



# Give and Take Day Toolkit

# Got old stuff that needs a new home?

**We've all got things lying around the place that are perfectly good but we no longer use.**

From furniture to DVDs, toys to books, instead of seeing them clutter up your house why not find a good home for them?

One way to do this is to hold a Give and Take day. It's an opportunity to give away good quality things you don't need any more and pick up something that you do. All for free!

This pack is designed to help you set up a Give and Take day in your local area.

Give and Take days are a great way to involve the community, save money and stop good quality items going to landfill.

You can use this toolkit to help set up an event for your community group, school, friends or family.

Why not hold one at your local village hall or community centre and get everyone involved.



**This pack is designed to help you set up a Give and Take day in your local area.**

# Choose a location

**Decide where you are going to hold your event and check it's suitable for everyone to use.**

You could look at:

- A local school, college or nursery
- A village hall, social club or leisure centre
- A local pub, church hall or community centre.

Visit a few possible venues and think about:

- Is there enough parking?
  - Is it big enough for your needs?
  - Does it have ramps for wheelchairs / pushchairs?
  - Can people get public transport to the venue?
  - Are there baby changing facilities and toilets?
  - Are tables and chairs provided?
  - Are there facilities for making refreshments?
- 
- You will need to make sure that you have public liability insurance for your event.

# Decide on a date and time

**It's best to give people at least a month's notice about when the event will take place. This gives people time to save the date, plan ahead and sort out items they want to donate to the event.**

A weekend is a good time to hold an event as most people won't be at work.

Check to make sure there are no bring and buy or car boot sales on locally that day. You don't want your Give and Take day to be up against other similar events.

Sometimes however, having a large local event on the same day can get you more visitors. Why not tie it in with the village carnival or local arts and crafts festival so that your Give and Take day becomes part of a much bigger event.

Think about how long the event should be – most people will want to come early to bag the best bargains! Making the event three or four hours long is better than an all-day event.



# Timings on the day

**The best time to run an event is between 10.30am and 2pm at a weekend.**

- If access allows, 9am is a good time to start setting up the venue
- From 10.30am to 11.30am people can drop off items they no longer want. These can be weighed, sorted and placed on tables by volunteers
- Between 12pm and 2pm people are then free to take items away
- Allow time after the event for packing up, cleaning and removing leftover items.

# Recruiting volunteers

**You'll need plenty of people to help out.**

You will need people to help with tasks like:

- Putting up posters and other promotion
- Welcoming visitors to the event
- Signing items in and out
- Weighing in and keeping track of donated items
- Serving refreshments (if you are having any)
- Manning the stalls and keeping them tidy
- Helping to clear away any leftover items at the end of the event.

If you are offering delivery and collection, you'll also need:

- Insured van drivers
- Strong people to help move furniture.

# Setting out the room

**There are a number of things to think about when you are setting up a room for a Give and Take day.**

- Make sure there is clear signage outside the venue so people know where to go
- Set up the tables in a horseshoe shape with no gaps
- Divide the room and tables into categories such as: clothes and shoes, toys, DVDs, CDs, books, household goods, plants, furniture etc
- Make sure there is someone at the entrance to explain how the event works.



# Keeping track of donations

Items that are donated need to be signed in. This explains that people are handing the items over to the event and they are now the property of the organisers. Sign in forms can be found at the end of the toolkit.

In addition people need to sign items out on the understanding that the organisers take no responsibility for the quality or condition of the items. Sign out forms can be found at the end of the toolkit.

In order to help us calculate how much you have reused it would really help us if you could weigh in all the small items you receive and keep a running tally of the overall weight.

You will then need to weigh the small items you have leftover at the end of the day to calculate how much has been reused. Large items such as furniture can just be listed instead of weighed.

Please email your final total to us. And let us know your thoughts on the toolkit – has it been useful? Is there anything missing? We are always looking to improve and your feedback is very welcome.

