



## Fact Sheet: Organiser Checklists

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The following checklists may help group leaders to plan their event. Please feel free to use and adapt them accordingly.

### First steps

- Decide on a date and location for your clean up.
- Ask for permission from the landowner or local council responsible for the land you want to clean up.
- Ask your local council if they will remove litter from the site once you have collected it.
- Carry out a risk assessment of the site to identify potential hazards.
- Recruit volunteers and make a list of their contact details.
- Register your event with National Spring Clean.
- Notify participants of the meeting time and place and advise them about appropriate clothing eg sturdy footwear and warm, waterproof clothing.
- Contact the local press to let them know about your event.

### Mapping

You may find it helpful to sketch a map of the site, marking identifiable landmarks and useful facilities, as well as:

- Proposed litter-picking routes
- Potential hazards
- Litter drop-off/collection points
- Nearest toilets and hand-washing facilities
- Shelter if weather turns bad
- Car parks

### Recommended equipment

Although the following equipment is not essential (anyone can pick up litter and put it in a bin without special equipment!), you may wish to source some of the following:

- Litter-pickers
- Protective gloves
- Bin bags
- Wheelbarrows
- Rakes or shovels
- A safe container (eg biscuit tin) for sharp objects
- First aid kit
- Anti-bacterial wipes or hand-washing gel
- A skip
- The free Keep Scotland Beautiful Clean Up Kit, which will be sent to you when you register your event.

### At the event

On the day of the event, be prepared and:

- ☺ Check that everyone you are expecting is present.
- ☺ Brief participants on how to stay safe during the event.
- ☺ Let them know where litter drop off points are for bags full of litter, and where and when to meet up again when you are finished.
- ☺ Distribute equipment with instructions on how to use it safely.
- ☺ Most importantly – have a fun and safe event!