



**Switch off engines  
for cleaner air**

## **Vehicle Idling Action: Event Leader Pack**

## Introduction

Here is a summary of what resources are included, who they are for, and what they could be used for.

### Briefing / Training Resources

Resource	What it's used for
Event checklist	There are a lot of things to bring to the event. You can use this checklist to ensure you have remembered all the necessary resources.
Risk assessment	It should be written before the event begins and kept on your person throughout the event.
Code of Conduct & Health & Safety form	This form should reflect the needs of the risk assessment and be drafted in consultation with the internal health and safety team. This type of form could form part of the training. The volunteers should read this through and sign and give back to you before taking part in the event.
Copies of the photo permission form	For volunteers to sign before attending the events, so you can use photos of the volunteers for publicity. If anyone is not happy for their photo to be used, please ensure they do not feature in any group photos.

**To be printed and included in the volunteers' clipboards / packs that they take out with them at the event:**

Resource	What it's used for
Photo permission form	If a driver is happy to have their photo taken, the volunteer asks the driver to fill in the form.
Idling log	To be filled in immediately after the interaction with the driver. This is provided as a PDF in the toolkit download.
Health & Safety Summary	To be put in the volunteers' clipboard, so they have a summary to hand.

## Event Checklist

There are lots of things to remember to take to the event. This handy checklist can be used to tick everything off and ensure you've got everything you need.

✓	To bring:
	Attendance list (with columns for name, email, mobile phone so they can be stored in your database).
	Mobile phone fully charged and with space to take photos, camera.
	Event risk assessment (we advise you to keep this on you throughout the event).
	Training materials (if conducting training on the day of the event).
	Volunteer clipboards with:
	<ul style="list-style-type: none"> <li>○ Idling log to record who is idling and whether they switched off, and with contact number of event leader at top.</li> </ul>
	<ul style="list-style-type: none"> <li>○ Map of the area which you can print off to show them which area to target.</li> </ul>
	<ul style="list-style-type: none"> <li>○ Photo permission form in case the volunteers ask to take a photo of a driver and need their permission to use it for promotional purposes.</li> </ul>
	<ul style="list-style-type: none"> <li>○ A summary of the health &amp; safety guidance so that volunteers can refer back to it if necessary during the event.</li> </ul>
	<ul style="list-style-type: none"> <li>○ FAQs sheet.</li> </ul>
	Campaign materials (leaflets, stickers etc...)
	Pens
	High vis vests for the volunteers to wear at the event
	Campaign banner
	Interaction tool / educational resource, such as a giant air quality snakes and ladders game
	Teas / coffees / refreshments for volunteers for before / after the event

## Risk Assessment Guidance

There are many issues that need to be considered when completing a risk assessment for an idling action event. Here are some of the issues that you might want to consider.

This list is not intended to be exhaustive. Where applicable, your organisation's health and safety team should be consulted, and local factors should be taken into account.

Matter / Activity	Potential Hazard(s) or Risk(s)	Potential measures to Control Potential Risk(s) or Hazard(s)
<b>Personal possessions</b>	<ul style="list-style-type: none"> <li>- Theft/damage/loss of personal possessions whilst in the training session or participating in an Action day event</li> </ul>	<ul style="list-style-type: none"> <li>- Do not leave personal possessions unattended</li> <li>- Designate a safe area for personal possessions if possible</li> <li>- Advise volunteers to minimise the amount of valuables they bring on the day</li> </ul>
<b>Manual handling:</b>  Lifting/handling heavy loads (wheelbarrows, equipment)	<ul style="list-style-type: none"> <li>- Injury (abrasions / muscular / skeletal) due to lifting incorrectly</li> <li>- Slips/trips due to items being left and obstructing walkways</li> </ul>	<ul style="list-style-type: none"> <li>- Heavy items to be lifted with a teammate</li> <li>- Use a trolley (if available) to transport heavy, bulky items around</li> <li>- Safely store away any unused, unattended items</li> <li>- Secure the giant floor game to the ground with pegs or gaffer tape to avoid trips</li> </ul>
<b>Outdoor work:</b> gardens, nature areas, built up areas	<ul style="list-style-type: none"> <li>- Insect stings/bites</li> <li>- Cuts/abrasions</li> <li>- Road accidents</li> </ul>	<ul style="list-style-type: none"> <li>- Clean and cover any abrasions and cuts</li> <li>- If you are aware of any allergies please ensure you bring the necessary medication should you have any adverse reactions</li> <li>- Wash hands after completing work and before eating</li> <li>- Be aware of surroundings and not take any unnecessary risks whilst on the pavements/highways</li> </ul>
<b>Outdoor work:</b> working with the public / approaching the public to engage in conversation	<ul style="list-style-type: none"> <li>- Encountering any: threatening / defensive / aggressive / violent behaviour</li> </ul>	<ul style="list-style-type: none"> <li>- Event coordinator will have up to date contact details of those taking part</li> <li>- Pairs will only operate within well-lit populated areas</li> <li>-H&amp;S (Including security awareness)</li> </ul>

