

# Circular Economy in

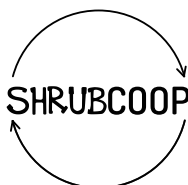


# our Community

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Climate  
Challenge  
Fund



Net Zero  
Scotland  
Scottish  
Government

# Content

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## Introduction

Welcome	5
Linear Economy	6
Circular Economy	7 – 8
A Short History of SHRUB	9 – 10
We Are Currently Delivering	11
Establishing Interest Within Your Community	12

## How to Run a Clothes Swap

Intro	14
Before the Day	15 – 18
On the Day	19
After the Day	20

## How to set up a Swap Shop

How to set up a Swap Shop	22 – 26
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## **How to run Collections and a Freeshop**

How to run Collections and a Freeshop	28 - 29
Daily Plans for Collections 2021	30 - 31
Free shop 2021 Volunteer H&S Training	32
Main Risks Factors at Climate Fest free shop:	33 - 39
Example comms strategy	40 - 41

## **Conclusion**

Testimonials from participants	43
Summary	44

# Introduction





# Welcome

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Welcome to this guide to building a circular economy!

SHRUB has been working on circular economy activities since 2013 and have put together this guide to share some of our learning and experiences with other organisations as we hope it can help people to replicate some of our successes and to avoid some of the challenges that we've faced.

This guide will cover a few different areas. These will include.

- Some information on what the circular economy is and how it can benefit our communities
- Who SHRUB is and what experience we have to share
- Types of engagement we have developed
- Identifying communities who could benefit from these projects
- Testimonies of those have been involved in our projects

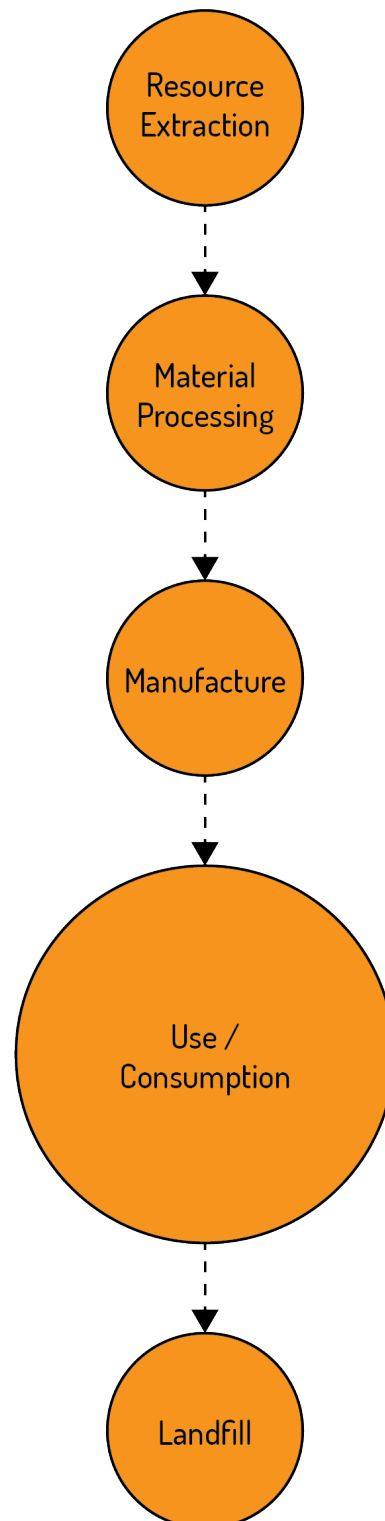
We have been motivated to create a circular economy as the waste involved in the linear economy is completely unsustainable as well as socially exclusionary. We look for ways to disrupt the linear economy and to create and educate on the benefits of the circular economy.

# Linear Economy

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As illustrated in this diagram the linear economy consists of the extraction, processing, manufacturing, use and disposal of resources.

This is something we see a lot of in industries such as fast fashion, when things aren't intended to last or to be repaired. This can make things cheaper as they have a short lifespan built into them but also in the same items having to be purchased multiple times, resulting in more profit for companies and more expense for the consumer. In the linear economy companies involved don't need to invest in sustainable extraction and use of raw materials. This has resulted in practices of disposal such as the shocking images that have been seen in the Atacama desert in Chile, where tonnes of unwanted textiles end up each year.



# Circular Economy

This diagram shows how in the circular economy we relate to items in a very different way and look for different ways to extend their use and potential.

It also shows the hierarchy of 'R's' which is something we use to prioritise our work on creating a circular economy. Reuse being the first priority, followed by then repairing them when needed, once that is no longer viable, we can look at re-manufacturing options, with recycling being one of the last options for items/materials.

For more information on this and

how the Scottish government is addressing the circular economy you can access their paper on this here.

Making Things Last - [Scottish Government's Strategy for Circular Economy, published in 2016](#)

As a way of explanation of what we mean by this in practical terms:

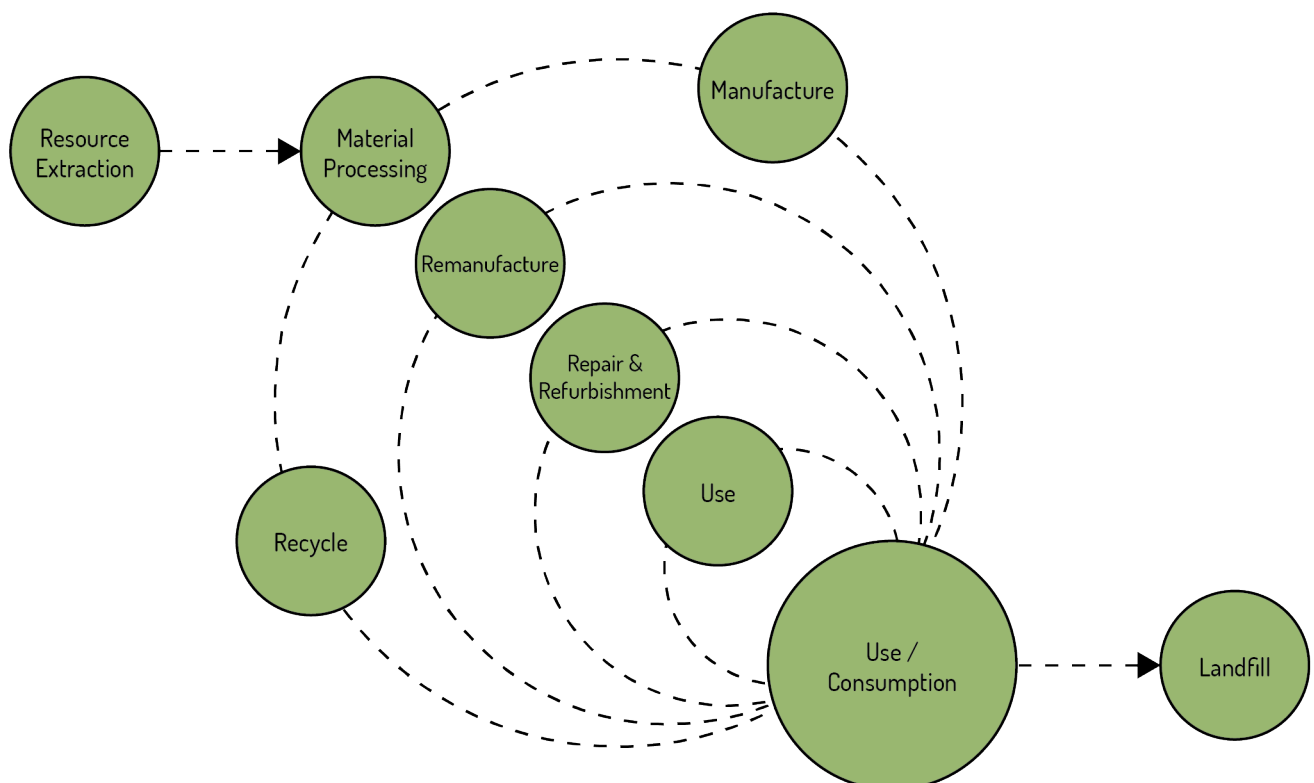
## REUSE

We give items and materials the longest possible life and put as few things as possible in the landfill. This is why we have developed

projects that find new homes for items. This can be seen in our Swapshop, direct swap activities, Collections and Freeshops. Information on how we do this will be covered later in this guide.

