



Beach Clean Events Procedure

This procedure sets out the steps that are required to be completed in order to organize and host a beach clean / litter pick event as a Beach Clean Leader with Norfolk Beach Cleans CIC.

There are various health and safety aspects to be taken into account and the steps set out in this procedure must be complied with in order to meet the basic conditions of the public liability insurance policy, of which you will be covered under when running these events.

1. Where?

The first step is to choose a location to host the beach clean / litter pick event.

Ideally you should be planning an event close to where you live, however if you want to drive a longer distance that's completely your choice.

There are certain things to consider when choosing the location:

- Are there regular beach clean events there already?

If this is the case, make sure you check that the date(s) you are planning your events doesn't clash with another group. It makes sense to spread it out to be within weeks rather than days of each other.

- What is the **access** like?

Access can vary from beach to beach, so it's worth including in the event details for other volunteers to know what the access is like so they're informed and know what to expect before attending the beach clean.

- What is the **parking** like?

Most beaches will have a car park nearby or close to the beach front.

However, as you're encouraging the public to attend, there needs to be ample parking available, whether it's pay and display or free parking.

A location with free parking would be ideal to encourage more people to attend, however that's not always the case on the coast.

The local authority / council often owns these car parks, so it may be worth contacting them to arrange free parking for volunteers during the beach clean event.

Note: It's the responsibility of the volunteers to make sure they pay and display where applicable.

- What nearby **facilities** are there?

Ideally, the location should have public toilets nearby, although that's not always the case.

A location with more facilities such as a café would be more appealing to volunteers to attend, where they know they can get refreshments after the event and top up their drinks bottle.

- What type of terrain in the beach?

Depending on the type of terrain, they can pose various hazards.

Cliffs add an additional risk of falling rocks / mud slides. Steep shingle beaches can be difficult to walk on and requires a certain level of fitness to navigate them. Certain environments such as sand dunes is home to the only venomous snake in the UK.

As with the access to the beach, it's worth including in the event details what the terrain is like.

2. When?

The next step is to decide what time and date to have the event.

Of course, it has to be at a time and date you're able to host and you will need to take into account additional time for you to travel there, setup (carry equipment to the meeting point).

It's recommended that you're ready at the meeting point 15 minutes before the start time.

There are certain things to consider when deciding on the time / date:

- What day?

Most people work during the weekdays, so you're likely to get more people able to attend on a weekend (Saturday / Sunday).

- What are the tide times?

This is the most important factor when deciding the time, because if it's high tide at the time you want to start the event, then the beach could likely be underwater!

Not all beaches disappear at high tide though, however, it's good to know how much of the beach is underwater at high tide, so you're not caught out.

As a rough guide it's best to start a beach clean around 1-2 hours before low tide.

Also, depending on the time of year you'll need to check what time is sunset, it's not ideal to be litter picking in the dark or in low light levels.

For checking tide times, use either of the following websites as a guide:

<https://tides.willyweather.co.uk/>

www.norfolk-tides.com

- Duration.

An ideal amount of time to run a beach clean is up to 2 hours. Volunteers can choose to do 30 minutes, 1 hour or the full 2 hours, everyone is different and depending on the weather conditions, it might be wise to reduce the time to limit the exposure (heat or cold).

3. Paperwork

As a minimum you need to complete a risk assessment.

Depending on the local authority you're seeking permission from, you may also need an event management plan (EMP).

Use the template documents provided on the Norfolk Beach Cleans website: [Organising Your Own Beach Clean | Norfolk Beach Cleans](#) (i.e. Risk Assessment, Sign In/Out Sheet, Event Management Plan).

A risk assessment is generally the same for all beach cleans but you may want to include location specific details such as the nearest hospital and where the nearest Automated External Defibrillator (AED) is located on the risk assessment too.

4. Public Liability Insurance

As a Beach Clean Leader, you're covered under Norfolk Beach Cleans CIC public liability insurance policy when hosting the beach clean / litter pick events.

You will be given an electronic copy of the policy certificate to forward onto the relevant parties that require to see it. Typically, the land owner / local authority will require to see a copy to ensure you're covered to host such an event.

The public liability cover is up to £5 million.

5. Land Owner's Permission

It's best to notify the local authority / council or private land owner for any public clean-up event. Ideally you need to be notifying the land owner a good amount of time prior to the event. A minimum of 2 weeks is recommended, however the local council may require a month notice. You may not always receive a response so this shouldn't stop you going ahead with the event, at the end of the day you're removing litter from their land which they'll most likely be grateful for you doing.

6. Create Event on Social Media / Internet

The most effective way to promote an event is via Facebook.

Once you have all information available for your beach clean event, let Emma Sturman know via email (norfolk.beach.cleans@hotmail.com) and include the following details:

- Start Time / End Time.
- Date (i.e. Saturday 23rd September).
- Location (inc. Post Code).
- Meeting Point ([What 3 Words](#) Location).
- Location specific details: parking, facilities, terrain, other hazards to be aware of.
- Other details you'd like to add to the event listing other than the standard info?

Emma Sturman will create all event links on Facebook and the website from the details you provide.

