



Thank you so much for choosing to get involved in Give a Day to Kendal. You're making a difference to this town and those around you! Here are some tips and suggestions to help you get started and bring generosity to the town.

## How to lead 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. Contact your team before Give a Day starts. Let them know how they are going to help bring change, hope and generosity to the town, and then give them a plan of how the day will go. Tell your team what they may need to bring with them and what they should expect. 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. 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'** form from the GAD website with your big idea. If you already have a team to help, then your project will be posted to encourage others but we 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.

**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 and safety bit' further down.

**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.** 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 #giveadaykendal to send them to us so we can encourage others as they see what a generous town we live in. If you'd like us to include your photos on the GAD social media feeds. 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 Kendal 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. We will also send you a project evaluation form so that we can gather information on the successes of Give a Day, along with any suggestions for making next year even better.

**Step 10:** Celebrate, relax, well done, and thank you profoundly for joining together to make this wonderful town, a generous town.

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) is a useful website containing lots of information about health and safety. 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. 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.

## Risk assessment

Having chosen a place for your project, 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. To avoid illness from poor hygiene, all those taking part in the clean-up must:

- Wear protective gloves at all time
  - Cover any cuts, however minor, with surgical tape or waterproof plaster
  - Wash hands before eating, drinking, smoking or going to the toilet
- Download our sample risk assessment forms from the resources page. 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. 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 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

You can download one of our sample permission forms to use for gathering consent from parents/guardians of any child who wants to be involved in your project. 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 project, 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.

### Sign In and Volunteer Disclaimer

On the day of your project all volunteers should sign in to the project. Depending on the nature of the project may also be advisable for them to sign a disclaimer form. You can find our sample sign in sheet and volunteer disclaimer form in the resources section. These are sample from past projects; you may need to seek further professional advice for your own project, if in doubt, contact the Give A Day team.