## REPAIR

Our next priority is repair. We have chosen to focus on textile repair. And have been able to develop a strong repair community who work hard to mend lots of textiles as well as giving people the skills to repair their own things into the future.





**Remanufacturing and Recycling**  
We engage in the remanufacturing aspect of the circular economy by upcycling products that are no longer usable such as old clothing into face masks, reusable cleansing pads, and bags.

Within our spaces we try to recycle responsibly, finding responsible avenues to dispose of the items we are unable to re-distribute, repair, or remanufacture. Our primary route for textile disposal is by working with other direct action charities as we are unaware of any Scotland-based textile recycling. If you are willing to go outside Scotland, there is the Ian Snow Scrap Scrap scheme that is trying to be industry level upcycling.



# A Short History of SHRUB



SHRUB was founded on 25th March 2013 as a community-based non-profit company seeking to address issues of sustainability in the student community at the University of Edinburgh.

We have since grown to include as much of the local community in central and south Edinburgh as possible. This has been possible through funding that we've received over the years. Some of our most significant funds have included:

- March 2015 SHRUB was awarded £88,000 by the Scottish Government as part of the Climate Challenge Fund (CCF) grants initiative.
- Another CCF grant of £90,000 was allocated in March 2016
- In October 2017 Zero Waste Edinburgh started an award of nearly £300,000: allowing us to start of on street Collections and much more food collections and workshops.
- 2018 opened our bread street location: space bookings possible and in house workshops
- 2019 we diversified our funding streams and received a number of COVID relief injections of cash. We also got Paths For All allowing us to re-open the Wee Spoke Hub

which is our active travel hub (to be covered in an additional guide)

Prior to 2008, Accommodation Services from the university hired skips into which they used for the disposal of all of the possessions left behind by the students departing the halls of residence. This resulted in items weighing several tonnes, being dumped and landfilled each year.

Therefore in 2008 a few passionate students formed a partnership with the accommodation services to collect, sort and store these items over summer instead of discarding them to landfill at the end of semester 2 (May/June). These items were given away for free to incoming students, the birth of our "freeshop" was at this time. The student volunteers and University employees had found an alternative to the linear economy they were operating within, and at the same time enhanced social sustainability by supporting incoming students. These initial activities were the seed activities from which the SHRUB community as we know it grew.

SHRUB embodied cooperation principles and a non-hierarchical structure where any person can democratically participate



by paying a membership fee or gaining membership with volunteer hours.

Prior to the pandemic, SHRUB experienced rapid growth. The funding from CCF and Zero Waste towns running at the same time, allowed us to open up a larger venue on Bread Street. This housed our swapshop, cafe and Foodsharing hub.

We were also able to develop Collections and Freeshop activities into working with the wider community at this time. This was complemented by a series of workshops on repairing and making.

Throughout the life of SHRUB, we have worked on embedding learning and behaviour change into our work as well as the actual activities. To ensure that our community is well informed and that they can feel a part of a community working toward sustainability we ensure that there are opportunities to connect and learn. Some example of this are:

- Climate cafés (structured conversations where we chat through issues around the climate and sustainability)
- Multiple volunteer opportunities thought all areas

- of our sustainability charity
- Sustainable fashion working group (they set up talks and workshops)
- Informative signage in our spaces
- Film screenings with opportunities for chats and questions
- Educational social media content such as our Lazy Ways posts

We, like everyone else, have had to adapt quickly over the last couple of years.

We have not been able to get into the university for Collections but

we took the learning and skills we have from having delivered these previously and adapted them into projects that we believe can be of benefit to communities far and wide, hence the development of this guide.

- We collected items on a drop off basis
- We ran free Mondays in our shop
- We ran Collections and Freeshops simultaneously in outdoor spaces
- We ran pop up Freeshops at other events and in partnerships with other organisations.



# What We Are Currently Delivering



At the moment we are providing the following activities for and with our community.

- A Swapshop that is open 5 days a week
- Foodsharing hub open 5 days a week
- Regular community collections
- Regular freeshops
- Direct swaps
- Twice weekly repair sessions
- Volunteering opportunities in every area of the coop
- An active travel hub that includes DIY bike repair sessions, open 5 days a week.

We have chosen to focus on these areas of work as they meet our charitable vision of 'a world without

waste' and have been identified by our community as being of value to them.

Each of these activities offer an alternative to the Linear Economy. They not only prevent waste but they encourage different ways of thinking about consumption. This is a win for the planet and for community members who might find themselves excluded from environmental activities due to financial constraints.

We have found that, by promoting socio-economic inclusion, we have diversified our community and are able to reach people who wouldn't necessarily engage in environmental activity otherwise.





# Establishing Interest Within Your Community

The first step to introducing a circular economy in your community (be that geographical, interest or a blend) is to find an area of interest that resonates with them.

Examples of this could be:

- Students who don't want to buy everything new at the beginning of term (as with SHRUB)
- People who are frustrated by how short the lives of their clothes are
- People experiencing food poverty



- People who have heard about the climate crisis but just aren't sure where to start

By addressing a need and/or interest in your community, the circular economy is instantly appealing. By taking this approach to the initial stages of circular economy development in our communities, we make it accessible and relevant. This can be a very useful tool in overcoming the often perceived elitism of environmental action.

Activities at this point in the process can be things such as:

- Climate Cafés
- Stitch sessions
- Invite someone to come and

do a taster session

- Take interested people to visit an organisation addressing an issue they are interested in.

Once you have established an interest in the community you can then look to develop more specific and larger scale projects that can embed circular economy in your community.

The following section of this guide includes Step by steps guides on Clothes Swaps, Swap Shops, Collections and Freeshops.

If you come up with another project that you think we might be able to help you with. We would be happy for you to reach out to us!



# How to Run a



# Clothes Swap



# Intro

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Clothes swaps are easy to run and are a great way to integrate sustainable fashion into a community, not to mention a great way to get some new clothes!

This guide is designed to give you all the information you will need to get your clothes swap up and running and to provide some different suggestions on how you might want to structure it. As with everything, there are many different ways of running a clothes

swap and you will probably find your preferred way of doing it once you have run a few!

Running a swishing party (a clothes swap between friends) can be quite different to running a community clothes swap. This guide focuses on slightly more formal clothes swaps. If you want information on how to run a swishing party, you can find the guide made by Fashion Revolution on their website.



# Before the Day

## WHAT WILL YOU DO WITH THE CLOTHES AFTER?

You can often be left with a lot of clothes at the end of a swap. It is a good idea to plan where you will take them.

Some ideas:

- Local charity shop
- Local direct action charity
- For anything that can't be worn you could pass the material on to a local sewing or upcycling group to use as rags or to turn into something new.

Most local charities are happy to take donations so if you have a look to see what is going on in your area you should find someone who is willing to take the clothes. If you anticipate having a lot of clothes left over, it might be a good idea to call ahead and see if they can pick up the clothes from where the swap happens. If you decide to incorporate anything else into the swap (electricals/ bric-a-brac) it is also a good idea to check what the charity can and can't take. This also applies to kids' clothes as not all places take them.

## DO YOU WANT TO HAVE TOKENS?

When running a clothes swap you

can decide to have a tokens system or not. A tokens system means that you 'value' the clothes people bring in according to a system (see below). The participant then has this many tokens to 'spend' in the swap.

