



Toolkit

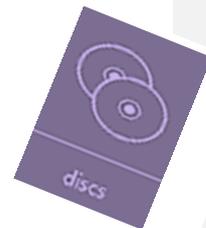
Bath & North East
Somerset Council



A Give and Take day is a waste exchange event that can reduce the amount of waste that is going to landfill. It is an opportunity to get rid of things you don't need any more and pick up something you do need. All for free!

This toolkit has been created by the Council's Recycling team to help you set up a Give and Take day in your local area.

Give and Take days are fun and enjoyable and are a great way to involve the community, save money and the environment all at the same time.



The aim of a 'Give and Take' event is to help cut down the amount we waste, and encourage reuse and recycling reuse and recycle, enabling people to swap "useable" items in a sustainable, sociable and easy way.

Give and Take day benefits include:

- A free and convenient opportunity for people to dispose of unwanted, but not broken items that can still be used by others
- Increasing public awareness about cutting down what they throw away and recycling
- Enhancing existing recycling services

The main elements to hold a successful Give & Take Day are:

- A small budget and good publicity
- A venue (local community centres or church halls are ideal) with car park
- Volunteers (to sort through items and set them out on tables)
- A van (to collect items left over at the end of the event)

Budget

Plan your budget in advance and manage it carefully (Appendix 1). A good event with high levels of community participation can be achieved on a very modest budget.

The overall cost depends on a number of factors:

- Venue hiring
- Production and distribution method of posters and leaflets.
- Refreshments
- Advertising
- Vehicle costs

Publicity

Make sure you spend time planning how you will advertise your event to the local community. Make sure you set the date a good few months in advance.

You can get the message out using the following:

- Press releases – to local press (Appendix 2)
- Flyers to houses around the area some days before the event
- Posters and leaflets to libraries, sport-centres, community groups, housing associations and housing notice boards (Appendix 3)

- Council's website event page www.bathnes.gov.uk/wasteservices/recycling-and-rubbish/events contact councilconnect@bathnes.gov.uk 01225 39 40 41
- Community websites
- Ward councillors
- Local newsletters

Field Code Changed

Getting a notice in the local paper is a great way to ensure attendance. Leafleting the local area around the venue is also a good way to spread the word and increase local attendance. If you can distribute flyers and posters to local libraries and community centres this can also help you publicise the event.

What can and can't people give?

It is also important to let people know the categories of items they can bring and those that are not acceptable, for example, electrical equipment. Also sharp and broken items should not be accepted (Appendix 4).

Regardless of the information about what materials they should bring, people will still bring items that cannot be accepted. Volunteers should be prepared to give an explanation to residents bringing unaccepted items without discouraging them from attending.

Venue

Booking the right venue will depend on a variety of things including:

- Area: a central point is needed that is familiar to the public
- Capacity - how big is it and how many people can it comfortably hold?
- Can they provide tables to display your items?
- Accessibility – ease in which the venue can be reached by public transport and parking facilities for bringing and disposing of items.

Try to ensure you have a good-sized venue that is familiar to the public. Holding the event somewhere such as a school or community centre, which has long-term users, is great, as it allows you to link into existing audiences (Appendix 5).

Staffing guidelines:

- Assign someone as the event manager. He/she should be the person that knows the overall scheme and what is supposed to happen on the day of the event.
- Ask for help from the Council, they may be able to help with supplying resources, volunteers etc.
- Ensure that event volunteers know what their duties and responsibilities are and the hours they are expected to work
- Ask volunteers to wear name badges so they are easily recognisable

Recruiting volunteers

You'll need people to help out on the day (at least 6 volunteers) to help organise and promote the event. Spread the word amongst friends and family in your community. You can assign different roles to different people, such as:

- Putting up posters around the community
- Sending out a press release
- Adding information to Facebook and other websites
- Someone on the door to welcome people
- At the donation table
- People signing items out

(Appendix 6)

Time

A good time to run an event is from 10am to 1pm at the weekend.

- If access allows, 8.30am is a good time to start setting up the venue.
- From 9am–12noon people can drop off items they no longer want. These can then be sorted by staff and placed on the tables. Nothing should be removed until the official opening time i.e.10am when people are free to come in and take away items they like.

Note: Some people will drop items off and will want to wait for the opening time. If your venue has a café or kitchen then check if you can utilise this so people can have a place to wait before it opens or if they want to take a seat during the event.