Email your final total to [wastemanagement@derbyshire.gov.uk](mailto:wastemanagement@derbyshire.gov.uk)



# Extra thoughts

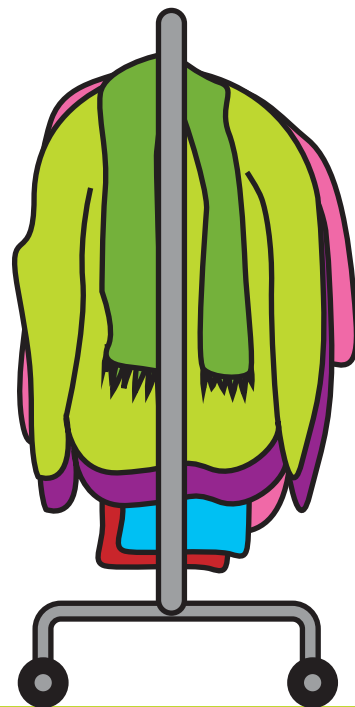
You might want to serve refreshments. Think about charging a small fee to cover your costs

Keep young children entertained so their parents can browse. Maybe a face painter, ball pit or activities could take place in one corner of the room

Have a stack of old carrier bags for people to take items away in

If you are accepting clothes, have a rail and hangers to display the items on

Have a plan in place for the items that are left over. It is likely that there will be a number of items that don't get swapped. Speak to your local charity shops, they may be happy to arrange to collect leftover, good quality items.



# Equipment and Resources

## Signage

This includes signs outside the venue to let people know they are in the right place.

Having item category signs on tables helps keep the event more organised. A blank category sign can be found later on in the toolkit.

## Give and take declaration forms

These forms ensure that people donating are aware that they are signing over their items to the organisers. Forms can be found at the end of the toolkit.

## Stickers

A sheet of “I’m already taken” stickers has been included at the end of this toolkit. Use these to avoid arguments where larger items have been reserved.

## Health and safety

Organisers will be responsible for health and safety so it is very important before going ahead with the event that you carry out a basic risk assessment. This identifies any potential hazards and risks.

An example of a filled in risk assessment form has been included in this toolkit along with a blank risk assessment template form for you to fill in.



# Spreading the word

There are lots of places where you can advertise your event for little or no cost. You can find a poster to promote your event at the back of this pack.

If you would like to change the text on the poster there is an editable version available. Email [wastemanagement@derbyshire.gov.uk](mailto:wastemanagement@derbyshire.gov.uk) to receive a copy or visit [www.derbyshire.gov.uk/recycling](http://www.derbyshire.gov.uk/recycling)

## What you will need to add to the poster:

Date and time of event  
Location  
Times to drop off and pick up items  
Contact details

## Where to put the poster:

- At the event venue
- Local shops and supermarkets
- Doctors and dentists surgeries
- Village hall and community centre
- Parish notice boards
- Libraries and schools
- Pubs and other local businesses

Send out a press release to your local paper at least two weeks before the event. Make sure to get all the relevant details of your event in – what, where, when, how and why.

Send it to your community or parish newsletter too. Check their submission deadlines – this could be at least six weeks before your event.

There are lots of online, community websites where you can add events for free. Try the Local People sites eg [www.ripleypeople.co.uk](http://www.ripleypeople.co.uk) or [www.glossoppeople.co.uk](http://www.glossoppeople.co.uk)

Ask local community groups to help you spread the word.

Don't forget to add it onto Facebook and Twitter too!

# Potential problems

## Electricals and hazardous items

You may decide not to take electrical items at your Give and Take day as they require PAT (Portable Appliance Testing) to make sure they are safe.

Alternatively you may be able to find an electrician who is happy to volunteer their services for the day to test items.

Do not accept unlabelled or leaking containers.

## Foam furniture

Do not accept older foam furniture that does not have fire safety labels.

## Arguments

To avoid arguments over bigger items (if you are taking them) number larger items of furniture and add the number to a list.

If someone wants to take a large item they should speak to the person with the list of goods. They will put the customer's name against the numbered item on the list.

The customer will then receive an "I'm already taken" sticker to put on the item.