Pros and Cons:

- Setting up a tokens system takes a bit of time.
- You will need a clear and fair system and a way of tracking how many tokens each person has. (This can be done by giving them a card with the number of tokens they have to spend on it when they go into the swap).

- Using tokens is a fair way of ensuring that people are not taking more than they brought with them.

If you are using a tokens system, you might want to think about asking people to bring in donations in advance so that you have more time to 'value' them. Remember to keep the token's system simple (as much for your own sake).

Potential Tokens systems

It is a good idea to keep the tokens system simple.

Some systems are:

- 1 token per item





- A 3 tier system (3 tokens for a dress/ jacket/ coat, 2 tokens for a blouse/ shirt/ skirt/ trousers, 1 token for a t-shirt/ shorts/ accessories)
- You may also choose to say that people with no/ not many tokens can pay, for example, £1 per token if there are things they want.
- If you are using a tokens system, remember to let people know what it is on the day so that they can work out what they can and can't 'buy'.

## STORAGE

If you are asking people to bring clothes in advance, you will need to think about how you want to do this so that you know which clothes were brought by which participant. You might also need to

set aside some space somewhere to store the clothes until the day.

This might also apply to having clothes left at the end of the swap. Often local charities can only pick up during regular working hours so if you are having your swap at the weekend you might need somewhere to store things for a couple of days.

## SET UP

If possible, get hold of some hangers and rails to hang the clothes on. You might be able to ask a local charity shop to lend you these or you can ask people to bring hangers with them for the swap. If you can't get rails to hang clothes on, be CREATIVE!

Some ideas could be:

- Clothes horses/ coat stands
- Clothing line/ string and pegs
- Pinning the clothes into a wall

If you are struggling to find ways of hanging the clothes up, folding them on tables is always a good option.

## MIRRORS!

People usually want to see what clothes look like on them! If you can access some mirrors or ask people to bring them with them, that's fantastic!

If there are bathrooms where you are hosting the swap, these can be used too. Sometimes it can be really nice to have some mirrors together and create a communal changing area, this can lead to a warm atmosphere of asking for other's opinions and complementing each other.

Equally, it is important to have at least one closed space for those who do not want to change in front of others.

Whether you choose to have more open or closed changing rooms will depend on who you are envisaging will come to the swap.

## INCLUDING A SUSTAINABILITY ELEMENT

A clothes swap can be a great time to promote sustainable fashion and highlight the environmental and social impact of fast fashion. You may want to use statistics around this in your promotional material, or have some information available on the day. A good website to use



with lots of clear information and some really useful infographics is [www.fashionrevolution.org](http://www.fashionrevolution.org).

## WEIGHING CLOTHES

Weighing the clothes can allow you to calculate roughly how much carbon has been saved by swapping clothes instead of buying an equivalent weight new. This can be a really good way of showing people the impact their actions can have.

Depending on what you are doing with leftover clothes, you may want to use the total weight of clothes brought in, or just the weight of clothes taken home during the swap. The weighing can be done with a set of bathroom scales or luggage scales.

The easiest way to calculate the total weight taken away during the swap is to weigh everything as it comes in and then, if you want to, taking off the weight of clothes left at the end.

According to Fashion Revolution, producing 1 kg of textiles requires around 20kg of Carbon. This can be used to work out the carbon savings of your clothes swap. (For more statistics, again, the Fashion Revolution website has some really interesting information.)

## ADVERTISING

*Don't forget to advertise the swap!*

A clothes swap is not the kind of thing you can pop into as you walk

past, you need to have done some preparation and brought clothes with you. (Having said this, you may want to let other people in towards the end once the swapping has finished and offer the clothes on a donations basis to reduce the amount of clothes you have left at the end).

It is a good idea to advertise the swap well in advance and, if you are using emails/ social media, remind people about a week before the swap to start looking out what clothes they would like to swap. If you are asking people to make sure the clothes they bring are clean and freshly washed, it is worth remembering that this takes time and people will need to be reminded to do this in advance.

## TARGETING CERTAIN GROUPS

Remember that, for a clothes swap to work, you need to have people with similar styles and clothes preferences attending. I.e. a clothes swap wouldn't work if you had one baby, one teenager and one adult as none of these people would be able to swap clothes. You may want to specify one group of people for your swap, or you may want to try to make it as inclusive as possible.

If you are having an inclusive swap, it is worth noting that often, clothes swaps are dominated by female coded clothing (as this is what the fashion industry produces most of). It can be a good idea to put in an extra push for male coded clothing, or to think about where you can get some gender neutral clothing







from before the swap to make sure that there is something for everyone who comes.

## ACCESSIBILITY

As with all events, it is good to consider accessibility. This includes the venue, the language used in advertising materials etc.

### VENUE:

In any advertising material, let people know how accessible the venue is. If you aren't sure what information to include, there are many accessibility check-lists online that you can use.

### LANGUAGE:

Make sure that you specify who the swap is for and who can attend. If everyone is welcome, remember to specify that too. It might be worth specifically saying that all genders are welcome, or specifically saying that transgender/ non binary people are welcome. When talking about the gender of clothes, using the terms 'male coded clothes' and 'female coded clothes' is more inclusive than saying men's and women's clothing.

## TIMING

Clothes swaps don't take as long as you think!

### ARRIVING EARLY

If you are asking people to bring their clothes to swap on the day, it is good to ask people to arrive promptly for the start time of the event or set an arrivals period (e.g. the first 30 minutes of the swap). This allows time for all the clothes to be hung up so that everything is ready to be swapped at once. If you don't do this, you can often end up with only a few people coming at the beginning and not having much of an opportunity to swap, or, someone coming at the end of the swap when most of the clothes have been taken, again, not giving them much of a chance to swap.

In total, allow 2-3 hours for the swap. If you can and would like to, you can have a longer swap and have a space for teas/ coffees and catch ups, however, the swapping itself won't take that long. The length of time the swap needs will depend on the amount of clothes and people there so smaller swaps will be quicker and larger swaps will take a bit longer.





# On the Day

## ARRIVING AND SETTING UP

If people have brought in clothes beforehand, you will need to hang them up before people arrive. If people are bringing clothes on the day, it is a good idea to have a set arrivals period (see Timings).

If there is any information you would like to give to the people who are attending the clothes swap e.g. information on clothing sustainability or a charity you are raising money for, the time while people are hanging up clothes and waiting for the swap to start can be used for this. It can also be a time to have a cup of tea or coffee and create a sense of community between the attendees.

## DISPLAYING THE CLOTHES

Whatever display method you are using, try to make sure that there is some order to how the clothes are organised. Making it easy to find things means that people are a lot more likely to find what they are looking for. An easy way of doing this is putting trousers with trousers, tops with tops etc. If you have some hangers but not enough for everything, it is usually better to hang tops and fold trousers on tables.

For children's and babies clothes,

having some separation of sizes/ages can make it a lot easier to find things that will fit.

## SWAPPING 'ROUNDS'

Occasionally clothes swaps have issues with people taking as much as possible as fast as possible to make sure they get all the best things. This can create a negative atmosphere. One possible way of preventing this is to have 'rounds' of swapping. The idea is to have a maximum number of items that can be taken in each round, i.e. everyone can take up to 4 items, there is then time to try them on and put back any you don't want to keep. Once everyone has completed this round, there is then a chance to go back and have a look again. This can continue until everyone is happy with what they have.

Again with rounds, there is often a lot more time while waiting for people to try on clothes which can be used for conversations or education.

A slightly different and less structured approach to this would be a maximum number of items that can be tried on or picked up at once.



# After the Day

## SAY THANK YOU!

Remember to thank people for coming. If you weighed the clothes, let people know how much carbon was saved. If you were raising money for a charity, remember to let those who attended know how much they raised.

If you are planning on having clothes swaps frequently, you can let people know when the next one will be. If you are going to run a swap box (see below) let them know when and where this will be.