Equipment and supplies

The equipment needed is as follows:

- A suitable vehicle to transport the equipment and to collect unwanted and non-recycled items at the end of the day
- Pens and pencils
- Paper
- Rubbish bags
- Tables for items
- Signs for items categories such as 'toys' and labels
- Clothes rails
- First Aid kit

(Appendix 7)

Setting out the venue

There are a number of things to consider with regards to setting out the room:

- Arrange the tables in a horseshoe with no gaps. This ensures that visitors to the event stay on the correct side of the tables.
- Divide the room into categories (and label) such as:-
 - Baby clothes & toys
 - Children's clothes
 - Adult clothing
 - DVDs, CDs, books
 - Jewellery & toiletries
 - Outdoor fitness equipment
 - Kitchen items
 - Furniture
 - Garden tools
 - Bric-a-brac
- Make sure there is clear signage outside of the venue so people know where to go. You will also need to ensure that there is someone to tell them how it works at the entrance to make sure it is as organised as possible.
- Make sure that all tables are clearly signed for each category
- Give and Take days can get very busy and so it's important to have a system in place to sign items out. This is also a good way to log how many items have been taken

- It is also essential to make sure you have enough staff to greet the public upon arrival and to get them to sign the declaration (Appendix 8) to say they have read the disclaimer (Appendix 9). It is also essential to have enough people to staff the monitoring out table, sorting table and to help staff the stands around the venue. A monitoring out form will help you keep a log of all items taken. A tally system is an easy way to record how many items have been taken or you can weigh items
- Ensure that the disclaimer is clearly placed around the venue. This needs to state that people are handing the items over to the event and they are now the property of the organisers.
- Have a plan in place for the items that are left over. It is likely that there will be a number of items that don't get taken. These can go to a charity shop, local school or be collected by a charity. Alternatively, items that have been damaged or are not likely to be reused can be taken along to one of the recycling centres. Please contact Council Connect, prior to taking items to recycling centre 01225 39 40 41

Health and safety

Ensure that all attendees read the disclaimer (Appendix 9) before taking any items from the event. It is useful to have the disclaimer printed out onto A3 paper and placed around the venue.

After the event leave the venue as clean as it was when you arrived.

Risk assessment

It is very important before going ahead with the event that you carry out a basic risk assessment (Appendix 11). The idea is to identify any potential hazards and risks. This covers basic issues such as slipping and tripping, fire hazards and fire evacuation procedures, electrical safety etc.

Inform the local police of the event.

Implementation on the day

The event manager should have a list of tasks on the day of the event and who is responsible for each of those tasks. These should include:

- Send information to volunteers in advance of the event and then have a brief meeting with staff and volunteers at the start of the day to ensure that everyone is clear on what their role is or, time permitting, speak to them individually and go over their responsibilities. Any health and safety issues should be raised at this meeting
- Setting up the venue: tables and chairs should be set up and clearly labelled, a banner to be placed outside the venue and refreshments to be available (if appropriate).
- Close on time. Whether there is public demand for keeping the event open until later, stick to the timetable. Bear in mind that you will need time for packing up, cleaning and transporting items that are left over.

Potential problems

Give and Take events can be quite hectic so the event manager must be prepared to deal with different, sometimes difficult situations. Some of the common issues an event manager should be ready to address are:

- People disagreeing who was first on the queue before it starts
- People disagreeing on who saw an item first
- Some Volunteers not turning up on the day
- People feeling aggrieved if their items are not seen as suitable for the event

Feedback

Almost as important as the implementation and planning of the event is feedback on how the day went. It is important to try and get feedback from those people who volunteered, attended and participated in the event (Appendix 12).

You should be able to gather this information and produce recommendations on how the event could be improved next time.

Let us know about your event

Let us know that you are arranging an event and we can help you to promote it by putting it on our website and letting people on our mailing list know. We may also be able to lend you some equipment so please contact us well in advance.

For more information and advice call Council Connect 01225 30 40 41 or email councilconnect@bathnes.gov.uk

This guide has been updated February 2013

Appendices

- 1- Budget sheet**
- 2- Press release template**
- 3- Example poster**
- 4- List of equipment not to be accepted**
- 5- Venue check list**
- 6- Volunteer guidelines**
- 7- Resources checklist**
- 8- Declaration**
- 9- Disclaimer**
- 10- Monitoring out form**
- 11- Risk assessment template**
- 12- Feedback survey**

Budget planner

Item	Cost	Notes
Venue Hire		
Printing		
Advertising		
Van Hire		
Fuel costs		
Electrician		
Misc		
Total Cost		

Press Release template

A 'Give and Take' event which will give people the chance to reuse anything from furniture to clothing is being held at **WHERE** on **WHEN** at **TIME**.

Kitchenware, bikes, baby toys and books are just some of the items people are invited to give and take at this event.

