

Community RePaint:

Getting started



Welcome to the Community RePaint Getting Started Guide

This guide is intended for any constituted group of people, established organisation or company who are interested in setting up a Community RePaint scheme within the United Kingdom.

This Getting Started Guide covers the range of topics which need to be considered when setting up a Community RePaint Scheme, including what Community RePaint is, the type of paints a scheme can collect and redistribute, statutory and legal requirements, the costs that might be involved and how to plan a successful scheme.

We hope that you find the guide useful in helping you and your group/organisation to determine whether it is appropriate to set up a scheme and how best to proceed.

If you have any questions you will find details for contacting us on page 16.

We hope to welcome you to the Community RePaint network soon!

Martin Pearse
Community RePaint Network Manager



The Community RePaint team. From left: Martin, Carla and Dan

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What is Community RePaint?

Community RePaint schemes collect unwanted, surplus paint and redistribute it to individuals, families and communities in need, improving the wellbeing of people and the appearance of places across the UK.

Community RePaint is a UK wide network of over 65 paint reuse schemes, stretching from Devon to Belfast to Inverness. Individual schemes collect unsold, mis-tinted or damaged tins from local DIY outlets such as B&Q, trade centres such as Dulux Decorator Centres and local independent shops; as well as leftover, reusable paint from painters and decorators, waste contractors and maintenance companies. Some schemes will also collect leftover, reusable domestic paint from members of the public via Household Waste Recycling Centres (HWRCs).

The paint is sorted and stored at the local scheme's premises and then redistributed to local charities, community and voluntary groups and individuals/families on low incomes. Paint is usually offered at an affordable cost, of approximately £1-2 per litre.

Community RePaint schemes also provide employment opportunities, work training and volunteer placements within their community e.g. to the retired, long-term unemployed and people with learning disabilities. Many schemes also run training courses in tandem with paint redistribution, covering topics such as health and safety, manual handling, waste management and computing. Several of these are accredited to NVQ and City and Guilds level.

The Community RePaint network is managed by the employee-owned, non-profit distributing environmental consultancy, Resource Futures. Since its inception in 1993, the network has been sponsored by Dulux, which owns the trademark to the Community RePaint logo. When a scheme signs the Service Level Agreement to join the network, this allows it to use the logo and brand name under licence.



The benefits of Community RePaint

Area	Impact
Environmental	<ul style="list-style-type: none"> • Conserves valuable resources. • Reduces the energy consumption, emissions and by-products associated with paint manufacturing and retailing. • Reduces the requirement for landfill or incineration. • Preserves and improves the built environment through encouraging paint use. • Sustainable resource use. • Waste management issues in general, e.g. the waste management hierarchy and responsible waste disposal. • Waste paint issues in particular e.g. responsible purchasing (only buying the volume of paint needed).
Social	<ul style="list-style-type: none"> • Supports the work of the local community sector. • Assists low income groups and individuals to improve their living environment. • Provides work experience and training opportunities.
Economic	<ul style="list-style-type: none"> • Reduced cost to local authorities of waste paint management. • Less non-hazardous paint disposed of via hazardous waste. • Provides employment opportunities. • Gives low income families and community groups access to paint at an affordable cost. • Promotes economic regeneration of housing stock and other infrastructure.



Is there a need for Community RePaint?

Did you know that an estimated 50 million litres of the 320 million litres of paint which are sold in the UK each year go to waste? This paint is either thrown away or stored in homes and garages. Previous research showed that approximately 28% of people on low incomes said that they couldn't afford to keep their home in a decent state of decoration, and the current economic climate would now suggest that this figure is higher. At Community RePaint we see this paint as a valuable resource. Our schemes across the UK collect leftover, reusable paint and redistribute it to individuals, families and charities in need, many of whom struggle to afford the cost of brand new paint. This paint is improving the wellbeing of people and adding colour to places across the UK.

Is there a need for Community RePaint in your area?