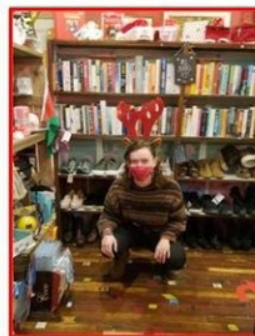
## SWAP BOXES

If you like the idea of swapping clothes but don't have the capacity to run events regularly, you could try having a swap box. Put a clearly marked box in a designated area and leave it for people to put clothes into and take clothes out of in their own time. If possible, it is really great if you can put some clothes in the box to start it off.

You might have to keep an eye on it and make sure that it isn't overflowing. (If it is you can pass the clothes on to a local charity.) Even if you want to regularly have clothes swaps you could put some of the left over clothes in a swap box in between the swaps.



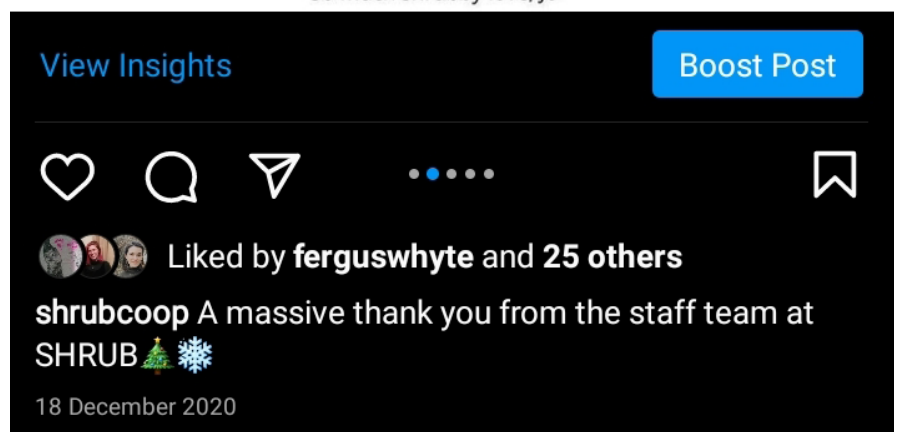
## A BIG ol' swapshop THANK YOU!



Wow, what a year! Just wanted to take this opportunity to say thank you so so sooo much to everyone who has helped out in any way this year. This year has been a stressful one but it has honestly been all the volunteers who have kept me going. It is so great having people around who have so much enthusiasm for this place and so many ideas of things we could be doing.

Hopefully next year we will be able to plan some funky volunteer socials to say thank you to everyone and spend some of that volunteer money we have!! hope everyone has a really great break from whatever they are doing over the holidays and see you in the New Year :)

So much shrubby love, Jo



# How to set up a



# Swap Shop



# How to set up a Swap Shop

The aim of this guide is to help you set up a swap shop in an already existing community space. If you want to set up a self existing swap shop, it is a great project but will probably require funding and be a much bigger operation. If you have any questions about this, please reach out to SHRUB members of staff.

A swap shop can be a great way of bringing a community together as it encourages swapping between people within the community. It can be really nice when you find something new, to hear about the story of where it came from, and it can often be easier to part with things if you know where they are going.

## SPACE

The main requirement for setting up a swap shop is space. How much space you want will depend on how big you want the swap shop to be and how much capacity you have to run the shop. A smaller space and smaller shop will take less time to keep on top of. This may be a problem, however, if you have a small space but a lot of people donating things as you will need a space to store them or a good way of passing them on.

Within the space, you will need

some way for people to drop off items, some way of processing the items and deciding on tokens, and some way of displaying the items.

## DROPPING ITEMS OFF

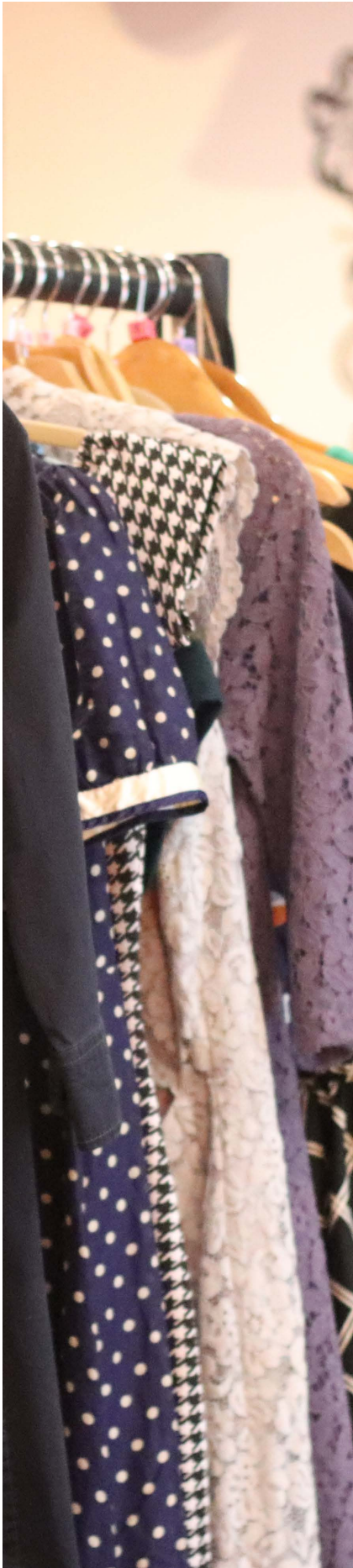
In order to have things to swap, there will need to be a way for people to drop things off. This could be something as simple as a box that people can put a bag in (making sure that their name is attached if they want tokens), allowing you to sort the donations in your own time. This would mean that people could drop off items whenever the space is accessible, however, it would also mean that you would need some way of keeping track of everyone's tokens rather than it being the individual's responsibility, and that you would be less in control of what people are donating.

You might decide that you only want people to drop things off while there is someone there and the shop is 'open'. This will give you more control over what you receive as you will be able to give back anything you don't want/ can't accept on the spot.

## PROCESSING

In processing items, you will need to decide what you want to keep





and what you don't want. This may be because the quality of the items is not great, or because you don't accept a certain type of item (e.g. kids clothes or electrical items). You will either need to make sure that people can't donate this (e.g. have someone sorting the donations on the spot and giving anything back that you don't want) or you will need to have somewhere to pass these things on to (e.g. a local charity shop or direct action charity that will accept them).

It might be worth thinking about this before you set up the swap shop so that you know where you will take things and don't end up being overwhelmed and not having a plan of what to do.

It might also be a good idea to think about what kinds of things you want to have involved in the swap. Do you want it to be for clothes, for books? Do you want to have electrical items and will this require any PAT testing. (In order to sell second hand electricals you need to have them PAT tested but this might be different in a swap shop).

Having a clear idea of what you will accept will help you to set up a tokens system and have some clarity around what people can and can't bring in.

## TOKENS

One of the main aspects of processing the clothes will be tokens.

The idea of a tokens system is that

people can only take things of an equal value to those they bring in. There are many different ways of running tokens systems, all with their own benefits.

Remember that whatever tokens system you are using, you need to have a way of people knowing how many tokens they have, and how many tokens an item in the shop is. You also need to make sure that whatever system you are using is consistent so it should be clear and easy to use by those giving out the tokens.

## Example Systems:

(For these examples the items are all clothes however this can be translated to whatever you want to have in the swap shop).

- A 3 tier system (3 tokens for a dress/ jacket/ coat, 2 tokens for a blouse/ shirt/ skirt/ trousers, 1 token for a t-shirt/ shorts/ accessories)
- This will make calculating the tokens much quicker, however it doesn't account for differences in the quality of clothes.
- A quality based system (for each item of clothing, e.g. trousers or jumpers, you have a different amount of tokens based on whether it is of a higher or lower quality). Normally having around 2/3 categories of quality will keep this system easy to use. Having more categories makes the system more comprehensive however it will take more time to ensure that the tokens are being given out consistently.