NAME OF GROUP is organising the free event. While it's a good chance to swap unwanted items, people are also welcome to take items without giving them.

Similar events organised by Bath & North East Somerset Council have seen around 1,000 people exchanging a variety of goods. A hamster cage, an antique desk and a trampoline are just some of the more unusual items that have found new homes!

The idea of the initiative is to encourage people to reuse unwanted items rather than sending them to landfill.

NAME OF ORGANISER, SAID: "If your wardrobes are overflowing with items you don't need any more, your cupboards are full or your garage is crammed with unwanted tools and gadgets, this is a great way of reusing them and giving items a new lease of life.

Previous Give and Take days have been a great success and we had all sorts of items exchanged.

The thing to remember is that what is one person's rubbish is another person's treasure!"

Organiser needs to add contact details to press release.

GIVE AND TAKE DAY

your unwanted items the items you want!

to help us reduce the amount of waste we send to landfill

Saturday 26th January 2013

10am - 1pm, Chew Valley Secondary School, Chew Lane, Chew Magna BS40 8QB

Early bird drop off at 9am (doors for the event will not open until 10am)
Items can be dropped off up until 12 noon (no items will be accepted after 12 noon)

YES PLEASE!

- Toys, bicycles and books
- Small furniture*
*must fit into a car
- Clothes and reusable linen
e.g. sheets, curtains
- Gardenware and tools
- DVDs and CDs
- Bric-a-brac

It is not essential to give items...

just come along on the day and pick up a bargain for FREE!

Advice on recycling, Freebies, Refreshments!

NO THANKS!

- No electrical items
- No foam furniture e.g. sofas, chairs and pillows
- No gas appliances
- No hazardous or toxic items e.g. paint
- No tools requiring safety equipment
- No videos
- No baby equipment - prams, car safety seats, bouncers

We may refuse items if they are unsuitable for reuse or too bulky. Items must be small enough to fit into a car. Please note that only 10 items can be taken per person on the day.

Bath & North East Somerset Council

Council Connect 01225 39 40 41
councilconnect@bathnes.gov.uk
www.bathnes.gov.uk/wasteservices

Appendix 4

Items NOT to be accepted at Give and Take events

Broken or damaged items	<ul style="list-style-type: none"> • Please check all items and dispose of any broken or damaged items
Foam furniture	<ul style="list-style-type: none"> • No sofas • No chairs • No pillows • No duvets
Gas appliances	
Hazardous or toxic items	<ul style="list-style-type: none"> • Paint • Varnish • Weed killer
Tools requiring safety equipment	<ul style="list-style-type: none"> • Chainsaws
Electrical items	<ul style="list-style-type: none"> • No electrical items • Electric blankets • Electric fires • Irons
Food	<ul style="list-style-type: none"> • Any food types
Clothes *	<ul style="list-style-type: none"> • Nightwear – it may not meet flammability requirements that apply to nightwear. • Children's coats with hood cords can pose a hazard
Toys*	<ul style="list-style-type: none"> • Any toys with sharp points or small parts that can be pulled off • Any handmade toys • Any toys in bad shape or very old
Cosmetic products	<ul style="list-style-type: none"> • All cosmetics
Baby equipment	<ul style="list-style-type: none"> • Prams/pushchairs • Highchairs • Car safety seats • Baby door bouncer

* Clothes and toys can be accepted but please take note of the items that may cause harm or injury noted in the right hand column.

Give and Take Hall requirements and information

Event						
Hall		Address				
Contact				Tel		
Date of viewing		Provisional date of event				

Requirements

Dates available				Times		
Cost						
Parking	Yes		No			
Kitchen facilities	Yes		No			
Tables	Yes		No		No.	
Chairs	Yes		No		No.	
Access to building	Excellent		Good		Poor	
Disabled access	Yes		No			
Fire Exits	Yes		No			
Fire extinguishers	Yes		No			
Able to display posters	Yes		No			
Parish newsletter	Yes		No			
Location	Excellent		Good		Poor	

Comments:

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Volunteer briefing notes

Give and Take day

Add event address, times etc.

Event organiser:

Name:

Contact number:

Volunteers:

Add names of other volunteers

- Please can all volunteers arrive by (add time) to help set the hall up before we open to the public at (add time)
- Please can all volunteers familiarise themselves with the risk assessment before the event – also locate toilets and fire escapes
- All volunteers will be entitled to two free hot drinks from the refreshment stand at the hall (optional)
- All volunteers will be supplied with a name badge to wear on the day
- All volunteers will have first pick of donated items that come in on the day (within reason!)

