



Vision

Thank you so much for choosing to get involved in Give a Day to the City. You're making a difference to this city and those around you! A warm welcome to your Give A Day Project Outline, some tips and suggestions to help you get started and bring generosity to the city. In many ways managing your project is really simple.

How to hold your Give a Day Project

Your role of team leader is really simple but essential.

- Be clear about how you want to bring change, hope and generosity to the city. Be clear about what you want to accomplish and that it's something you can achieve in the time you have. We love success over scale!
- Team is everything. Gather a team around your project as they'll all have amazing skills and gifts they can use to help make this a success.
- Encourage, Empower and Enable your team
- Your job is not to do it all, but rather to make sure it all happens.

Here are 10 simple steps to help you organise your Give a Day.

Step 1: Decide on your project

Step 2: Do a site visit

Outline the job noting what needs to be done and make a complete plan of everything you'll need. What people and resources will be needed, you may also need to seek permission from the site oversight. Check out the 'Project Plan' sample in the next pages to help you think through all the necessary things that need organised.

Step 3: Fill in your 'Create a Project' with your big idea.

If you already have a team to help, then your project will be posted to encourage others but will tell everyone the PROJECT IS FULL.

If you don't have a team your Give a Day will be posted on the Give a Day website. You will then receive emails from those who want to sign up to help with your project. Once you have gathered enough people, let us know and it will say on the website that your PROJECT IS FULL. We can contact you to get involved in helping make your project happen.

Step 4: Gather your team - The fun of Give a Day is that it's for everyone and the more the merrier.

Step 5: Organise your team. So now you have your team, gather them to organise what each person will help with or be responsible for. Depending on your project there may be a lot of

planning to do before the event to help it run smoothly on the day/s. Contact the necessary partners or where permission is required in plenty of time to allow for everything to be organised in time.

Step 6: The Legal Bit. We want everyone to have a fantastic time as they get involved in Give a Day so ensure that you have considered and obtained all the needed information on Health and Safety and Insurance to keep everyone as safe as you can. More information under 'the Legal Bit' *

Step 7: Encourage and Communicate constantly with your team and the site. This makes for a great running project. Where everyone benefits and enjoys it.

Step 8: Make it happen. This is the great part, where all that planning becomes action and we work together to do something wonderful with a great team of people, having fun, making a difference as the project takes place.

Step 9: Pictures & Media Finally - why not take before and after pictures, so you can see your progress and the results of your generosity? Anytime you are using social media please use #giveadaycarlisle Send them to us so we can encourage others as they see what a generous city we live in. Make sure you ask each person's permission if you are taking photos and let them know that they could be used by Give A Day to the City for web and other publicity. Ensure that you have permission from parents/carers before taking photographs of children under 18.

Step 10: Relax, well done, and thank you profoundly for joining together to make this wonderful city, a generous city.

* The Legal and safety bit

You are responsible for your project. We have provided a basic outline to help you ensure your project is safe by considering Health and Safety, Risk Assessments and Insurance.

www.hse.gov.uk,

If you don't find what you need to know, give us a shout and we'll try to help you in any way that we can. fgiveadayResources, being responsible for safe equipment...

It's important that your volunteers can be seen easily by other pedestrians and road users. High visibility tabards are useful for this (and for giving a sense of group identity), particularly where volunteers may be litter picking on pavements by roads.

Health and safety

Having chosen a place for your clean-up, visit the site and carry out a full assessment of the risks.

It is important you consider all of the possible risks to you and your volunteers.

When assessing the risks, look for the following hazards:

- Unidentified cans or canisters, oil drums, poisons, insecticides, clinical waste, other hazardous substances, broken glass, condoms, syringes, etc.
- Deep or fast-flowing-water, currents or tides, steep, slippery or unstable banks, sharp rocks, mud holes, derelict buildings, busy roads, electric fences (which are identified by yellow warning signs) etc.