It is important to make sure that it is obvious how many tokens an item in the shop is worth. For a simpler tokens system, e.g. the tiered system, you don't need to label every item individually. You could also use colour coordination, i.e. green = 1 token, orange = 2 tokens and so on, or items could be laid out based on how many tokens they are, i.e. having all 3 token items displayed in the same area.

For more complicated systems, you may need to individually label items which will require more time. If you do decide to do this, small paper tags or stickers can be used and attached with string or safety pins.

## KEEPING TRACK OF TOKENS

You may choose to have a system where people bring in clothes when they want to swap and take other things away the same day. This would mean that there is no 'roll over' of tokens and therefore you don't need to remember what people have brought in and taken away in the past.

This system is quite restrictive however so, if possible, it is good to have a system where people can keep track of tokens over a longer period of time.

Either you have to keep track of everyone's tokens, (in a book or digitally), which may have data protection implications, or, perhaps a better option is to give the individual responsibility of keeping track of their tokens. This can be done by giving the individual a card which can be updated every time

tokens are added or spent.

If you are giving individuals the responsibility of keeping track of their tokens, you might want to create a clear policy for what happens if they lose the card that keeps track of them.

## DISPLAYING ITEMS

You might need to spend some time thinking about the best way of displaying the items in the shop. For clothes, having rails and hangers is good whereas for other items you may want to display them on tables.

Feel free to be CREATIVE with the displays.

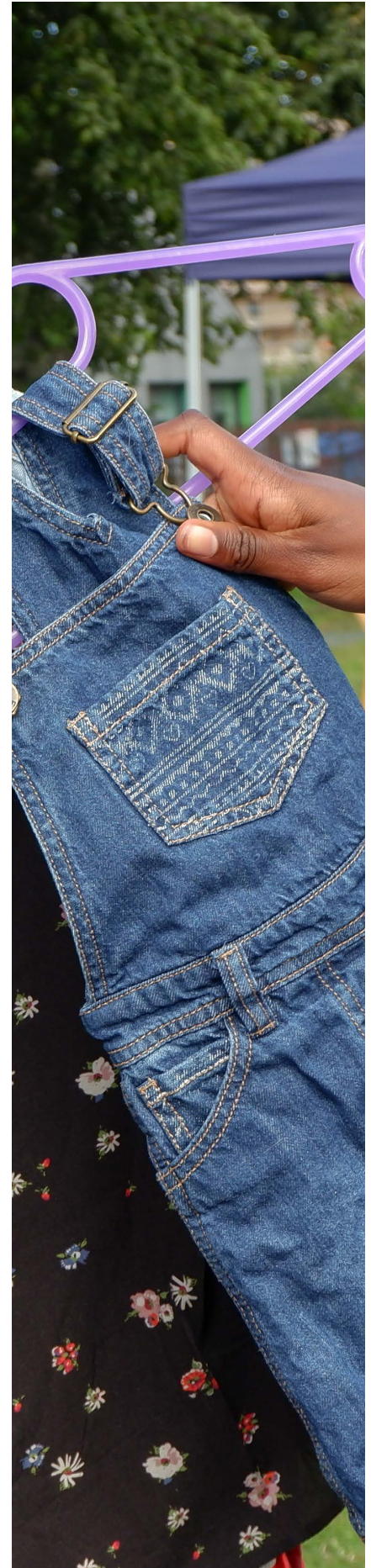
Some ideas for clothes could be:

- Clothes horses/ coat stands
- Clothing line/ string and pegs
- Pinning the clothes into a wall
- Displaying items creatively and interestingly will make them look more appealing to people coming in.

Some charity shops choose to have a 'rummage' kind of aesthetic where there are lots of things piled into not much space, whereas others choose to limit the number of items on display to keep the space looking tidier. There is a lot of information online about visual merchandising if this is something you want to think about a bit more..

## STOCK ROTATION

Depending on how much is coming in, you might need to have a way of passing on things that have





been in the shop for a long time, both to keep the shop looking new and to ensure that you don't have items piling up. One of the easiest ways of doing stock rotation, other than just doing it by memory, is to put the week number on items as they go out. You will then be able to keep track of how long things have been in the shop for and can decide on a stock rotation system that suits you and your shop. If you want any more information about potential systems, feel free to reach out to SHRUB members of staff.

### **CAPACITY**

Depending on the capacity you have and the number of people involved in your project, it may not be possible to have people in the shop all the time. If you have a simple tokens system, you could allow it to run on an honesty system of people taking tokens off themselves. This may also fit with having a box for people to leave donations in. If you want to have someone there, it will require someone's time to have the shop open, hopefully on a regular basis so that people know when they can come. Having regular hours is important as if people aren't sure when the shop will be open, they may be less likely to come to it, especially if it is not in a place they normally go to.

### **ACCESSIBILITY**

Thinking about accessibility will help you to make sure that your swap shop is as open and welcoming as possible.

This can include thinking about:

- Opening times (Are there certain groups of people who won't be able to make it?)
- Location (Is it accessible to wheelchair users, people who cannot go up steps etc?)
- Language (Is the language you are using inclusive?)
- Signage (Are signs clear and easy to understand? Are signs big enough to be read by people with sight impairments?)

These are just a few things to think about, more comprehensive accessibility lists can be found online.

### **INCLUDING A SUSTAINABILITY ELEMENT**

A swap shop can be a great time to think about environmental and social sustainability as avoiding consumerism will reduce your carbon footprint.

You may want to have some statistics relating to this displayed in the space (there are some really clear and useful infographics about clothes sustainability on the fashion revolution website: [www.fashionrevolution.org](http://www.fashionrevolution.org) )

### **Some examples of facts from fashion revolution include:**

It takes 2720 litres of water to make a t-shirt (roughly equivalent to what a human would drink over 3 years)

Around 150 billion garments are produced annually.



One way of doing some fairly easy carbon accounting to work out the savings by buying/ swapping second hand is to weigh everything you are saving from landfill/ weigh everything people are buying second hand instead of new. This can be done with a set of bathroom scales or luggage scales. If you choose to do this, it is up to you to decide whether you want to weigh things as they come in or as they go out, which might depend on what you are doing with anything you pass on.

You can then find information about roughly how much carbon it takes to produce various products, for example, according to Fashion Revolution, producing 1 kg of textiles requires around 20kg of Carbon. This can be used to work out the carbon savings of your swap shop.



# How to run



# Collections and a Freeshop



# How to run Collections and a Freeshop



## CONSIDER PARTNERSHIPS AND REACH OUT

We wouldn't have been able to achieve the success of our Collections and freeshops if it wasn't for the support of our partnerships.

Key things to consider possible support from partners for this activity can be:

- People who might be able to help with a venue. Consider: Scout groups, local councils, churches, schools, universities.
- People who can help with transport. Both of the materials you will need and of the items that are left after the event
- People who might want to provide food for volunteers
- People who will help to advertise by sharing your posts and or talking to particular groups about the possibility of participating.

In terms of partnership working, we would encourage you to reach out to as many people as you can think of that might be able to help.

If you don't ask you'll never know.

We have received a lot of support from City of Edinburgh Council with them doing things such as

providing lots of boxes, helping get permits (we were using a park space so needed a permit), sharing our content and transporting our items.

With other support coming from private companies, the University of Edinburgh, EUSA, and other local charities.

## MAKE A TIMELINE TO KEEP YOU ON TRACK

Once you know what you want to do and the date of the event. You should make a timeline with the stages of what needs to happen in the run up to ensure a successful event.