Although the proportion of people on low incomes is highest in the major urban areas, at least a sixth of the population in all local authorities are on low incomes (Department

for Work and Pensions). It should also be noted that Community RePaint schemes help not only individuals and families in need but also a very wide range of community groups.

Each year, many households and businesses across the UK have paint that is either surplus to requirements or leftover from home decorating projects, and this can be reused to benefit the community.

The existing Community RePaint network is made up of autonomous organisations throughout the UK. It is advisable to check if there is an existing Community RePaint scheme in your area, and this can be done by going to the Community RePaint website communityrepaint.org.uk/find-your-nearest-scheme. Two Community RePaint schemes can work in the same location depending on the model they are operating. The Community RePaint network team can provide advice on this and the current situation in your area, if required.

The type of organisations that run Community RePaint schemes

Some Community RePaint schemes are part of a host organisation that is reusing other materials, which complement paint, whilst others are a 'stand alone' scheme. Either way, each scheme is autonomous and operates to a basic operational model but with individual variations, according to the type and size of the host organisation. Examples of organisations that run schemes are:

- furniture reuse organisations,
- scrapstores,
- wood recycling projects,
- environmental awareness groups,
- training organisations,
- organisations working with people who have mental health or disability issues, and
- local authorities/waste management companies.

The Community RePaint collection models

The 'partnership' model

More paint can be collected and distributed using this model. These schemes collect from one or more of the following sources:

- end-of-line, dented tins, or mis-tinted paint from retailers and the paint trade,
- part-full and full tins of paint from painters and decorators, waste contractors and maintenance companies, and
- part-full and full tins of leftover, reusable domestic paint from households, via a HWRC. The paint is sorted and stored at the scheme's premises. Any paint which is unusable is taken back to the HWRC (in agreement with the local authority, on the next visit).

The 'retail only' model

This type of scheme only collects end-of-line, dented tins, or mis-tinted paint from retailers, manufacturers and waste contractors. They do not collect 'part-full' tins from HWRCs. This type of scheme uses fewer resources and is therefore a useful add-on to schemes that already focus on other activities such as furniture reuse or a scrapstore.

The local authority/waste management company run model

In this model, the local authority or waste management company operate the scheme 'in house' at a HWRC. The scheme is managed either by the recycling officer or a site operative/manager. Leftover paint is passed on by members of the public and collected in a Community RePaint container. The scheme is advertised locally to charities, voluntary groups etc, and redistribution of paint is often done on an appointment basis.

Alternatively, the paint collected at a HWRC could be collected and then redistributed via a reuse shop, on site, which is managed by a local authority/waste management company or a third sector organisation.

There are a few local authorities that have adopted this model in the past but it has now been replaced by the 'partnership' model (see previous page). A local authority/waste management company will not run a scheme, instead they will enter into a contractual agreement with a local Community RePaint scheme (normally a third sector organisation) whereby the scheme will collect the paint. The advantages are:

- cost savings for the local authority/waste management company, and
- improved redistribution outlets for the paint.



Planning a Community RePaint scheme

We suggest that on average, three to six months are required to develop a Community RePaint scheme, from first thinking about it, to becoming operational. The table below details the main issues to consider during planning and development.

Purpose	Before any planning takes place, it is vital that an analysis of need is undertaken, so that it is clear why a scheme is going to be established. The purpose then needs to be clearly stated, and possible options could be: selling leftover, reusable paint to community groups and low income families; using the paint to assist with the renovation of furniture; using the paint for decorating projects; reducing the environmental impact of waste disposal.
Staffing	The scope of the scheme will dictate the time required to deliver weekly scheme operations. In addition, there are likely to be variations in the staffing commitment required, e.g. more time will be needed in the lead up to launching a scheme, or following promotional activity. Staffing for Community RePaint schemes can range from part-time staff assisted by volunteers, for smaller or 'retail' only schemes, to two full-time persons, assisted by part-time persons and/or volunteers (for a large 'partnership' model scheme).
Partnership agreements	To ensure operational effectiveness, partnership agreements should be drawn up between the Community RePaint scheme and key partners, such as a local authority/waste management company for provision of a paint collection service from a HWRC. The agreements should identify the role and responsibilities of each partner. The Community RePaint network team can advise on the content and drafting of such agreements.
Size of the service	It is a good idea to determine the size and area of the community a scheme wants to cover, to enable the provision of the correct amount of resources.

