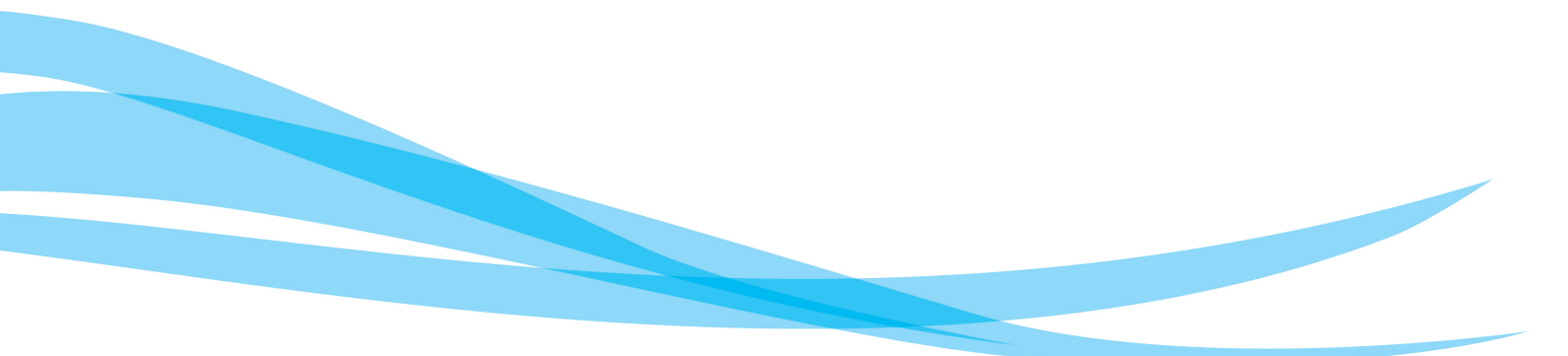
Please don't use your hands to pick up any items and don't put your hands anywhere you cannot see, there could be sharp items hidden underneath.

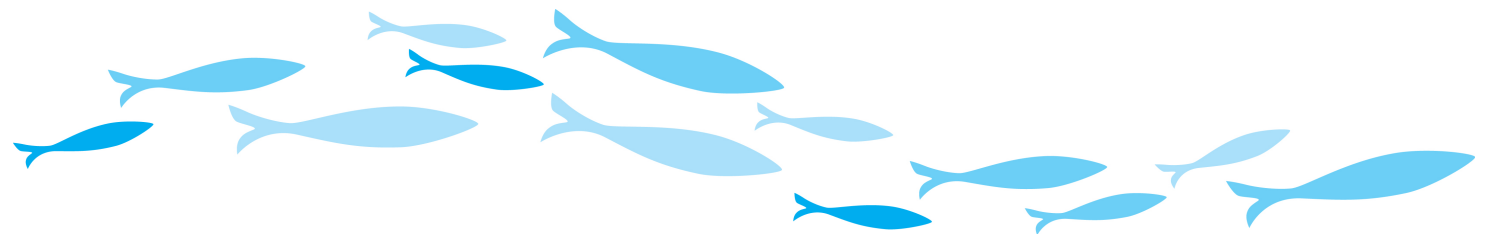
If you find a sharp please leave it where it is and let one of the foundation volunteer know. We will either collect it into our sharp box or notify the landowner/their representatives [who are with us today]. If you injure yourself at any point please let me know and the first aider who is today.

Please leave full or heavy bags at the allocated locations, or on the trolley. Any glass found should not be placed in your bags, but in the designated container. *[when relevant]* We are also collecting ropes/hard plastics separately please use the relevant container/we may need a volunteer to just collect these.

Please clean your hands before you wipe your nose, eat or drink anything. We have antibacterial gel for you to use while we are litter picking.

[relevant on any near water] Weil's Disease is caused by a bacteria carried in rats and is more easy to catch near open water like where we are today. If, after the event, you present with flu like symptoms, not covid symptoms, please see a doctor and explain what you did today.





Children must stay on the path and remain under the supervision of their guardian. Those adults among us who are fit and able are permitted to deviate from the path. *[Litter free maritime only- CMT requirement]* Please do not go beyond the grassy area on the river side of the path, we do collect this litter via boat due to the soft mud at the bottom of the slope.