To avoid illness from poor hygiene, all those taking part in the clean-up must:

- Wear heavy duty protective gloves at all time
- Cover any cuts, however minor, with surgical tape or waterproof plaster
- Avoid rubbing the mouth and eyes whilst working
- Wash hands and forearms before eating, drinking, smoking or going to the toilet

Heavy lifting

- Lifting heavy items could be hazardous and volunteers should be discouraged from lifting large or heavy items
- Once large or heavy items have been identified, you should consider whether it is practical for volunteers to remove the given objects or whether it would be best removed by the local council
- If you decide the item can be lifted by volunteers then this should be done at the end of the clean-up through a separate and co-ordinated effort
- It is good practice to tie rope to large objects or use a grapping hook if a large object needs to be lifted

Make sure everyone is aware of potentially dangerous items which they should not pick up.

If dangerous or polluting items are present, contact the Environment Agency on 0800 807 060.

If syringes are spotted at any stage during your clean-up, do not attempt to move them yourself. Make a note of their location and inform your local council.

If you see someone fly-tipping or come across hazardous waste report it to the Environment Agency on their 24 hour hotline 0800 807 060 or alternatively contact the police.

General Awareness

- Make sure all volunteers are briefed about the area to be cleaned and any hazards
- Ensure that volunteers are wearing any safety equipment e.g. high visibility tabards
- Ensure that any no-go areas are clearly outlined

Public Liability Insurance

It is good practice to have insurance cover for your group and many places will insist this is in place in order for work to be carried out on their property. This protects the group and group leader should a volunteer make a claim for an injury sustained whilst volunteering.

Setting up a policy for an individual group, will require payment of a fee to an insurance company and this may be beyond the reach of some groups. In this instance alternatives include checking whether your local Parish, Town or District Council can provide insurance. If you are volunteering

as part of a faith group, as a member of a charitable organisation, or business then their existing public liability insurance may provide cover for your activity. Please discuss this with all parties involved and contact your insurance company for further information.

Working with children and vulnerable adults

It is also important to ensure that children are accompanied by a responsible adult when taking part in a project and assess if the project is safe for children under the age of 18. In the case of young children we advise no more than four children to one adult.

Before your clean-up, make sure children understand which items are potentially dangerous and should not be picked up. Warn them not to pick up any items they are the least bit unsure about. It is important children are provided with gloves and wear suitable clothing and footwear. With children, do no more than a one hour stint. If only adults are involved, attempt only what is within everyone's capabilities and allow for rest breaks to remain safe.

Project Plan Sample

Project Overview

EG There is an aspiration to contribute to improving the ground conditions and appearance in 3 areas of the Infirmary. The benefit will be to improve the appearance of the entrance to the Oncology Department, green spaces around the Infirmary and the view from a number of ward windows

Location:

Where the project is

Cumberland Infirmary

Client:

Who the project is for

The Oncology Ward

Scope of works: -

The specific changes, work you will be undertaking. This helps the beneficiary to know what they can expect and the parameters of what work you are able to do

- *Oncology Department Entrance - Clean and weed pavers; clean windows; paint the wooden surround to the wooden porch; potted trees in 2 of the corners of the entrance; artwork in the window; Trellis planter (see below) to the left or right to hide bikes and bins.*
- *Undertake a survey for the redesign of the Main Garden.*
- *General gardening works as deemed required by Interserve.*

Permissions Needed: -

Ensuring you have sought all permission from the Client and any other agencies effected

E.g

- *HMCL and Interserve to approve works to take place.*
- *Volunteer insurances need organised.*
- *List of names needed for insurance.*

Timeframes

Working out an idea of timings will help to ensure everything is organised by the day of your project.

- Pre -design to be submitted
- 1 week before ensure project manager knows what's required.
- Interserve have agreed to provide supervision.
- Agreed start and time for the project.

Resources needed: -

- Spades, trowels, brooms
- Designated space to work from and store equipment and supplies
- Access to water
- Gloves
- Wheelbarrows
- Garden bags for green removal
- Rubbish sacks for general waste
- Brushes
- Water based outdoor wood paint
- Sandpaper
- Handwipes
- Surveys
- 2 step ladders
- safety signs and equipment to cordon area being worked in.

Risks: -

- Working at height
- Lifting and moving heavy pots
- Foot traffic in the hospital while transporting pots
- Not enough volunteers
- Insurance not in place
- Risk Assessments not in place
- Resources not available

