



RAYS Volunteer Registration Pack

The Reading Adopt Your Street (RAYS) programme enables companies, individuals, community groups and organisations, such as schools and youth groups to select a street, open space, footpath, park or shopping area to keep tidy through regular clean-ups.

In 2017 the council successfully applied for £10,000 of funding to launch RAYS through the Tesco Bags of Help initiative after a number of groups enquired about getting more involved in community clean-up projects.

RAYS Statement Of Commitment

This agreement is in honour only and not a legally binding contract of employment.

The Volunteer/Volunteer Team agrees to:

Adopt and keep clear of litter the agreed area on average once a month, keeping a tally of bags of litter and recycling collected, the number of people involved and the time they spent collecting, the number of clean-ups completed and a note of anything notable that was reported, this information should be supplied to the council monthly.

Ensure that appropriate tools and equipment are used during clean-up and avoid direct contact with items that have the potential to be hazardous or injurious. Items such as syringes, condoms and animal parts shall not be touched. Hazardous litter and exceptionally heavy or unyielding objects shall be reported to the Project Coordinator. Protective equipment as detailed in point 1 below must be worn at all times.

Collected litter will be disposed of in street bins or in the volunteers' grey bin and recycling in either bottle banks or in the volunteers red bins as appropriate.

Report to the Project Coordinator any injury incurred by any participant during clean-up activities. The injury will be reported within two working days of the incident and shall include:

- The name of the injured person,**
- The time and date of the incident**
- The nature of the injury**
- Details of the incident**
- Name of hospital/surgery attended**

Reading Borough Council agrees to:

Supply litter picking equipment - HiViz vest, litter bags, gloves and litter pickers.

Provide third party liability insurance for any injury and property damage arising out of the activities of this programme as long as the guidelines in the Safe Guide to Litter Picking has been followed.

Replace any damaged or worn equipment and provide additional bags as required, where reasonable care has been taken to look after the kit(s).

Collect litter picking equipment - safety vests, litter bags, gloves and litter pickers, either at the end of the RAYS project or as agreed with the volunteer if their circumstances change and their participation in RAYS ends earlier.

Keep your personal data safe and not share it with anyone outside of the RAYS team.

Safe Guide to Litter Picking



Review the clean-up route/location. Take note of any areas of concern or potential danger, such as high traffic areas or locations where there is limited vision of approaching traffic.

Supervise minors. Ensure there is a responsible adult present to supervise minors.

Check equipment. Make sure you have all the required tools and equipment to complete the task safely and efficiently and that it is in good working order.

Watch for cars and other vehicles, drivers may not expect to see volunteers working, obey all traffic regulations including signal and traffic lights, use pedestrian crossings and footpaths. Work on one side of the street at a time facing on-coming traffic.

Handle litter carefully: Volunteers MUST NOT handle hazardous litter. Objects such as car batteries, broken glass, needles, human/animal waste or chemicals should be reported to the Council.

If possible work in pairs and always look out for each other.

Keep a mobile phone handy or know where the nearest phone is located.

Clothing: Always wear a safety vest and gloves, wear suitable footwear – no open toes, dress according to the weather, do not use headphones.

Remember: Avoid horseplay, no drink or drugs and take an adequate supply of water.

Where possible avoid slippery slopes and leaning over bodies of water.

Record your activities, number of bags collected & people involved, dates of the collections and include any problems and/or report items.

One of our many much valued RAYS Volunteer Teams (2018)



RAYS Volunteer Registration

Area you would like to adopt - Please include street/place name/s, if not the whole street/area, please define the extent to be covered:

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Your details:

Name:

Address:

Postcode:

Email:

Tel:

If you are a member of a Neighbourhood Group, please give details:

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Please print the names of family members participating with you below:

Name:

Name:

Name:

Name:

Name:

Name:

RAYS Volunteer Kit Contents (per volunteer): 1 HiViz vest, Gloves, Letter picker. 20 bin bags per group.

Please indicate the number of RAYS Volunteer kits (returnable*) you require:

**To be returned either at the end of the project, or participation when ends.*

Photographic Consent

Would you be willing for photographs taken of your RAY Volunteers (listed above) in action, which may be used in newsletters, posters, the Reading Borough Council website for publicity purposes?

☐ Yes

☐ No

Signature: Date:

Signature: Date:

Reading Borough Council representative



Love Reading - Join RAYS!

Return your completed Registration form to:

Email: RAYS@reading.gov.uk

RAYS, Neighbourhoods Services,

19 Bennet Road, Reading. RG2 0QX