# Give and Take Day Attachments

- 1 Press release template**
- 2 Event poster**
- 3 Risk assessment form**
- 4 Declaration form - givers**
- 5 Declaration form - takers**
- 6 Blank category sign**
- 7 “I’m already taken” stickers**





# Press release template

## Swap and save at community event

**One person's trash is another's treasure so the saying goes, and where better to discover this than at a Give and Take day.**

Bric-a-brac, plants, DVDs and books are just some of the items people are invited to give and take at the event at **(WHERE)** on **(DATE)** at **(TIME)**.

**(NAME OF GROUP)** is organising the Give and Take day aimed at encouraging people to reuse unwanted items rather than just putting them in the bin.

Between **(Xam/pm)** and **(Xam/pm)** people can drop off good quality, unwanted items to be exchanged.

From **(Xam/pm)** and **(Xam/pm)** visitors are then welcome to come along and take anything they want.

**(NAME)** from **(YOUR GROUP)** said: "Give and Take days are a fantastic opportunity for people to find good homes for items that they no longer need."

Derbyshire County Council Cabinet member for Recycling and Technology John Allsop said: "If your cupboards are crammed with unwanted items, your garage is full of unused gadgets or your wardrobe is full to bursting then a Give and Take day is a great way of giving good quality items a new lease of life."

Organisers are happy to receive good quality clothes, books, toys and other household items in but are unable to accept **(ELECTRICAL ITEMS/FOAM FURNITURE ETC)**

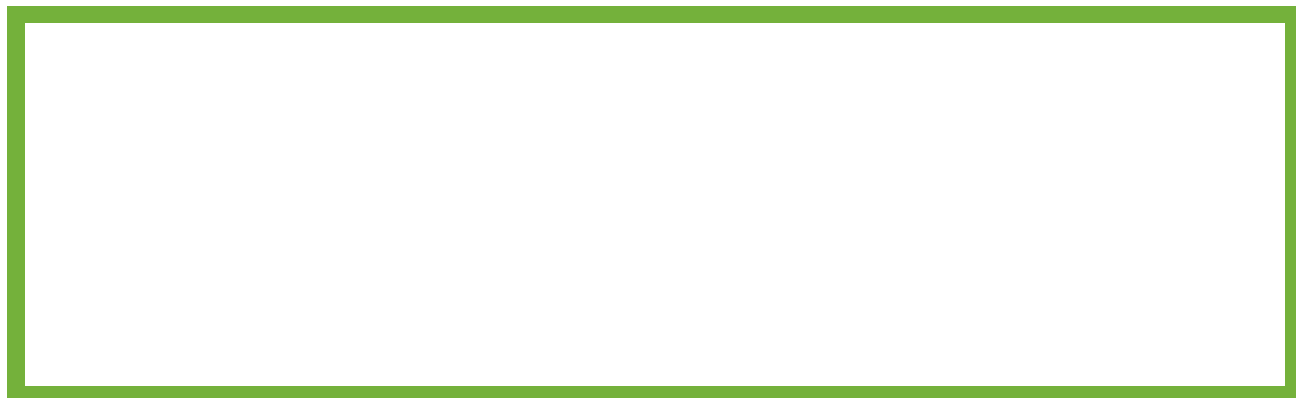
Entry to the Give and Take day is **(FREE/COSTS £X)**.

If you are unable to attend, there are still lots of other ways you can reuse unwanted items.

**These include:**

- Sell them to make some extra money. Try Ebay or, if you are good at crafts, try Etsy
- Donate them to a local charity shop or Furniture Reuse Project
- Put items on Freegle, Gumtree or [www.uk.freecycle.org](http://www.uk.freecycle.org)

# Give and Take Day



**Got old, good quality stuff that needs a new home?**

**Come along and give and take unwanted items for FREE.**

**Items can be dropped off from:**

**Items can be taken between:**

## What can be given?



**Toys, clothes, furniture, plants, books, bric-a-brac, kitchenware.**



**For health and safety reasons we cannot take electrical items or foam furniture.**

## What can be taken?

**Take anything that you need and think you can use. You don't have to give an item to be able to take something - although it would be appreciated.**