		<p>reminder) briefing to be given at start of every event</p> <ul style="list-style-type: none"> <li>-Always work in pairs/groups</li> <li>- if member of public approached appears defensive &amp; closed to the subject, walk away (this will be taught &amp; demonstrated at the training)</li> <li>- All event volunteers/staff to have fully charged mobile phones on their person with coordinator's number to hand</li> <li>- Keep all conversations light &amp; non-confrontational (this is taught and demonstrated at the training)</li> <li>- If threatening, aggressive or violent behaviour is encountered remain calm, walk away from the vehicle and report it to the project host, and your team members, (and the police if appropriate)</li> </ul>
<p><b>Outdoor work:</b> Working near or on a road</p>	<ul style="list-style-type: none"> <li>- Collision with traffic or cyclist.</li> <li>- Aggression from drivers.</li> </ul>	<ul style="list-style-type: none"> <li>- H&amp;S briefing given before every event</li> <li>- Familiarise yourselves with the safety guidelines</li> <li>- Stay vigilant and mindful of oncoming traffic including cyclists</li> <li>- never approach a vehicle from the roadside, always from the pavement</li> <li>- If threatening, aggressive or violent behaviour is encountered remain calm and report it to the project host, your team members, and/or the police</li> </ul>
<p><b>Site and Environmental</b></p>	<ul style="list-style-type: none"> <li>- Slippery and/or uneven surfaces</li> <li>- Lack of natural/sufficient lighting (especially during winter months)</li> <li>- Overcrowding</li> <li>- Adverse weather conditions</li> <li>- Sunburn/heat stroke</li> <li>- Rain</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure hazardous signs are used where necessary</li> <li>- Email volunteers the day before to advise on wearing clothing and shoes that are appropriate for the weather (e.g. protective, comfortable shoes).</li> <li>- Wear high-vis clothing (especially during the winter months)</li> <li>- Be mindful of overcrowding a space</li> <li>- Locate and familiarise yourselves with the nearest fire exits and fire evacuation procedures</li> </ul>

	- General comfort levels	<ul style="list-style-type: none"> <li>- Wear appropriate, comfortable clothing; ideally layers that can be worn and removed accordingly</li> <li>- During hotter weather, apply sunscreen, wear a hat if working outdoors and stay hydrated</li> </ul>
<b>Use of interactive engagement resources at events for interacting with the public, e.g. giant educational games</b>	- Where the game / interactive element is used as part of an action event	<ul style="list-style-type: none"> <li>- Ensure there are no potential trip hazards e.g. fasten game to ground using either tent pegs, or gaffer/hazard tape</li> <li>- If conditions are slippery due to rain or icy conditions, do not use the games or elements that people could slip on</li> </ul>

## Code of Conduct and Health & Safety Guidance

Vehicle Idling Action events are an enjoyable way to engage with members of the public and spread the air quality message; however, there are potential risks and hazards that could be encountered and these guidelines have been designed to help you enjoy the event, limit the risks and promote safe behaviour:

**Before starting the Vehicle Idling Action event:**



- ✓ Always work as part of a **pair** rather than approaching drivers alone.
- ✓ Always wear the supplied **high visibility jacket** to allow you to be seen more easily by drivers and road users.
- ✓ Ensure you have:
  - your clipboard, map and a pen
  - no-idling and air quality information **leaflets** and giveaways to give to the people you engage with
  - **photo permission forms** and **idling recording logs**
- ✓ Whenever you are taking part in an Idling Engine Action event, make sure that you have the Event coordinator's **contact number** with you and a phone.
- ✓ If you are unsure of anything, please **ask** the Event coordinator.