Key points should include:

- Risk assessment written
- Volunteer advertisement
- Volunteer recruitment and induction
  - this should include the risk assessment
  - a kit list for the day
  - any relevant policy you think applies for the day
  - a volunteer agreement for the event
  - relevant climate conversation and information
- Confirmation of venue
- Confirmation of transport

- Volunteer shift confirmation
- Catering confirmed

### **CREATE A RUNNING ORDER FOR THE DAY DOCUMENT.**

This tool is useful for a couple of reasons. It helps for smooth running but it also ensures that the day can be picked up by someone else should something happens that means the lead person can't be there on the day.

An example of this could look like this:





# Daily Plans for Collections 2021

## Key Points

Morning Shift 10:00–13:30

Afternoon Shift: 13:30–17:15

- **Everyone** to read and sign the safety briefing before starting a shift.
- Lunch breaks 30 mins between 12–13:30.
- Small 10 min breaks as and when depending on fatigue and number of vols available.

## Day 1

### Meet at Hub

Staff: staff member AB & C

Staff member A inducts staff. Gets items to pavilion

Meet volunteers at Pavilion: 10:00

Lead volunteer: volunteer 1

### Things to bring:

- Event shelter x2 + wights and pegs – delivery to site
- Bins + boxes for items storage
- Collections flyers, surveys, clipboards, pens
- Table x2 chairs x4
- Promotional material and contact details for other services mentioned in the flyers
- Hi vis vests and gloves for all staff and volunteers

- Volunteer induction sheet inc health and safety briefing
- Labels to assign bins for specific purposes or to establish areas and name badges
- Tape to set aside assigned areas
- First aid kit
- Thermos, tea bags, coffee and snacks
- Scissors
- Permanent markers
- Cable ties
- Bags for sorting
- Scales
- Bunting
- Incident/near miss book
- Rubble bags
- Table clothes x2

### Before set up

- Check in with volunteers. How are they feeling? Expectations? Energy levels?
- Warm up activity. Pass the move, Rubber Chicken etc.
- Name labels

### Set-up site (10:30–11:00):

- Set up volunteer refreshment station in the Pavilion
- Volunteers get themselves to Pavilion for 10
- Set up event shelter
- Set up tables with flyers and promotional materials

- Set up banner
- Set up bins and boxes in a sensible arrangement
- Induct all volunteers/health and safety/ ICE, digital recording: <https://form.jotform.com/211724661679059>
- Provide all volunteers with hi vis vests and gloves
- Arrange a volunteer or two to be responsible for surveys – data protection!
- Split people into Collecting and Freeshop
- Make sure signage is visible and clear

### Operations Collections:

- Volunteers greet members of the public and collect items
- Evaluation volunteer to talk with all service users to gather information on their home street and what would have happened to the waste otherwise
- Collection of boxes at 16:00
- Volunteers to take rest breaks one/two at a time – lunch can be acquired from the shop or any of the cafés nearby. Volunteers to be given the cash to purchase lunch when doing full days. Value up to £5
- Sorting into 7 different materials and weighing to happen on site as much as possible. Mark bags/ boxes

- clearly with sharpies. Record weights in folder.
- Majority of items boxed and ready to go by 16:00

### **Take down (16:00-17:00):**

- Bag up any last minute items
- Clear and clean surfaces and toilet in the Pavilion
- Take down tables and pack up items
- Pack into the pavilion
- Take down gazebos and store in pavilion

### **Day 2**

#### **Pavilion Meet**

Staff members for the day  
Lead volunteer: volunteer 1

As above

### **Day 3**

Staff members meet

As above

- 16:00 – Last of items collected by CEC
- Clean and leave the pavilion locked and clear of our items.
- Ferry tat from site back to 22
- Any forgotten or left behind items to go to 13

### **Day 4**

Coordinator to send out thank you emails



# Free shop 2021 Volunteer H&S Training



The Event Health & Safety Coordinator is:	
Name:	Staff member A
Title:	Events Coordinator
Address:	*****

*If you need help understanding this document, have any concerns or incidents, please contact the above.*

All employees and volunteers, irrespective of status, have a personal responsibility with regard to Health & Safety as follows:

- To be familiar with SHRUB's Health & Safety Policy and with the standards and procedures it contains and to co-operate and implement its contents.
- To understand and comply with all instructions, working procedures and safety rules which apply to their work.
- To work with due care and attention at all times. Whilst it is the SHRUB's responsibility to provide and maintain the necessary equipment for safe working, it is equally the employee's / volunteer's responsibility to use that equipment properly and exercise due caution.
- Not to operate equipment unless you have been trained and authorised to do so.
- To report any hazards seen and, if appropriate, make suggestions for their elimination and control.
- To report any defective equipment.
- To ensure their work area is kept clean and tidy.
- To develop a personal concern for the safety of themselves and others.
- To report all accidents, injuries, dangerous occurrences and 'near misses' no matter how trivial.
- To raise any safety matter with the appropriate person.



# Main Risks Factors at Climate Fest free shop:

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- Physical injury from manual handling
- Cuts from broken glass, metal utensils and other materials
- Physical stress from manual working (including dehydration)
- Trip hazards – trips & falls while carrying heavy objects
- Risk of infection from viruses such as COVID 19
- Stress during busy periods

## MANUAL HANDLING OPERATIONS

SHRUB will comply with the Manual Handling Operations Regulations 1992 (as amended).

If you are undertaking a manual handling operation, you must:

- Where it is provided, use a mechanical device rather than manual handling, provided the device is appropriate for the task.
- Inspect the object to be lifted or moved for sharp edges and other hazards such as wet or greasy patches, and take appropriate steps to remove or reduce such hazards.
- If lifting or moving objects with sharp or splintered edges, wear clean dry gloves to ensure a firm grip.
- Inspect the route over which the object is to be lifted or moved to ensure that it is free of obstructions or spillage or other hazards.
- You must not attempt to lift or move an object which is too heavy and which might damage your health.
- When lifting or moving an object with another person or people, ensure that one person is designated as the supervisor of the operation, to coordinate the lifting or moving.

- When lifting a heavy object off the ground, assume a squatting position, by keeping the back straight and allowing the knees to take the weight of an object rather than the back (See images below)

## 2.0 ACCIDENT & NEAR MISS INVESTIGATION & REPORTING

SHRUB will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). The Health & Safety team is responsible for reporting under the Regulations. This will entail the Health & Safety team or other designated personnel making



reports, and the cooperation of anyone involved is essential in order to establish:

- The circumstances of an accident, dangerous occurrence (a 'near miss') or disease.
- The nature and severity of the accident, dangerous occurrence or disease.
- The identity of any eyewitnesses.
- The time, date and location of the accident, dangerous occurrence or disease.

Eyewitness accounts for the report will be collected as near to the time of the accident by the Health & Safety team as is reasonably practicable, in accordance with HSE procedures.

In the event of an accident or near miss, SHRUB will study the completed report and will attempt to discover why the accident, dangerous occurrence or disease happened, and then take action to prevent a recurrence of the accident, dangerous occurrence or disease.

Issues such as liability, proceedings or damages will be assessed following the completed report and, if necessary, SHRUB will take appropriate legal advice.

## **2.1 ACCIDENT PROCEDURE**

As well as applying first aid if qualified to do so, if there is any doubt as to the severity of an injury or the health (such as a heart attack) of any person on SHRUB's premises, or on our community

projects team, employees and volunteers must not hesitate to dial 999 and ask for the ambulance service. Report any contractor's health & safety incidents to a member of SHRUB Staff and SHRUB's Health & Safety team.

All accidents and injuries must be logged in the accident book by the First Aider in attendance and reported to your Project Coordinator and the Health & Safety team.

## **2.2 NEAR MISS REPORTING**

Near misses should be reported immediately to the Health & Safety team.

## **2.3 FIRST-AID**

It is SHRUB's obligation to ensure that all employees and volunteers have ready access to first aid facilities. The Health & Safety coordinator will inform you of these arrangements, and record them in writing. First-Aid is only to be carried out by a trained First-Aider or Emergency Appointed Person.

