**\*THIS IS A TEMPLATE DOCUMENT – PLEASE AMEND THE FIELDS AS NECESSARY FOR YOUR SPECIFIC CLEAN UP\***

**METHOD STATEMENT: [Enter Company Name] Group Clean Ups**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event / Work:** | | | [Enter Event Name] | | Date: [DD/MM/YYYY] | |
| **Description of works:** | | | [Insert description of event] | | | |
| Event Leader(s): | | | [Enter Name of Event Leader(s)] | | Tel: [Enter Phone Number] | |
| Event Support | | | [Enter Name of Person(s) supporting event organisation] | | | |
| Do all leaders have a copy of the method Statement and Risk Assessment? | | | [Yes/No] | | | |
|  | | |  | | | |
| Open to the public? | | | [Yes/No] (*If yes, please consider reaching out to Port of London Authority for promotion of event via social media outlets*) | | | |
| **Number of volunteers** | | | [Enter Number of Volunteers attending] | | | |
| **Do any of the volunteers have special needs?** | | | [Are any special access arrangement required? How are these being supplied?] | | | |
| **Event location (Include first part of postcode):** | | | [Enter Event Location as per Cleaning the Thames site names and Postcode] | | | |
| **Do you have permission for the event?** | | | [You can gain a permit for clean ups on the tidal Thames by registering your clean up on Cleaning the Thames] | | | |
| **Litter collection point:** | | | [Where is the litter being disposed] | | | |
| **Who is removing the litter?** | | | [Please outline how collected litter is going to be removed – i.e. local council collection/ Port of London Authority cage requested] | | | |
| **Where has the event been advertised?** | | |  | | | |
| **Who owns the land?** | | | Port of London Authority | | | |
| **Low tide and height** | | | [You can find tide times using our website: [Thames Tidal Predictions (pla.co.uk)](http://tidepredictions.pla.co.uk/)] | | | |
| Event timetable | | Time | | Locations | | Who |
|  | Arrival | ***(example)***  *9:45am Health & Safety talk; equipment loan to newcomers*  *10am start* | | [What is the location for each part of the event? i.e. briefing/ litter pick/ debrief] | | [Who is attending each section of the event i.e. All] |
|  | Finish | *Noon* | |  | | *All* |
| |  | | --- | | **Hazards associated with clean ups:** |   [Please enter site specific and general hazards associated with your clean up – Examples below]   * Working on or near water – risk of drowning * Access and egress to site (e.g. emergency services access) * Slips, trips and falls * Risk of injury caused by collision with cyclists and other towpath users, including dogs * Risk of illness from contaminated water (Weil’s disease etc) * Injuries from litter * Risk of injury from hand tools – litter pickers, etc. | | | | | | |
| |  | | --- | | **Event Plan/Methods to be undertaken:** |   [Enter the event plan and method for how the litter collection will take place, including safety briefing, litter clean up, kit hand out etc – example below]   * Emergency services access identified before event and entered on Method Statement and Risk Assessment * We clean up litter which has been wilfully dropped or washed up by the tides. * All participants wear protective gloves, sturdy footwear and use litter pickers * Before volunteers begin work, they will be given a Health & Safety talk and officially sign in documenting that they have heard the talk. * Volunteers will remove litter along the designated areas of foreshore. Volunteers, in consultation with Leader(s) will determine the comfort level and ability of volunteers to clear the foreshore. * Volunteers will always work with at least one other person. * Leader(s) will clarify any information and ensure volunteers are safe and having an enjoyable experience. * Litter to be placed, as pre-agreed, at specific street bin locations for collection. * At the end of the event, volunteers will de-kit and wash hands. group will pack up equipment, ensure all is left tidy and report the number of bags and any unusual objects to the [‘Cleaning the Thames’](https://cleaningthethames.pla.co.uk/) website. | | | | | | |
| **Personal Protection Equipment:** | | | [Enter details of equipment provided for the clean up – example below)  *Volunteers asked to bring own sturdy boots, litter pickers and protective gloves and eyewear. Leader has first aid kit, hand sanitiser, mobile and throw rope.* | | | |
| **Other Clean Up Equipment:** | | | [Enter any other equipment required – example below:]  *Bin bags, litter pickers, handy hoops, broom, spade* | | | |
| **PLA Cage** | | | [Have any PLA Cages been requested? See our guidance here: [PLA Cage Etiquette – Cleaning the Thames](https://cleaningthethames.pla.co.uk/pla-cage-etiquette/)] | | | |
| **Date ordered** | | | [What date was the cage request made?] | | | |
| **First Aid:** | | | [Who is keeping the first aid kit? What is the procedure in case of accident – example below:]  First Aid kit to be kept with Leader. Any accidents and near misses to be reported to the Leader who will record info on Accident and Near Miss Form and send to relevant parties. | | | |
| **Emergency services access:**  Ambulance 999  Police 999  Fire 999 | | | [Enter details for nearest emergency services access] | | | |
| **Nearest Pharmacy:** | | | [Enter name and address of nearest pharmacy] | | | |
| **Nearest hospital with an Accident & Emergency Department:**  **Any accidents or “near misses” will be reported and recorded on the relevant form for the Incident Book.** | | | [Enter name and address of nearest A&E department] | | | |
| **Weather forecast:**  **(In summer put Max temp. In winter put Min temp. In Summer put Sun Index)** | | | [Enter weather forecast for event] | | | |
| **Has it been raining heavily in the run up to the event?** | | | **If there has been heavy rain in the days leading up to the event ring the Environment Agency Floodline:** 0845 988 1188 | | | |
| **What time does it get dark?** | | | [Enter time of sunset] | | | |
| **Nearest toilets:** | | | [Enter name and address nearest refreshment facilities and distance] | | | |
| **Special access requirements**  **(people with disabilities, gates etc)** | | | [Enter details for access arrangements] | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | **Prepared by:** |   **[NAME]** | |  | | --- | | **Date:** |   **[DD/MM/YYYY]** |

**NB: If Method Statement prepared more than a week before event, re-visit site two days before clean-up.**