### When interacting with drivers:

- ✓ Your interaction with drivers must be **non-confrontational**, which includes approaching vehicles **tentatively**, having a **calm** tone of voice and using **polite** language. Do not write down any vehicle registration details or be authoritarian.
- ✓ Your interaction with drivers is **awareness raising** and not enforcement, so walk away if a driver does not wish to engage, for example, if they are on the phone.
- ✓ When in conversation with a driver, conduct this from the **kerbside** to ensure your own personal safety. There is no need to enter the road.
- ✓ Aggression from drivers is rare. If anger or aggression is shown, do not attempt to continue with engaging the driver and **walk away**.
- ✓ Only approach drivers after you have observed them idling for a minute or more. Do not approach drivers that are outside the scope of the event (e.g. if your event leader advises you not to speak to taxi drivers on rank).
- ✓ It is probably not appropriate to ask a driver to switch off if:
  - The driver is elderly and is running the engine to keep warm;
  - The vehicle needs to run the engine for a specific reason e.g. a recovery vehicle carrying out a recovery and needing to run lights off the engine, where an engine powers refrigeration equipment; or
  - The driver is trying to defrost a windscreen in very cold weather.



### During the event:

- ✓ If you feel the driver would be willing, ask them if they would mind having their photograph taken for publicity. If they are happy to do so, thank them and ask them to sign the **photograph permission form**. If the driver is driving a company vehicle, please ensure the company name is not visible on the photograph.
- ✓ Once you have left the driver, complete as much information on the '**idling log**' as possible.
- ✓ Please be aware of your **own abilities** and **personal health and safety** during the Idling Engine Action event and take appropriate action. This includes adhering to **safe** road crossing, normal pedestrian **safety** and stopping if you feel unwell or tired.
- ✓ Please ask for **additional support** or supervision if you need it before or during the Idling Engine Action event and an event co-ordinator or more experienced volunteer will accompany you.
- ✓ Please also be aware of your **own exposure** to air pollution, particularly if you have **asthma** or other conditions associated with air pollution. Take necessary steps to make sure you do not put yourself in a vulnerable situation e.g. have your inhaler with you, discontinue if you are feeling unwell.
- ✓ If the driver doesn't switch off after 2 minutes, walk away.
- ✓ **Have fun!**

### When the action event has finished

- ✓ **Report** any experiences of aggression or concern at the end of the session to the designated responsible person.
- ✓ **Hand in your** copy of the idling log.

I certify that I have taken part in the Vehicle Idling Action training and this training does not qualify me to approach drivers outside Vehicle Idling Action events. I agree to this Code of Conduct and Health and Safety guidelines and to follow them when engaging with the public during Vehicle Idling Action events.

Signed: ..... Name:  
.....

Date .....



# Photograph Permission Form

## Idling Engine Action Events

### Declaration

I understand that the photo(s) may be used by ..... (The Organisation), and its approved agents, to promote the engine idling campaign and other air quality issues and messages. The image(s) will be stored electronically.

### Please Tick as appropriate

I agree that the photo(s) taken can be used by The Organisation on **social media and websites** approved by The Organisation to illustrate their air quality messages and campaigns.

I agree that the photograph(s) taken can be used in **printed literature** (leaflets, posters, newsletters, display material etc.) **or in the media** (local or national press and TV) approved by The Organisation to illustrate their air quality messages and campaigns.

The images will not be transferred to 3<sup>rd</sup> party organisations

Name of person in the photograph	
Signature:	
Date:	
Contact number / e-mail:	
Comments (for example any exclusions)	
Photo reference (for campaign organisers' use)	

Please note that company names and children should not be in the photograph unless signed permission is actively given.

## Health and Safety summary

### Stay safe by:

- ✓ Always working as part of a **pair**.
- ✓ Always wearing the supplied **high visibility jacket**.
- ✓ Always approaching the driver from the **kerbside**.
- ✓ Ensuring you have the **contact number** of the event leader on you at all times.

### When interacting with drivers:

- ✓ Only approach drivers after you have observed them idling for a minute or more.
- ✓ Your interaction with drivers must be **non-confrontational, and awareness raising** and not enforcement, so walk away if a driver does not wish to engage.
- ✓ If anger or aggression is shown, do not attempt to continue with engaging the driver and **walk away**.

### Who not to approach

- ✓ It is probably not appropriate to ask a driver to switch off if:
  - The driver is elderly and is running the engine to keep warm;
  - They are a taxi driver on rank;
  - The vehicle needs to run the engine for a specific reason e.g. a recovery vehicle carrying out a recovery and needing to run lights off the engine, where an engine powers refrigeration equipment; or
  - The driver is trying to defrost a windscreen in very cold weather.



This Event Leader Pack is used with thanks to the Vehicle Idling Action participating London Authorities and The Mayor of London.

First published August 2017

Produced by the Vehicle Idling Partnership, in consultation with the participating local authorities.

<http://idlingaction.london/>

<https://twitter.com/idlingaction>