**VOLUNTEER TRAIL CLEAN METHOD STATEMENT**

***TFT TIPS***

* ***PLEASE*** *- Read through this document and adjust it to fit your trail clean. If you feel confident in how you are going to run the day and keep everyone safe you can relax and enjoy the day :)*
* ***PERSONALISE*** *- The sections/text highlighted yellow need to be ‘personalised’ to your individual trail clean.*
* ***SAFETY BRIEFING -*** *Please don’t ‘scrimp’ on this when speaking to your volunteers on the day. Yeah, it’s pretty boring and for 99% of people it will be total COMMON SENSE but it’s that 1% who we’re trying to look after!*
* ***EVENT*** *- Try your best to avoid using the ‘E’ word as it tends to make land managers imaginations run wild and start thinking about ‘Glastonbury’. It’s a VOLUNTARY COMMUNITY LITTER PICK :)*
* ***DON’T FORGET!*** *To delete this list and remove all the yellow highlighted bits before you save and send it to the land managers etc;)*

**WHAT HAPPENS AT A TRASH FREE TRAILS (TFT) TRAIL CLEAN?**

Much more than 'just' a litter pick, our trail cleans are positive, proactive and fun community activities that bring trail users of all kinds together to learn more about; plastic pollution on our trails, the impact that it's having upon the health of our wild places and, most importantly, what they can do to prevent itter ever reaching our trails.

**TRAIL CLEAN DELIVERY METHOD STATEMENT**

* **PRE-EVENT PROMOTION –** Trash Free Trails will be conducting numerous digital and physical promotion activities to encourage volunteers to join in. We would be delighted if you felt able to support? Please do let us know and we can provide digital assets, event links and posters.
* **9AM – TRASH FREE TRAILS TEAM ARRIVES ON SITE**
* **SET-UP**
  + Our Trail Clean set-up is low impact and all we’ll need is a 4x4m space, somewhere that we can engage with trail users and access our vehicle.
  + We are proud of how smart, professional, creative and engaging our Trail Clean set-up is.
  + We will also have a team of volunteers in place at the tent throughout the days to conduct fun awareness raising conversations and interactive activities with all trail users throughout the day.
* **11:45 - VOLUNTEER SIGN-IN & CHOOSE A TRAIL TO CLEAN**
  + VOLUNTEER KIT-UP – All volunteers advised to wear gloves at all times. Trash Free Trails to supply to those who don’t have them.
* **12:00 - VOLUNTEER SAFETY BRIEFING – TO INCLUDE**;
  + TRASH TALK – A positive, solutions focused interactive talk aimed at raising awareness of the litter issue on our trails and wild places.
  + SAFETY BRIEFING - A detailed talk that highlights all of the potential risks and empowers volunteers to look after their own and their fellow volunteers safety at all times.
  + GROUP PHOTO & FILM
* **12:30 - TRAIL CLEAN BEGINS –** Based on the type, number and length of trails the volunteers will be able to choose from the following options (**NB**; volunteer ability will be assessed prior to and immediately after departure)
  + RUBBISH RIDES – Up to 3 loops of varying lengths and trail difficulty.
  + WALKING TRAIL CLEAN
  + TRAIL CENTRE CLEAN
* **14:30 - BACK TO BASE**
  + TRASH TALLY & RE-RECYCLING
  + RUBBISH REWARDS
  + VOLUNTEER HAND-WASH
  + HIGH 5s & HOME
* **15:00 TRAIL CLEAN EVENT ENDS**
  + VOLUNTEER SOCIAL IN TRAIL CENTRE (possible addition)
* **15:30 - TRAIL CLEAN WRAP-UP ACTIONS**
  + LITTER REMOVAL AND RECYCLING (**QUERY**: Land manager to advise on prorocol here?).
* **16:00 – TRAIL CLEAN SET-UP FULLY PACKED DOWN**
  + TRASH FREE TRAILS TEAM OFFSITE.
* **EVENING - POST TRAIL CLEAN COMMS**

