



# NTUs BIG CLEAR OUT 2013

## Project Report

**Author: Laura Scott**

**Approved: Sarah Thorp**

**Version: Final**

**Date: October 2013**



## In Partnership with;

**the Friary** *Tackling Disadvantage  
Changing Lives*



**AEGIS**  
PREVENTING CRIMES AGAINST HUMANITY

**The Arches**  
Project

**St Ann's  
Advice  
Centre**



**Tia Greyhound  
Rescue**

Helping the local community for over 20 years



**Nottingham  
City Council**

**NTSU**  
NOTTINGHAM TRENT STUDENTS' UNION

**NOTTINGHAM  
TRENT UNIVERSITY**





## Contents

Summary .....	2
Introduction .....	3
Communication.....	3
Collections.....	3
Project Team.....	4
Charities .....	4
Bags and Storage.....	5
Budget.....	5
Volunteers.....	6
Results.....	6
Feedback .....	8
Recommendations for 2014 .....	8

## NTU's Big Clear Out 2013 Report

### Summary

For the fourth year running NTU's Big Clear Out campaign was met with success on all campuses. With the help of staff and student volunteers in partnership with local charities and Nottingham City Council (NCC) NTU has successfully collected over **6tonnes** of donations for reuse in the local community, and this year a little further afield, making a grand total of **18.3 tonnes saved from landfill since 2010**.

This year seven charities were involved and receive quantities of the donations collected. The charities involved support a number of different causes, all of which are benefiting from the wealth of items donated during the project.

The total spend of NTU's Big Clear Out 2013 was £2057.02 with a **cost of £1257.02 to the university** following a £800 sponsorship from UPP.



NTU staff and student volunteers 25/07/2013



## Introduction

Evolving from the governments 'Zero Waste' campaign, NTU's Big Clear Out reuses the waste generated by students as they move out of their first year halls of residence (HoR), through charities and redistributing to new students. This reduces the amount of waste being directed to landfill, the need for more new products created and CO<sub>2</sub> emissions released into the atmosphere.

## Communication

Varied methods of communication have been adopted this year and have been hugely contributory to the increased levels of donations. As a result of the project rolling into its fourth year general awareness and anticipation of the start of the project was popular and therefore recognition of the regularly used logo occurred. Additionally the impact of the annual event meant that second year students were aware and willing to volunteer as a result of previous year's success stories.

Social media methods of communication included Nottingham Trent University internal promotions via Enews articles, EcoWeb events and plasma screen displays encouraged students to donate and engage staff and students with volunteering opportunities. Furthermore in the HOR displays promoted the relative collection days and the types of items wanted. In addition to the poster display presence, the BCO collection bins located at each of the HOR acted as a physical promotion for the scheme- students could see the donations types accepted and subsequently were made aware of the most suitable donation points.

## Collections

This is a scheme that targets primarily first year students in halls of residence (HoR), both UPP and NTU managed. As an extra incentive to take part, there was the possibility of winning a £100 amazon voucher for all students who leave a bag of donations behind.

New for 2013 1,100L bins were trialled as donation points for the unwanted items, this allowed for flexibility of donations to the project. Each HOR housed a bin for the duration of the project and on the collection days volunteers would empty the contents to be weighed on location or at the BCO base.



Collection Bin on Loan from NCC

The four collection dates for City and Clifton were designed around the last weekend of the student exam period, the end of term and the end of student contracts at the residences, there were however pick-ups when needed in between these set dates. As a result of the campus size it was practical to liaise with the Accommodation Co-ordinator at Brackenhurst with regards to the frequency of the collections.

## Project Team

The project team included: NTU Environment Team, NTU Accommodation Services, Universities Partnership Programme Ltd (UPP), Nottingham City Council (NCC), NTU's Student Union (SU), NTU Volunteer Services, and the participating charities.

## Charities

This year's charities were Nottingham based, The Friary, St Anns Advice Centre, Recycle4UK, White Rose- Supporting Aegis, The Arches Project as well as project Mount Pleasant Kennels and Tia Greyhound Rescue based further afield.



As, once again NTU's Big Clear Out was taking kitchenware, the large amount of clean kitchenware that was donated is kept to one side, to be given out for free at fresher's fairs to be reused. These items will be branded as NTU's Big Clear Out 'Pre-Loved' to get students recognising NTU's Big Clear Out brand from early on in their HE career.

A record was kept of all charity donations throughout the project, and the legislative waste transfer notes were filled out with the by both the transferor and transferee.

## Bags and Storage

Once again branded donation bags were used for collections, a total of 3000 were ordered. As a result of the success in the past 2 years the bags were printed with NTU's Big Clear Out branding and instructions.

The bags were distributed through the halls of residence, at an average of 1 per 3 students in the residence to avoid wasted or misused bags. Additional bags were provided when requested from the individual halls and once again bags were also left at the private accommodation block Goldsmith Court.

