

# 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. If you don't have a team, let Give a Day know and we can advertise for you.
- 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: Plan your Project**

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 owner. Use the 'Project Plan' sample in the next pages to help you think through all the necessary things that need organised. If you need help, support or advice from the Give a Day

team please get in touch.

### **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.

### **Step 4: Gather and organise your team** - Now

you have your team, gather them to organise what each person will help with or be responsible for. The fun of Give a Day is that it's for everyone and the more the merrier. 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 5: 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 6: Encourage and Communicate** constantly with your team and the site. This makes for a great running project. Where everyone benefits and enjoys it.

**Step 7: 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 8: 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 9: Do a review of your event/project with the site and your team.** This allows you to see that everything is completed to a high standard and that all parties are satisfied with the outcomes.

**Step 10: Celebrate, 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](http://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.

## **Volunteer Disclaimer Sample**

*This is a sample for our project leaders to consider for their own individual projects -*

*you may need to seek further professional advice for your own project - if in doubt, contact the Give A Day team.*

In consideration of being permitted to volunteer for the **House to Home** project, organised by Give A Day to the City ("**GAD**"), and on behalf of myself (collectively "**Volunteer**"), I hereby:

1. Agree to indemnify and save and hold the organisers, project managers, their employees, volunteers, partners and sponsors (collectively "**House to Home**") harmless from any liability, loss, damage or cost that may occur or be incurred due to the Volunteers' participation in **House to Home** project;
2. Release, waive, discharge and covenant not to sue **GAD** from all liability to **Volunteers** for any loss or damages, and any claim or demands on account of injury to or resulting in death of Participants, whether caused by the negligence of **GAD** or of any other person;
3. Assume full responsibility for and risk of bodily injury or death, whether due to the negligence of **GAD** or otherwise. I expressly acknowledge and understand that accidents may occur while at **House to Home** project and expressly assume all of the risks due to the negligence of **GAD** and any others participating or contributing to **House to Home**;
4. Expressly agree, permit and assume the risk of any medical treatment which may be rendered and agree to expressly release and indemnify **GAD** from any liability for providing, or failing to provide, any emergency medical treatment.
5. I understand that I am solely responsible for the welfare and safety of myself to **GAD**, I further understand that **GAD** will not provide insurance for Participants at the **House to Home** project, and that **Volunteers'** personal insurance will apply.
6. I agree to help encourage a safe and respectful atmosphere at **House to Home** projects. I agree to refrain from engaging in illegal activities of any kind, and I understand that I am solely responsible for the activities of myself at **House to Home** projects.
7. I understand that Participants often take photos and movies during **House to Home** project and I agree that these photos and movies may be used on the **GAD** website, on related websites, and in **GAD** publications. I further expressly agree that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the English law, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have read, fully understood its content and voluntarily and automatically comply with this release, waiver, and indemnity agreement when volunteering for **GAD** as part of the **House to Home** project.

I further agree that no oral representations, statements, or inducement apart from the foregoing online agreement have been made.

Signed.....  
Printed Name.....  
Date.....