Outline for the day

- Residents greeted and sign disclaimer on arrival.
- Donated items are checked by volunteers before being sorted and placed on the right table by other volunteers (insert list of what we can/ cannot take).
- Last donations accepted at 1pm
- Then residents free to browse tables with sorted items. Advised not to be greedy and not take more than 10 items (excluding books and CDs).
- When ready to leave they need to have their items recorded so we can calculate tonnage saved from landfill
- Asked to fill out a feedback form about the event
- Refreshments available for them to buy (optional)
- Clear up – sorting items we can save for next event, rubbish, recycling and loading van.

Duties of Volunteers (List the duties for each volunteer)

Appendix 7

Check list of tasks to do for Give & Take day
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Task	Completed	Comments
Venue arranged		
Date & Time arranged		
Publicity		
Posters		
Flyers		
Website		
Local press		
PAT testing required?		
Risk Assessment		
Reusers declaration sheet		
Monitoring form		
Disclaimer		
Feedback survey		
Signs		
Volunteers		
Staff		
Badges for Volunteers		
Poster & Flyer distribution		
Van		

Give & Take Day Disclaimer

Date:

Venue:

- **The organisers of this event shall not be held liable for the failure, functionality or other faults associated with any goods taken from this event today**
- **Organisers of this event are acting solely as a facilitator of the exchange of goods between the giver and receiver.**
- **It is public's responsibility for safe use of the items taken from this event today. Once items have been removed from the event they become the public's responsibility.**

Goods out - Monitoring form		
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	Types of Item	Average weight	How many (tally count)
Books	Books	300g	
	Magazines	100g	
Music/films	Records/CDs/Tapes	150g	
	DVD's	125g	
Toys	Plastic toys	0.5kg	
	Soft toys	276g	
	Board games/puzzles	2kg	
Clothing/Textiles/Accessories	Adult Clothes	250g	
	Children's clothes	150g	
	Shoes	1kg	
	Accessories i.e.hats,belts, scarfs	200g	
	Jewellery	50g	
	Towels/linen	1kg	
Bags/Luggage	Bags	109g	

Goods out - Monitoring form 2012

	Types of Item	Average weight	How many (tally count)
Baby equipment	Baby equipment i.e.baby bath, play mats	2.5kg	
	Buggies/prams/high chair	11kg	
	Cot	16kg	
	Stair gate	3kg	
Furniture	Small furniture i.e. stool, bedside table	7kg	
	Pictures	1.5kg	
Gardening items	Garden items i.e.plant pots,trays	125g	
	Small garden tools i.e.trowel	1kg	
	Large garden tools i.e.Spade	2kg	
Bicycles	Adult bicycle	15kg	
	Childs bicycle	10kg	
Kitchenware	Kitchenwear i.e plates,bowls	205g	
	Saucepan	907g	
	Cutlery/utensils	200g	

GIVE AND TAKE DAY RISK ASSESSMENT RECORD SHEET 2011

Event/Job	Give & Take day	Assessor's name	
Location of event/job		Assessor's Sign	
Assessment date			
Assessment review date			

All staff and volunteers attending the event should familiarise themselves with a copy of this risk assessment and ensure that a copy is available for the public to view upon request.

Hazard potential for harm	Who's at risk?	Risk level	Precautions to reduce the risk level
1. Donated goods			
Risk of injury from sharp or dangerous objects being donated	Event staff, volunteers and public	Low	Check all donated goods on the way in Publicity states no hazardous, toxic or broken damaged goods will not be accepted. If objects are dangerous (such as a set of knives) but are good enough quality to be taken by a member of the public, staff should ensure they are taken by a responsible adult who can prove they are 18. Do not accept dangerous items that would require personal protective equipment to be used with them e.g. dangerous tools.
Electrical equipment-Risk of injury from faulty equipment	Event staff, volunteers and public	Low	Members of the public are not to take away electrical equipment for their own use unless it has been approved by a PAT tester. No PAT Tester for this event.



Evaluation questionnaire for participants at The 'Give and Take' day

In order to continuously improve our work, we would like to have your feedback and comments on this questionnaire.

1. How did you hear about the event? (Please tick any)

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Poster | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Leaflet | <input type="checkbox"/> Road show |
| <input type="checkbox"/> Advert in local paper | <input type="checkbox"/> Website |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Other _____ |

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2. Overall, how satisfied are you with the event?

- Satisfied Neither satisfied, nor unsatisfied Unsatisfied

3. Would you attend a 'Give and Take' event again?

- Yes No

4. How useful did you find the items on display?

- Very useful Quite useful Not useful

5. How did you find the organisation of the event?

- Excellent Good Poor

6. Would you recommend the event to others?

- Yes No

7. What could we improve in similar future events?

Thank you very much for your time.