In addition to the bags; reusable crates and boxes were purchased for the safe storage and transportation of breakable and fragile kitchen items. A room at the City Campus (Hollymount House) was block-booked for the entirety of the summer for sorting and storage.

## Budget

The budget allowed for NTU's Big Clear Out 2013 was £2000. The table below shows the breakdown and total spend this year.

Item Name	Quantity	Price Per Item	Total Cost of Item(s)
BCO Banners	3	£46.00	£165.00
BCO Bags	3000	£0.36	£1,091.40
BCO Printed Labels	200	£0.15	£30.30
BCO Posters	571	£0.15	£85.65
32kg Travel Suitcase Luggage Scale	5	£5.49	£27.45
Trent Army T-Shirts for Student Vols	40	£4.00	£192.00
Packed Lunches for 14/06/2013	29	£4.70	£136.30
Packed Lunches for 28/06/2013	21	£4.70	£98.70
Packed Lunches for 25/07/2013	20	£4.70	£94.00
Packed Lunches for 07/08/2013	24	£4.70	£112.80
Gloves	3	£4.99	£23.42

<b>Total costs</b>	<b>£2,057.02</b>
<b>Costs to UPP</b>	<b>£800.00</b>
<b>Costs to NTU</b>	<b>£1,257.02</b>

The full NTU Big Clear Out budget is shown above, including the £800 sponsorship from UPP, showing that the scheme came in under budget.

## Volunteers

Over the four Big Clear Out collection days 51 volunteers made up of staff and students got involved.

Each volunteer was briefed on the health and safety aspects of the day including handling sharps and manual handling. To ensure volunteers were prepared prior to the day all volunteers were emailed an electronic copy of the information and safety packs and at the start of each of the collection days a face to face introduction was carried out emphasising the safety aspects of the day.

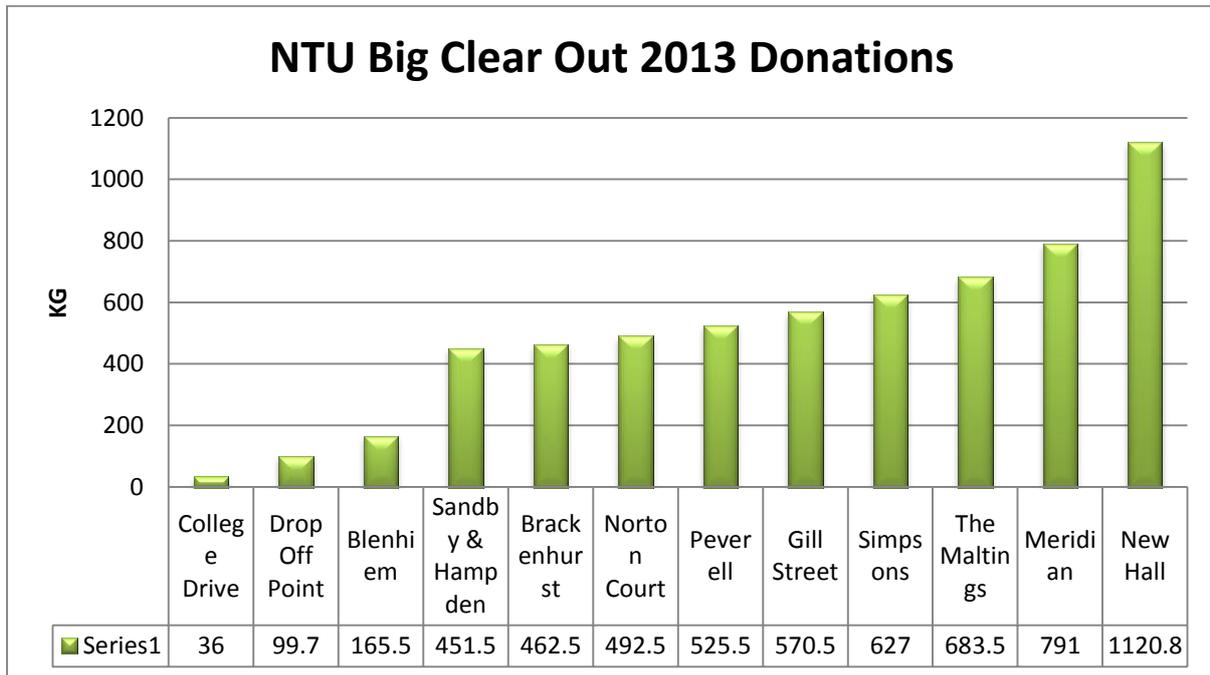
All volunteers were provided with a packed lunch for the day.