Matching supply and demand	<p>The main demands on Community RePaint operations are determined by the quantity and quality of paint collected. The ideal scheme involves collecting a large volume of good quality leftover, reusable paint which is matched by a comparable uptake for reuse. As a result, little paint has to be disposed of and storage capacity does not become a problem, as stockpiles of paint do not build up. The biggest challenge for most schemes is to ensure that they undertake good PR and marketing so that enough people and groups know where they can obtain paint. Time needs to be spent on promoting the distribution of paint before it has been collected, so that it can be distributed soon after it has been received.</p>
Costs	<p>This will depend on several factors, including the number of paid staff, the scale of operation, scope for sharing resources with allied schemes, extent of ‘in kind’ and direct support from scheme partners and availability of voluntary staff. Direct support from partners is invaluable, whether through the provision of facilities, equipment, services, advice or ‘in kind’. For this reason, the initial approach and subsequent negotiations with likely partners should occur at the earliest opportunity.</p> <p>‘Start-up’ capital costs for a scheme need to include general and safety equipment, protective clothing, premises costs, including shelving and any storage containers. If collecting paint from a HWRC, the provision of a collection container on-site should be the local authority’s responsibility. A vehicle is likely to be needed, although often, the host organisation will have the use of a vehicle from other activities. However, it should be noted that the vehicle costs from paint collection should be met by the scheme.</p> <p>Revenue costs need to include any premises rental, vehicle costs, personnel, ongoing publicity and marketing.</p>
Income generation	<p>In order for the scheme to cover operating costs and move towards financial sustainability, it is important that income is generated both from the collections of paint (where practically possible) and the distribution.</p> <p>The Community RePaint scheme should look to charge a ‘paint collection/processing’ fee, for taking the reusable proportion of paint from a HWRC, as well as negotiating a collection fee with other ‘trade’ sources. This fee can be afforded by the ‘trade’ due to the high cost of other disposal routes.</p> <p style="text-align: right;"><i>continued overleaf</i></p>

<p>Income generation (continued)</p>	<p>For example, disposal charges for local authorities can range from £200 to £800 per tonne. The higher figures tend to be charged by waste contractors when they dispose of all paint as ‘hazardous’, which should not be the case, as 80% of paint is ‘non-hazardous’.</p> <p>Community RePaint collection charges need to be negotiated at a local level, taking into consideration the costs of the scheme. A ‘win win’ situation should be achieved where the collection fee offers a reduction in costs to the local authority/trade outlet, yet at a competitive level that enables your scheme to work towards financial sustainability. We recommend charging for every tin collected e.g. 50p or 75p regardless of the size of the tin or the amount of paint inside. When collecting paint from retailers and paint manufacturers, fees are often difficult to negotiate, although the advantage of paint from retailers is that it normally consists of full tins and is in good condition.</p> <p>The distributed paint should be sold (approx. £1 - £2 per litre). Membership or subscription schemes can also be set up for groups and Housing Associations. In addition, a small amount of grant funding may be available, especially where a scheme might be using a vulnerable client group in running the scheme.</p>
<p>Statutory regulations and legislation</p>	<p>Each scheme is responsible for ensuring that it complies with the relevant legislation and good practice.</p> <p>Some details have been determined on behalf of the Community RePaint network through consultation with the relevant regulatory authorities, e.g. waste exemption licences from the Environment Agency. However, other requirements and regulations to comply with will sometimes depend on local circumstances. Consideration should be given to:</p> <ul style="list-style-type: none"> • Planning permission • Health and safety • Control of Substances Hazardous to Health Regulations (COSHH) • Fire safety • Trading standards • Insurance (vehicles, public liability, employers liability) <p>Waste Exemption Licences – the network holds multi-site licences, issued by the Environment Agency, on behalf of all schemes. It should be emphasised that the network advises schemes not to collect any hazardous paint (see ‘What paints can I collect?’ below), removing the need for a (costly) hazardous waste licence.</p>

Where do I get paint from?