You're encouraged to share the Facebook event link on social media once it's live.

The events will be on the main Norfolk Beach Clean Facebook page, however it's also good to share the event link in the local village Facebook groups (if applicable) to target locals that are more likely to want to attend.

7. Equipment

You will be given a selection of litter picking equipment to get you started, however if you need additional equipment, the local council often has equipment for local litter picking groups to borrow.

As well as the standard equipment of litter pickers and bag hoops, you will be given a basic starter kit which you must bring with you to every beach clean / litter pick event.

The basic starter kit will include the following:

- Weighing Scales: You will need to record the weight of each bag collected at the event.
- Hand Sanitiser: It's encouraged for volunteers to use this before / after the beach clean, after all you will be handling litter.
- First Aid Kit (Basic): This is just a basic first aid kit, enough to treat cuts from broken glass, etc. Anything needing urgent medical attention you should call 111 or 999, depending on the severity.
- Roll of Bin Bags: The rubbish will need to be disposed of in a bin bag for disposal. Most councils will have their own rubbish bags for litter picking purposes, so it's best to reach out to them for getting additional stock for future beach cleans once you run out of the roll provided in the starter kit.
- Sharps Bin: This is just in case a volunteer finds a needle. The needle shouldn't be disposed of in the rubbish bags, it must be contained within the sharps bin. When the sharps bin is full, this needs to be disposed of correctly, most doctors surgeries or pharmacies should accept them.
- Anti-Bacterial Wipes: These come in handy if the equipment gets dirty and needs wiping down.
- Clip Board: This will be for attaching the sign in / out sheet to for recording the details of the volunteers attending the beach clean, and most importantly, so you know that everyone has returned safely and are accounted for.
- Protective Gloves: When handling the rubbish bags, you must wear gloves to provide additional protection for your hands from potential contaminants or sharp items.
- Hi-Viz Vest: You must wear this during every beach clean event, so volunteers know who they're reporting to when they attend an event.

8. At the Event – Safety Briefing

As a Beach Clean Leader, you are required to conduct a safety briefing to the group of volunteers at the beginning before they make a start.

The event on Facebook will include an extensive list of safety points to be considered when doing a beach clean, you don't need to read out the entire list, just the key points.

As well as safety information, you will need to include the following in the briefing:

- Most importantly! Thank everyone for coming!
- How long you'll be litter picking for (i.e. up to 2 hours).
- What areas you're going to cover.
- Where to put the rubbish when they return.
- Ask volunteers to mark themselves as 'signed out' on the sign in / out sheet when they leave.

After the briefing, ask if anyone has any questions.

If there are no questions, ask if you can take a group photo and explain that it'll be going on social media, so this gives people the chance to step to the side if they don't want to be in the photo.

9. During the Event

Depending how busy the event is with volunteers, you can either stay at the meeting point or take part in the litter pick.

It's recommended to stay behind for at least 20 minutes to greet late comers, hand out equipment, give them a short briefing, etc.

If it's quiet, and you're not expecting any more volunteers to attend, then you can take part in the beach clean, but it's best to stay near to the meeting point where the equipment is left.

Due to GDPR (data protection), try not to leave the sign in / out sheet accessible to other members of the public, as this will have names and possibly phone numbers of the volunteers.

Norfolk Beach Cleans CIC are registered with the Information Commissioner's Office (ICO), registration number: ZB421650.

Take plenty of photos, unusual litter items, candid shots of the volunteers in action, and make sure to get a photo of all of the bags collected.

10. Waste Disposal

The arrangement of the waste disposal should have been done prior to the beach clean.

When all of the volunteers have returned with the rubbish they've collected, try to consolidate the less full bags into the fuller bags. If you can salvage any rubbish bags to reduce the amount of plastic going into landfill, that'd be great! And you can re-use the bags for the next beach clean.

Ensure all bags are tied up, count all of the bags collected and record the weight of each bag.

Leave the bags in the location as agreed with the local authority or waste disposal team.

If the beach has a large communal bin and has ample space, then the bags can be put in those bins.

If the bin bags you're using are council branded (with 'litter picking waste' on them), then it's usually acceptable to leave these by the nearest council bins and will be collected on the next bin collection. In the summer this is usually daily or at least every other day.

11. After the Event

Email or Facebook message Emma letting her know how the event went, including the following information to include on a social media post:

- Number of bags collected.
- Weight of litter collected.
- Data collection: Choose 1 bag as a sample to collect data from. Record an approx. percentage of litter types, i.e. plastics, metals, glass, etc. Record photos of this sample bag.
- Number of volunteers that attended.
- Any other interesting or useful information to include.
- Educational content is always great to include, such as warning people of the danger of flying rings to the seals, etc.

Emma will then create a social media post to share your work and to thank the volunteers who attended the event.

12. Event Cancellation

If you're unable to host an upcoming group beach clean / litter pick event and need to either cancel or postpone the event; let Emma Sturman know as soon as reasonably possible (ideally, at least 48 hours' notice) and the Facebook event link will be amended to notify attendees of the cancellation.