If you are the recorder, or would like to record what we collect please come and see me. If you do not wish to be photographed, or the children you are responsible for today, please make your wishes known to myself and the team. Please make sure you all sign in. If you need to leave before the event has concluded please let one of us know. *[Island only]* please stay in your groups and within sight and hearing of each other in the group. We have communication and call in times and if these are missed this could result in emergency services unnecessarily being called out.

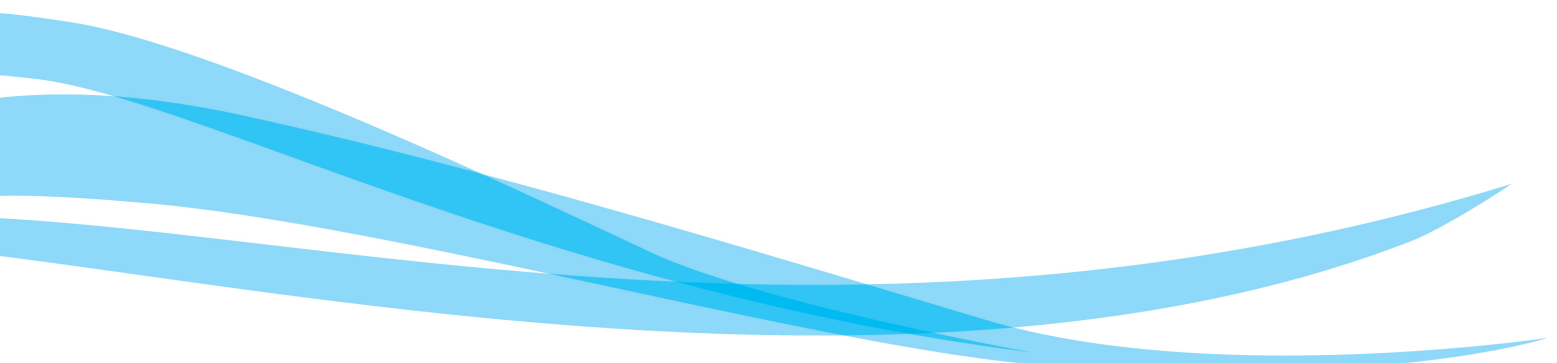
Disclaimer- to be placed on the clipboard with the sign in sheet.

By signing in you are agreeing to undertake the activity in line with the briefing you have been given. You will follow the instructions and understand that any deviation will be done at your own risk. You are in fit health and do not have any medical conditions that prevent you from undertaking this activity or task that you are undertaking.

A guardian or parent must supervise children under 18 at all times. By signing the register below the guardian agrees that the child has no medical conditions that prevent taking part.

Dogs must be kept on a lead and any fouling cleared up immediately.

Please note photographs are being taken of the event, you consent to yourself and your family being in these photos unless you cross the last column in the sign in sheet and let the event representative for the Living River Foundation know.



Data sheet

Surveyor Name		Position of clean up	Bank/Path	Foreshore	
Location at start		Location at finish		Time:	
				Date:	
Route Notes (Logos or collections of specific items)					
LITTER COUNT					
Polystyrene <1cm		Polystyrene 1cm-10cm		Polystyrene food packaging	
Polystyrene large		Hot Drink lid		Fast food drink cup	
Plastic Bag		Plastic cup		Coffee cup	
Plastic Bottles (Water)		Plastic bottle lid		Fishing nets/equip	
Plastic Bottles (other)		Plastic Drum		Plastic Pellets	
Rope/strand		Cigarette butts		Sanitary Item	
Clear wrapper (food + cigarette)		Food Wrapper (sweets etc)		Wet Wipe	
Gloves		4/6 pack yoke		Cotton Buds	
Metal Drum		Gas bottle		Balloon	
Cable Tie		Straw		Plastic Food Container	
Strapping		Bubble Wrap		Cans	
Ball		Crisp Packet		Lighter	
Unidentified plastic <1cm		Unidentified plastic 1-10cm		Large unidentified plastic Item	
Driftwood		Plastic Sheeting		Plastic crate	

