

# Information for Litter Picking Hub Managers



Thank you for hosting a Litter Picking Hub and helping to make your community a cleaner and safer place to live, play and work.

## Hub documentation

To help you manage the Hub correctly, Keep Wales Tidy has prepared some templates and resources for you to use. These include:

1. An equipment **booking form** which includes important information on where and when borrowers can pick up equipment, and when it needs to be returned by.
2. **Health and safety information** and guidance on how to run a litter pick (to be laminated and kept in kit bag).
3. Template **risk assessment** form.
4. Local authority contact information – to arrange litter collection.
5. Electronic **reporting** system to manage Hub data.
6. **Email template** with all required information. Email it to borrowers, ask them to complete and email back (no need to print).

**Nb please ensure all borrowers use the booking form. This allows anyone to know the availability of your equipment and enables you to accurately keep track of it.**

**As soon as all kit has been safely returned, and you have received and entered event data onto the eCount Cymru system, PLEASE ENSURE YOU DELETE / DESTROY ALL COPIES OF THE BOOKING FORM.**

## Your equipment

Item	Quantity
Litter pickers	
Hoops	
Hi-vis jackets	

(Insert numbers provided by Keep Wales Tidy)

**Nb Keep Wales Tidy red rubbish bags and local authority recycling bags will also be provided.**

## Your Keep Wales Tidy Officer contact

Name	
Telephone	
Email	

## Your local authority contact

Your council contact to arrange litter collection and replacement recycling bags is below:

Name	
Telephone	
Email	

## Who will want to borrow equipment?

Individuals, households, groups, schools, organisations and businesses.

## What do you need to do?

As Hub Manager it is your responsibility to ensure the Hub is managed correctly, borrowers work safely, data is gathered, and you know where equipment is at all times.

You will need to ask all borrowers to:

- 1. Fully complete a booking form:** This will ensure all borrowers:
  - a. Have agreed a date to pick up and drop off the equipment.
  - b. Provide you with contact details so you can chase if kit is not returned.
  - c. State they have read and understand the guidelines provide by Keep Wales Tidy and will follow instructions to ensure they organise and run a safe litter pick.
  - d. Agree to contact the local authority to arrange litter collection.
- 2. Remind borrowers that they need to follow all the health and safety guidelines, complete a risk assessment and conduct a pre-event briefing** (all documents are included in red bag).
- 3. Ensure they contact the local authority** if they need the litter to be collected.
- 4. Gather event information** so you can update on eCount Cymru (see more below). You will need to gather the following information from borrowers:
  - Number of volunteers
  - Hours worked
  - Date of activity
  - Number of bags collected (general and recycling)
  - Event location
  - Any issues encountered

5. Ask borrowers to let you know if there is a **problem** with the equipment and inform your Keep Wales Tidy Officer as soon as possible.
6. **Thank borrowers** for their efforts in helping to make their community a better place.

## Managing your stock of equipment

You will need to keep track of all loaned equipment, so use whatever system works best for your Hub (e.g. Outlook calendar, diary, wallchart). Remember to go through the system with anyone who may be involved in issuing equipment from your Hub.

**Every time** people want to borrow the equipment, they have to fill in the booking form. They must agree to bring the equipment back in good condition and let you know if there are any problems, which you can then pass onto your local Keep Wales Tidy Project Officer.

Please ensure you keep the kit in a safe, secure location so that items do not 'disappear'.

Please count the kit when it is brought back to ensure all loaned items are returned.

Remember it is your job to ensure the kit is returned, so please chase any borrowers who have not returned kit on the date they stated.

## Where to get replacement bin bags

Keep an eye on bin bag stocks. When you are getting low on bags, please contact your local Keep Wales Tidy Officer. If your recycling bags are getting low, please contact your local authority contact for more supplies.

## Gathering data from litter picks

It is the Hub Manager's role to upload event data to [eCount Cymru](#) when the kit is returned.

eCount Cymru is a simple online form. No account or login are required, you just need to go to the webpage [keepwalestidy.cymru/ecount-cymru](http://keepwalestidy.cymru/ecount-cymru) to tell us your Hub name and a few details about the litter pick.

You must fill in details for all litter picking events so we can assess the effectiveness of the Hub and see how often the kit is being used.

**Nb if we don't get data, we will assume Hub is not being used and move it to a new location. Please do not forget to delete / destroy all copies of booking forms once the event data has been uploaded to eCount Cymru.**

THANK YOU very much for becoming a Hub partner and supporting the work of volunteers in your area. Please don't hesitate to contact Keep Wales Tidy if you have any problems or need any advice.

#CaruCymru





Gofalu am ein gwlad  
Caring for Wales