**HEALTH & SAFETY**

The Trash Free Trails team have over 30 years of experience leading beach cleans, education programmes and outside events for the marine conservation charity Surfers Against Sewage and as an outdoor pursuits instructor and lifeguard across the world. All H&S requirements will be met, including;

* **MTB LEADER -** TFT Co-director Dom Ferris is a Level 2 MTB leader and there will be at least 1 other similarly qualified TFT team member at each trail clean.
* **FIRST AID** - TFT Co-director Dom Ferris is a qualified ‘emergency first aid for outdoor people’ practitioner.
* **PUBLIC LIABILITY INSURANCE** – We are currently awaiting our 2020 renewal. We will provide a copy prior to the trail clean.
* **SAFEGUARDING** – From child protection to GDPR we will work to the highest required standards
* **RISK ASSESSMENT** – Please find detailed RA attached.
* **VOLUNTEER RIDERS SAFETY MANAGEMENT** – A full, detailed safety briefing will be delivered prior to any activities taking place, including but not limited to;
  + ALL YOUNGSTERS UNDER THE AGE OF 16 MUST BE ACCOMPANIED by a legally responsible adult.
  + All volunteers will be advised that they UNDERTAKE THE TRAIL CLEAN AT THEIR OWN RISK (with the above taken into consideration).
  + \*\* RIDER SAFETY / RESPONSIBILITY – With the above in mind it is important to state that a Trash Free Trails volunteer trail clean is not a guided trail ride and as such Trash Free Trails accept no responsibility for the health and safety of volunteers whilst they are riding their bikes between clean-up points. Each of the Spring Trail Clean Tour clean-ups are taking place at official trail centre trails where people of all ages and abilities are free to ride their bikes without any professional guidance or safety cover (**NB;** Of course all riders will be strictly required to wear suitable helmets and safety protection at all times)
  + \*\*OTHER RIDER SAFETY (aka – other riders being put in danger by trail clean volunteers being in the way and vice versa). The following points highlight how we will manage this scenario;
    - Due to littering behaviour patterns we will only be stopping at the top of climbs, bottom of downhills and at viewing points.
    - When stopping;
      * Signage and face to face engagement will notify all trail users arriving throughout the day of the trail clean activities.
      * Bright, clear signage will be placed 100m back up the trail from trail cleaning activities.
      * One trail clean leader will be positioned 100m back up the trail with a whistle to warn both the approaching riders and the trail clean volunteers.
      * All bikes will be placed well out of the way of the trail.
    - When stopping to pick up litter that is spotted whilst moving the rider/s that ‘spots’ the litter will;
      * make it verbally clear that they plan to stop
      * ride a minimum of 20 metres or until there is a safe place to ‘pull over’
      * Ensure that they do not move back up the trail until the back marker TFT guide has passed and communicated the ‘all clear’
* **SHARPS AND HAZ MAT** – Correct procedure will be outlined in our safety briefing. Trail clean leaders will be carrying sharps boxes.
* **HYGIENE** – Volunteers advised to only collect ‘clean’ plastic litter (there’s plenty enough of that!). Gloves, pickers and post clean hand sanitizer provided to all volunteers.
* **EAP** – In the case of illness or injury the following procedures will be followed;
  + MTB LEADER - TFT Co-director Dom Ferris is a Level 2 MTB leader and there will be at least 1 other similarly qualified TFT team member at each trail clean.
  + FIRST AID - TFT Co-director Dom Ferris is a qualified ‘emergency first aid for outdoor people’ practitioner.
  + MEDICAL KIT – Our lead FA responder will be carrying an advanced Wilderness First Responder FA kit
  + COMMS – All Trail Clean Leaders will be carrying fully charged phones. In case of signal failure, the Lead FA Responder will be carrying a radio that connects to Trash Free Trails the Trail Clean sign-up tent.

Learn more about Trash Free Trails at [www.trashfreetrails.org](http://www.trashfreetrails.org), @trashfreetrails and @domtrashfreetrails.

We look forward to visiting your trails soon.

Dom, Ben and Ellie – Trash Free Trails.