- Every First-Aid box will be of the appropriate size and have the correct contents.
- The location of the First-Aid box shall be clearly identified.
- It is the Health & Safety Coordinator's responsibility to ensure that the stock is replaced in the boxes as necessary.
- In cases of more serious injury employees and volunteers will be sent or taken to the nearest hospital.

## **2.4 SAFER SPACES AND SELF CARE**

At SHRUB we have a Safer Spaces Policy. This ensures that people can work and volunteer with us without the fear of discrimination. We ask that everyone working/volunteering with SHRUB agrees to adhere to this. We do not accept any prejudiced behaviours. When experiencing a conflict or potentially triggering behaviour, we ask that the behaviour is what we address and not the person. For more information on this please see <https://www.SHRUBcoop.org/wp-content/uploads/2018/02/SHRUB-Safer-Spaces-Policy-2.0.pdf>

We encourage everyone involved with SHRUB coop to practice self care. This includes regular breaks (never working more than 4 hours without a break), check-in's and communicating any difficulties with the coordinator.

If there are any issues arising that volunteers feel unable to talk about at the time they are encouraged to reach out to the welfare working group at: [welfare@SHRUBcoop.org](mailto:welfare@SHRUBcoop.org)

## **2.5 SMOKING**

There is a strict NO SMOKING policy in any indoor or enclosed space in Scotland.

At SHRUB we expect volunteers and staff to be respectful of others and not to smoke in outdoor areas where it may be unpleasant for non-smokers or obstruct the walkways.



## 2.6 HYGIENE & HEALTH CONDITIONS

Good habits in relation to personal hygiene will greatly help to reduce the spread of diseases and viruses (including COVID-19) in the workplace. The most important of these are the use of hand sanitiser after touching your face or anything the public have been touching frequently and the thorough washing and drying of hands after toilet use and the cooperation of all employees and volunteers in this regard is requested.

If handling food or drink (including tea/coffee making operations) or handling crockery or utensils that are ready for use by others (kettles or cups for example), please wash your hands first.

Employees and volunteers should be aware of the danger of the spread of viruses through the use of shared telephone handsets and shared use of tablets and card machines. Such handsets should be periodically wiped with a clean damp cloth containing detergent or disinfectant.

Employees and volunteers are asked to take into consideration their colleagues' needs in the workplace regarding variances in heating and ventilation.

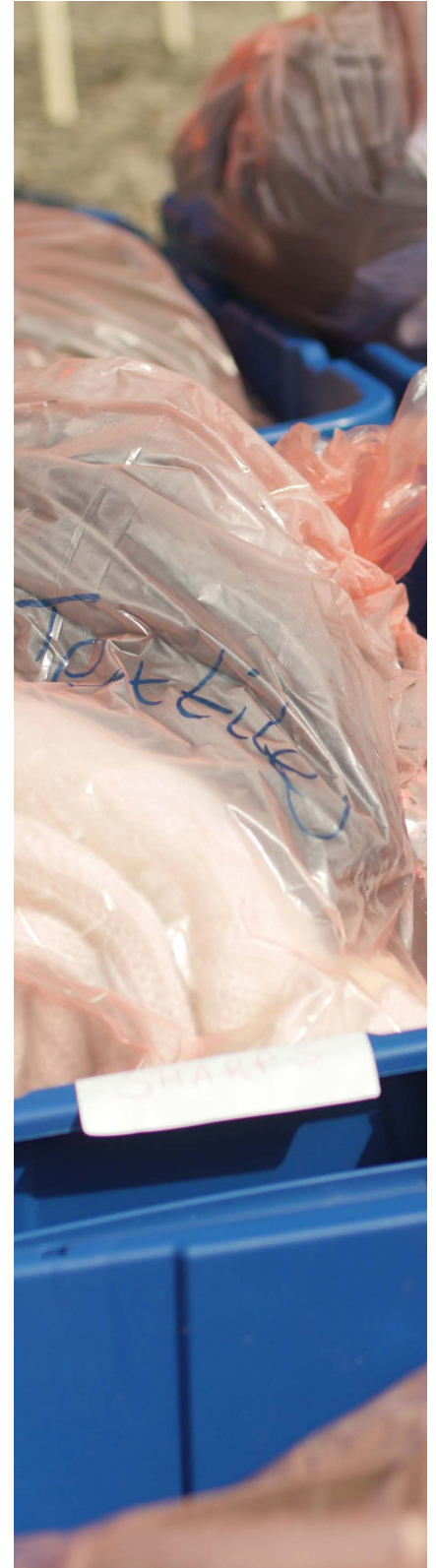
## 2.7 PPE

Personal Protective Equipment (PPE) is to be worn by all volunteers and staff at all times during operations. This includes wearing masks while indoors or outdoors but in close proximity to

others.

## 2.8 SPACE MANAGEMENT

This is the responsibility of Reclothing the Future.





## 2.9 RISK ASSESSMENT: FREESHOP 2021

<b>Assessment undertaken by</b>	Lead staff member	<b>Job title</b>	Events coordinator
<b>Company name</b>	Your org here	<b>Date</b>	**/**/****
<b>Event</b>	freeshop/collections	<b>Location</b>	Location here

Hazard	Who is affected and what is the risk	Level of risk	Precautions / controls taken	Further action required to reduce risk	Final level of risk
<b>Covid risk</b>	Attendees, staff and volunteers	Medium	All volunteers will be asked to wear masks.  We will take hand sanitiser with us and ask all members of the public, volunteers and staff to use it before touching the items		Medium
<b>Carrying stock and other equipment</b>	Volunteers	Low	No bags that are too heavy to carry.  Enough volunteers to carry all items	Using a van to move the items and then using a human chain to get them in place to avoid carrying them too far.	Low