Volunteers Sorting Donations 25/07/2013

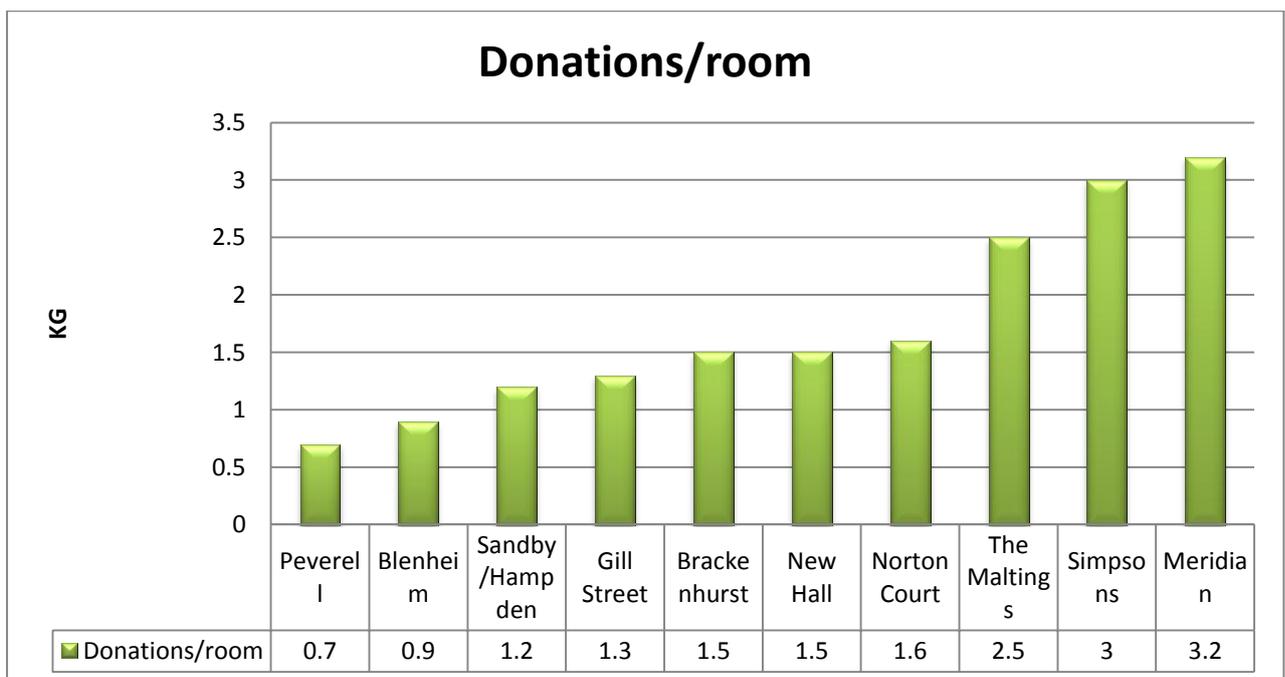
## Results

The final figure for NTU's Big Clear Out 2013 is **6 tonnes** of reusable items that have been diverted from landfill, this equates to a **CO<sub>2</sub> equivalent saving of 54 tonnes**.



1 Collections by Halls of Residence

The total quantity of donations coming from New Hall this year exceeded all other halls of residence (donating 1120.8 kg), however when calculating the totals and the number of rooms of each halls of residence, Meridian with 250 beds topped the Big Clear Out charts- 3.2kg per room.



2 Donations / head

## Feedback

'Just wanted to let you know how much I enjoyed participating in the Big Clear Out on Friday – I think it's a super project, and was very well coordinated by you and your lovely colleagues! It was a great opportunity to get to know some new people (staff and students alike) and – of course – have a good nosy through the donations!' **Zoe Hollingsworth, Staff Volunteer**

'It was great fun, well organised and something I'll definitely help with next year!' **Sarah King, Staff Volunteer**

## Recommendations for 2014

- In some HOR the bins were well utilised, however in other areas the bin system was abused. In light of this, the main recommendation would be to adopt a mix of bins and utilise the common rooms depending on the previous experiences with accommodation:

Halls of Residence	Bin/ Common Room
Brackenhurst	Bin
Simpsons	Bin
Sandby and Hampden	Common Room
Gill Street	Bin
Norton Court	Common Room
The Maltings	Bin/ Common Room
Meridian	Common Room
Blenheim	Common Room
Goldsmith Street	NA
Elm House	NA
Peverell	Common Rooms
New Hall	Bin

- The 4 collection dates worked well with the events of the end of year and should be repeated.
- The issue of storage for the duration of the summer should be arranged ASAP.
- T-shirts worked well as an attraction for students and morale throughout the day was improved as the 'team' element was highlighted.
- Keeping the majority of the volunteers at the base worked well, along with the van collecting and dropping off items throughout the day. This should be repeated next year.
- Where possible charities should be contacted to collect at the end of each of the collection days ensuring quick donation turnover and reduction in storage requirements.