This will depend on what type of scheme you are running, if you are looking at running a 'partnership' scheme, then the majority of the paint will come from a HWRC. If you are looking at running a 'retail' only scheme then the paint will come from DIY retailers and the trade sector. Specific examples include paint from:

- HWRCs,
- waste contractors,
- DIY retailers e.g. Dulux Decorating Centres (DDCs), B&Q,
- painters and decorators,
- paint manufacturers e.g. Dulux, Farrow & Ball, Johnstone Leyland,
- building and maintenance departments of local companies, and
- other retailers e.g. Next.

What paints can I collect?

- ✓ EMULSION
- ✓ GLOSS & TILE PAINT
- ✓ EGGSHELL
- ✓ UNDERCOAT
- ✓ PRIMER
- ✓ SATIN PAINT
- ✓ EXTERIOR PAINT
- ✓ MASONRY & FLOOR PAINT
- ✓ VARNISHES & WOODSTAINS



NO THANKS ❌

- PAINT STRIPPER & THINNERS • PAINTBRUSH CLEANERS • CAR PAINT
- WOOD PRESERVATIVES & TREATMENTS • AEROSOL/SPRAY PAINT
- SPECIALIST & INDUSTRIAL PAINT • CELLULOSE-BASED PAINTS
- PAINT NOT IN ITS ORIGINAL CONTAINER • UNUSABLE PAINT

Any paint or material whose container or packaging displays any of the hazard symbols below will NOT be accepted by a Community RePaint scheme:

Pre 2017:



Post 2017:



WARNING



WARNING

Where do I sort the paint?

The paint should be pre-sorted at the collection point, leaving unusable paint in appropriate facilities for disposal by the company with the paint. A pre-sort means a visual check followed by lifting and shaking the tin to feel the weight (is there anything inside?) and check it is liquid (is it reusable?). The tin should not be opened until it is back at your premises. This is because it will be time consuming and spillages could occur. These checks are important. **Community RePaint is a reuse network and NOT a waste disposal service, so schemes should only be accepting reusable paint, otherwise a cost will be incurred for disposing of the unusable paint.**

What premises do I need?

The size of the scheme will depend on several factors including geographical area, capacity of the host organisation, paint donation systems and promotional effort. The premises should suit the size of the scheme and take account of health and safety and environmental protection, as well as security (against theft and vandalism).

As a guide, an area of 25m² should suit small to medium-sized schemes whilst 50m² is appropriate for a larger operation. Within the overall area, there should be separate areas for sorting and logging, and the storage, display and sale of paint. All areas should be bunded to retain paint, in the unlikely event of a spillage. A Community RePaint facility requires standard features such as:

Personnel:

- efficient paint sorting operations
- effective stock control
- maximum uptake of paint by recipient groups (i.e. clear display of paint in a 'retail' area).

Resources:

- a safe working environment and means of escape
- access to a telephone and computer
- washing and toilet facilities
- adequate heating and lighting
- a solid, level, non-combustible floor (preferably at ground level)
- storage, including good ventilation (paint should not be kept in freezing conditions)
- good display area

Equipment:

- safety equipment
- shelving
- vehicular access

A healthy stock of paint to display is an asset for a scheme. Potential recipients will welcome the opportunity to choose paint from a varied and plentiful selection. Ideally, the scheme will balance the turnover of paint, while maintaining appropriate stock levels. If there is not adequate space to store and display the paint in the scheme's premises, and if outside space is available, a shipping container could be used for storage (planning permission may be needed), although care needs to be taken that frost will not affect the stored paint.