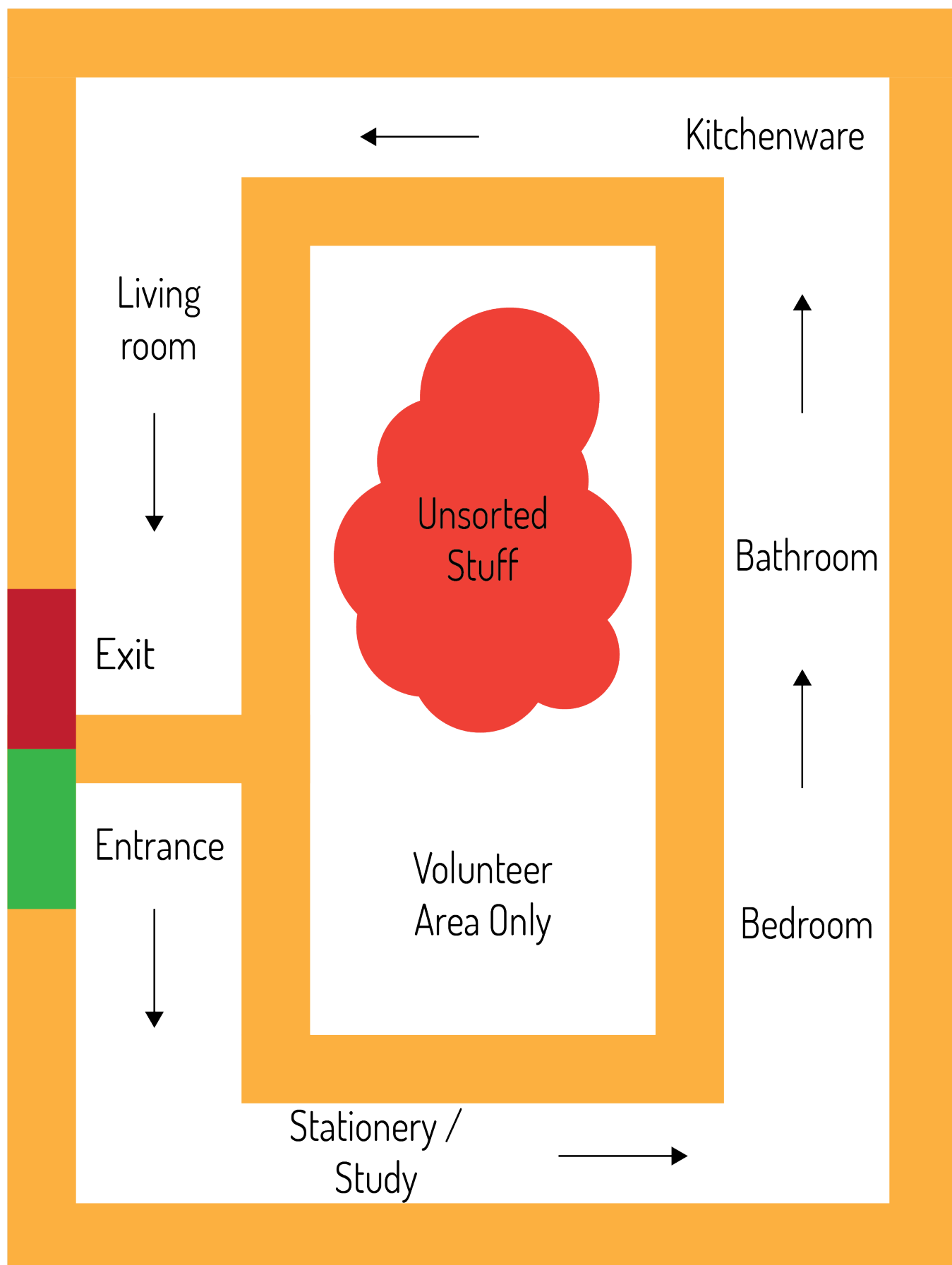


<b>Rain / treacherous weather</b>	volunteers, staff, water making reuse items unusable, volunteers getting ill from exposure to elements	Low	As the event is indoors this will only be an issue during transportation The plan is to have the items in bags to avoid them getting wet and the volunteers will be advised to come dressed for the weather. Including waterproof coats		Low
<b>Violent behaviour</b>	Volunteers, students, staff, property; bodily or mental harm	Low	Volunteers only in groups; instructed on what to do in emergencies/ who to talk to		Low
<b>Slips, trips and falls</b>	Volunteers; students; staff; bodily harm	Medium	Keep walking areas clear of things.		Low
<b>Stress</b>	All volunteers and staff	Medium	Everyone will be monitored and encouraged to take regular breaks. This is included in our volunteer guidance		Medium





EXAMPLE OF A FLOOR LAY OUT:



# Example comms strategy



## NEWSLETTER

### COMMUNITY COLLECTIONS

We are looking for some wonderful volunteers to help us with our Collections event in Marchmont at the end of June! This will be a four-day event where we have a gazebo set up and people can come and bring all their unwanted items to us and prevent it going to landfill. These Collection days are a lot of fun and a chance to hang out with the SHRUB community after such a long time apart!

We are looking for two types of volunteers:

1. Volunteers who can assist with the delivery and organisation of the Collections event as we lead up to it.
1. Volunteers who can come along on the day and help us take in and sort through the items that are donated to us.

Please email: [billie.dunleviewood@SHRUBcoop.org](mailto:billie.dunleviewood@SHRUBcoop.org) for more information.

## SOCIAL MEDIA

- Want to help create a world without waste?
- Want to spend some time with the SHRUB community as we collect second hand goodies



- from the Marchmont area?
- Want first dibs on these second hand goodies?
- Have an inexplicable love for wearing high viz vests?

If the answer to any of these is 'Yes!' then this could be you... with the addition of masks, an abundance of hand sanitiser, and social distancing measures in place!

Come along to our Collections Volunteer meeting: <https://fb.me/e/CWfHa3A2>

Collections will take place from 24th - 27th June.

If you are not free on these days, there are plenty of things we need help with in the lead-up to the event so please still come along to our meeting!

#ZeroWasteEdinburgh  
#Marchmont #Edinburgh  
#ZeroWaste #CityOfEdinburgh

## MARKETING CAMPAIGN

Social media posts that build a hype around the event and reminding people why they should take part is a great way to encourage attendance. Emphasising that they will receive things for free is also a great selling point!





# Conclusion

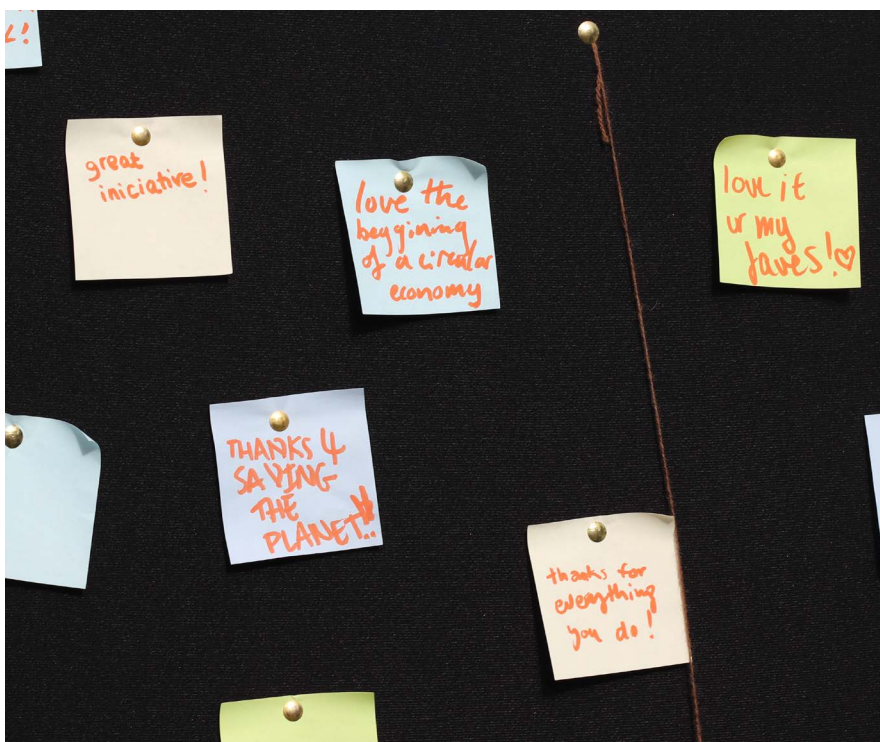


# Testimonials from participants



We really value the feedback from our members. This section of the guide consists of a few examples of things that people have fed back to us.

My favourite thing about being a Collections volunteer was getting to meet such kind and interesting people. Also, being such an obvious presence and representing the idea of re-using things rather than putting them in the bin. (Historically, I have taken many things from neighbourhood bins around the time of students leaving which should really have gone to charity shops or otherwise been re-homed, but felt that as an individual I just didn't have the resources to rescue as much stuff as could be rescued.)



My favourite thing about being a volunteer was knowing that I was doing something to help my community and my planet.

- Being directly involved with zero waste efforts and being able to physically see the difference we make. It was also wonderful meeting and working together with other volunteers from across SHRUB and the wider community.



# Summary

There are a few things we hope that you can take from this guide.

- Why we should embed circular economy into our work with communities
- How to approach circular economy conversations and education with communities
- Some ways to run Circular Economy events
- Feeling empowered to take this work forward

At SHRUB, we like to share our skills and knowledge for the benefit of people and the planet. To us, sharing what we have learned over the last nearly 10 years, is how we can optimise the impact of our work.

If you would like to take this work forward yourself but still have questions or would like extra support, we would encourage you to reach out and we could arrange a Learning Exchange or equivalent.

We have found a lot of value in Learning Exchanges. At the time of writing this they provide funding for organisations to be able to share expertise and knowledge. More information on this can be found [here](#).

You can also reach out to us at:  
[hello@SHRUBcoop.org](mailto:hello@SHRUBcoop.org)