# Give and Take Day Risk Assessment


## Key to the risk assessment

- Risk assessment forms a crucial part of planning for a Give and Take Day. Remember that each event may have different risks. This form is just an example – complete your own form by carrying out the following:
- 1) Identify the risk hazard
  - 2) Decide who might be harmed and how
  - 3) Evaluate the impact and likelihood of any risk and apply a risk score (see key on the right)
  - 4) Decide on the control measures needed to reduce the risk
  - 5) In the final two columns of the table, show the impact and likelihood scores after control measures are implemented.
- Further information on how to carry out risk assessments is available at [www.hse.gov.uk](http://www.hse.gov.uk)

Risk Assessment completed by: *John Smith*

Date: *01.09.2012*

Impact	Likelihood			
	Very Unlikely	Not Very Likely	Quite Likely	Very Likely
Severe	4			
Significant	3			
Moderate	2			
Minor	1			
	1	2	3	4

**Increasing Risk** 

There is a risk that...	...which could result in...	Impact (1,2,3,4)	Likelihood of Risk (1,2,3,4)	Controls	Impact (1,2,3,4)	Likelihood of Risk (1,2,3,4)
Entertainment items with a certificate rating are donated	Underage viewing – angry parents	2	4	<ul style="list-style-type: none"> <li>All members of the public leave via an exit desk where the items are recorded and staff will check the age of any member of the public taking an item with a certificate rating</li> <li>If there is any uncertainty, the item is removed from them</li> </ul>	1	2
Faulty electrical items are donated	Injuries to staff or the public	4	3	<ul style="list-style-type: none"> <li>Do not accept any electrical goods (any item with a plug)</li> </ul>	1	1
Sharp or dangerous objects are donated	Injuries to staff or the public	4	3	<ul style="list-style-type: none"> <li>Do not accept unsafe items</li> <li>If you accept sharp objects, make sure they are on a table that is always supervised</li> <li>Check that people taking knives etc can prove they are over 18</li> <li>Takers will be asked to confirm that they can carry any sharp or breakable items home safely</li> </ul>	2	2
There will be lots of manual handling	Injuries to staff or the public	4	2	<ul style="list-style-type: none"> <li>Train all volunteers in manual handling</li> <li>Always use two members of staff to lift heavy items</li> </ul>	2	1
People may trip over items left on the ground or slip in spillages	Injuries to staff or the public	3	3	<ul style="list-style-type: none"> <li>Keep floor clear of trip hazards</li> <li>Wipe up any spills quickly</li> <li>Keep equipment and tools stored out of the way of the public</li> </ul>	2	2
A fire could breakout	Injury or death to staff and the public	4	1	<ul style="list-style-type: none"> <li>Ensure that fire escape routes and fire exit doors do not become obstructed</li> <li>Ensure that fire extinguishers and call points remain unobstructed and clearly visible</li> <li>Confirm with the landlord before the event that the fire alarm system in the building is working correctly</li> </ul>	2	1

Agreed and accepted by:  
(Print name)

(Sign)

(Date)

# Give and Take Day Risk Assessment

Risk Assessment completed by: \_\_\_\_\_

Date: \_\_\_\_\_

- Key to the risk assessment**
- 4 = Severe
  - 3 = Significant
  - 2 = Moderate
  - 1 = Minor
  - 4 = Very Likely
  - 3 = Quite Likely
  - 2 = Not Very Likely
  - 1 = Very Unlikely

There is a risk that...	...which could result in...	Impact (1,2,3,4)	Likelihood of Risk (1,2,3,4)	Controls	Impact (1,2,3,4)	Likelihood of Risk (1,2,3,4)

Agreed and accepted by:  
(Print name)

(Sign)

(Date)

By completing a risk assessment this shows that you have considered all key risks and have put measures in place to minimise these risks. It does not provide you with insurance against accidents however. You must have public liability insurance in place.









**Give and Take Day**

 **recycle**  
for Derbyshire

# Give and Take Day

Written by Public Relations, Chief Executives Offices, Derbyshire County Council. December 2012.

A PDF version of this toolkit is available to download from  
[www.derbyshire.gov.uk/recycling](http://www.derbyshire.gov.uk/recycling)





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