Who do I distribute the paint to?

The key criteria for determining eligibility includes involvement in community-based activities or social need:

- 1. Community groups:** Recipient groups should normally be not-for-profit organisations such as charities, community, voluntary and sports groups, arts and amateur theatre organisations; in fact any 'community' group that will benefit from receiving affordable, leftover, reusable paint.
- 2. Individuals and Families:** should have direct access to a scheme. Paint could also be redistributed to individuals and families through public sector agencies that provide support services to people in need, for example, social services, housing departments, probation services or community health/mental health trusts.

Disclaimer labels

Paint redistributed by Community RePaint is not subject to consumer protection legislation but good practice advice from Trading Standards has been adopted. This includes the incorporation of a standard disclaimer statement on all redistributed containers of paint. The 'disclaimer label' (a specimen can be found in the Technical Manual) should be placed on every can and not the lid. The disclaimer label also facilitates efficient handling of paint stock and easy selection by a recipient group.

What records are needed?

As part of belonging to the Community RePaint network, all schemes commit to providing statistics and must report data every quarter. The data is a management tool to ensure effective and efficient operation, and a promotional tool to chart, report and publicise a scheme's progress. The two most important measures of a scheme's success are:

1. The quantity of paint collected and redistributed, and
2. The numbers of recipient groups and individuals/families in social need which reuse paint to benefit the community.

To record the above data, schemes should set up a recording system (we have template forms that you can use). The data will allow the scheme and the network to:

- manage donation strategies and promotional effort, and
- report and promote the success of the scheme and the network to government and the paint industry.



What next?

If you want to know more about setting up a Community RePaint scheme in your area, contact the Community RePaint Network Manager to discuss the next steps (martin.pearse@resourcefutures.co.uk or 07976 538925). Alternatively, get started by visiting communityrepaint.org.uk/set-up-a-scheme and complete a Technical Application Form.

Checklist

Stages	Key tasks
Planning	<ul style="list-style-type: none"> <input type="checkbox"/> Decide if there is a definite need for the Community RePaint scheme <input type="checkbox"/> Contact Resource Futures, by completing online, a Technical Application Form, which will result in discussions, and a meeting, to help in determining the following key tasks <input type="checkbox"/> After meeting with Resource Futures, if decision is taken to proceed with setting up a scheme, complete and sign the Service Level Agreement, to join the Community RePaint Network <input type="checkbox"/> Agree scheme name <input type="checkbox"/> Decide which model you are going to use <input type="checkbox"/> Identify premises <input type="checkbox"/> Decide from where the paint will be sourced (HWRCs, retailers, decorators, etc) <input type="checkbox"/> Identify key partners <input type="checkbox"/> Decide on the number of staff and volunteers required and how to locate them <input type="checkbox"/> Identify and secure support and funding <input type="checkbox"/> Progress scheme design
Development	<ul style="list-style-type: none"> <input type="checkbox"/> Secure Community RePaint premises <input type="checkbox"/> Identify various sources of leftover paint, and make an approach <input type="checkbox"/> Build contacts list for potential recipient groups and start to promote the intended scheme <input type="checkbox"/> Identify and source relevant equipment <input type="checkbox"/> Contact statutory agencies and regulators
Final steps and launch	<ul style="list-style-type: none"> <input type="checkbox"/> Acquire and position facilities and equipment <input type="checkbox"/> Undertake collections of paint, to ensure there is a large quantity available for the launch <input type="checkbox"/> Train operational staff, volunteers and trainees <input type="checkbox"/> Train (or raise awareness of scheme) operational staff of key partners (e.g. HWRCs) <input type="checkbox"/> Organise publicity and launch scheme <p>The scheme is now open and operational!</p>

Community RePaint

