

Litter picking equipment loan agreement

Keep Wales Tidy and your local authority takes health and safety very seriously and you need to complete this form and return by email to hub manager **every time** you borrow the equipment.

To monitor the loan of the equipment and to measure the effectiveness of the scheme, we need to collect some contact details.

The contact details given will be kept securely and will only be shared between the Hub Manager and Keep Wales Tidy. They may also be used for administration purposes of the insurance cover provided and if necessary, will be shared with the broker and the insurance company. The form will be deleted once the litter pick is completed, the kit has been returned safely to the hub and event statistics supplied. Keep Wales Tidy does not share data with anyone else.

I have read and agree to follow the Guidance and Health and Safety information provided by Keep Wales Tidy and to conduct a pre-event briefing¹ with all attendees. I understand that any deviations from this will result in members of the litter-pick not being covered under the insurance.

I agree to complete a risk assessment form provided by Keep Wales Tidy. I understand that this is a necessary requirement to ensure the event is covered by the insurance.

I agree to provide event information to Hub Manager when I return the kit

I agree to arrange waste collection with local authority (if required)

I will ensure I have gained permission from the landowner and arranged waste collection with them
Nb for public land e.g. parks, bathing beaches and adopted highways the waste collection will need to be arranged with the local authority

Please think carefully about the location of your litter pick. Ensure all participants are briefed and understand the need to act in a safe manner. Be especially careful near roads and keep a close watch on any children involved. It is important to wear sturdy shoes or boots and **never** use your bare hands to pick up any waste – only use the litter pickers provided. Please use the guidance as it has lots of good advice to help plan your litter pick safely.

Contact details

Name:
Address:
Contact number:
Email address:

¹ Event briefing is provided in the kit bag

Name of group /school / business or organisation:

Event details

Date of litter pick;	
Location of litter pick;	
Estimated number of participants;	
Rubbish bags drop off point;	
*Preferred date of kit collection:	*Preferred date of kit return:

**To be discussed and agreed with hub manager, depending on kit availability*

Equipment loan details

Item	Quantity required
Litter pickers	
Hoops	
Hi vis vests	

Your local authority contact

Name	Brian Mogford / Michael Roberts
Telephone	BM 07887 932066 / MR 01267 225806
Email	prideinyourpatch@carmarthenshire.gov.uk

Borrowing and returning equipment

It is the borrower's responsibility to return the loaned items by date agreed, in their original condition. Any breakages/losses may need to be paid for. Borrowers are expected to notify the lender of any theft, loss or damage as soon as possible to reduce the risk of disruption to other borrowers.

The equipment is loaned free of charge and is funded by Welsh Government. We need to demonstrate that the hubs are working effectively, making a difference and are worth funding, so will need some information about your event.

We also have to let the local authority know where the bags were left. It is **your responsibility** to contact the local authority to organise where to leave the filled bags for collection by their staff (if required).

Promoting your event

To help us show the impact of the hubs, we'd be grateful if you could post some photos of your event on social media. Please make sure everyone has given consent first (this is especially important for under 18s).

Event details (to be completed upon return of kit)

Details of the event, including the number of participants, amount of litter collected etc needs to be given to the hub manager. You will be asked to provide the following information when you return the equipment;

Number of participants		Number of general waste bags collected	
Number of hours spent		Number of recycling bags collected	
Event location		Most unusual item found	

We'd be grateful if you could also provide a post-event quote that we can use in publicity (please add below)

Name:

Quote: