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This guide is to help you through the process of holding an event as smoothly as possible.  
If, at any time, you have any questions please don't hesitate to contact [hilary@bkfa.org.au](mailto:hilary@bkfa.org.au)

## Introduction

Thank you so much for organising an Assembly Day. We appreciate you dedicating your time and energy and hope you have a successful event.

But, before you start it is very important that you read this guide to ensure that your

event runs smoothly. Kits must meet our quality control standards and incorrectly assembled or overweight packages may result in additional charges for Birthing Kit Foundation Australia. Please take the time to

read this guide and if you have any questions or comments, contact Hilary who will be happy to help: BKFA Assembly Day Coordinator  
[hilary@bkfa.org.au](mailto:hilary@bkfa.org.au)



## Questions and answers

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### Q1: I'd like to hold an event. What next?

#### 1 **Decide the quantity and type of kits your group will make.**

Clean Birth Kits require a donation of \$5 per kit. The donation includes all materials in the kit, costs associated with assembly, warehousing & freight, and overall program management inclusive of monitoring and evaluation. The minimum order of kits is 200. Kits are assembled in multiples of 200 and there's no limit on the number of kits available.

#### 2 **Set the date** allowing at least 8 weeks notice.

#### 3 **Complete** the booking form online – <https://www.bkfa.org.au/get-involved>

#### 4 **Book a venue** ensuring it can provide ample chairs and table.

#### 5 **Ensure** there is public liability insurance in place at the venue.

#### 6 **Fundraise** to ensure that the cost of the kits can be covered.

Funds must be raised before kit supplies are sent to you (4 weeks prior to the event).

If this is not possible please contact [hilary@bkfa.org.au](mailto:hilary@bkfa.org.au)

BKFA recommends online fundraising platforms such as <https://www.mycase.com.au> and at <https://www.mycase.com.au/events/kitcommunity> you can set up a fundraising page in support of BKFA that you can share with friends, family and colleagues.

#### 7 **Media publicity.** We welcome media publicity.

### Public Liability Insurance (PLI)

As we are unable to provide you with PLI for your event, it is important that you ensure that the venue has this in place. It is most likely that it does, but it is your responsibility to check.

- If you are a club/group, your organisation may have a policy – please check
- If you are a group/individual hiring a venue, the venue may have public liability insurance in place – please check with the venue
- If you are hosting an event in your home, your home contents policy will most likely cover you for public liability – please check with your insurance company

If you find you do need to take out public liability insurance there are a number of one off policies available to purchase. Google "public liability coverage for the day for not for profit event".

## Q2. What happens after the booking is submitted?

- 1 We will confirm your booking by email then will send an invoice which must be paid 4 weeks prior to the event. If this is not possible, please contact: [bookings@bkfa.org.au](mailto:bookings@bkfa.org.au)
- 2 Your supplies will be delivered, via Star Track Express approximately 4 weeks prior to your Assembly Day to assist with your planning. The delivery will include plastic sheets, zip-lock logo bags, soap, scalpel blades, gloves for the kits, gloves for volunteers, gauze, string (and a template for cutting the string to the correct length), cartons and adhesive document envelopes.
- 3 Approximately 1 week before the Assembly Day you'll be emailed transport instructions, to help return packed boxes to Birthing Kit Foundation Australia. This includes a **BKFA shipment number** which you must keep!

**TIP:** As soon as supplies arrive, open each box and check against the packing slip and checklist to ensure that expected volumes are correct. Don't leave this until the event!

## Q3. What goes into a Clean Birth Kit?

Zip lock bags are provided to enclose all items. The kit contains the following items:

- 1 Black plastic sheet: 1 metre x 1 metre.
- 2 Soap: One piece of wrapped soap per kit.
- 3 Gloves: 2 gloves per kit.
- 4 String: 3 x 24 cm lengths per kit.
- 5 Scalpel blades: 1 sterile blade per kit.
- 6 Gauze squares: 5 squares.



## Kit storage

Please note that we are committed to ensuring safe handling practices, quality and hygiene of supplies during the assembly and distribution of Clean Birth Kits and requests that:

- All supplies are stored in a cool dry place away from excessive heat and direct sunlight
- Where possible all items are kept in original packaging until the event.

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#### Q4. What needs to be organised BEFORE the Assembly Day?

The following lists all items required for an event. Please make sure you read this carefully and prepare in advance as being organised will help to run a smooth event!

##### On /at tables

- ☐ Kit materials – delivered in advance by BKFA.
- ☐ Disinfectant/anti-bacterial spray and cloths – for cleaning table tops.
- ☐ Kit packing instructions – print a copy for each table.
- ☐ Cardboard boxes/ laundry baskets to place completed kits into. One for each table.
- ☐ Clean containers – to hold soap (e.g. take away containers, ice cream containers).
- ☐ Flyer with QR Code. Volunteers can take a photo of the code and subscribe to news updates from BKFA.

##### To be displayed

- ☐ Hygiene Instructions – print off several copies and laminate (re-use for future events).
- ☐ Promotional items – posters, videos etc.
- ☐ Safe Lifting Instructions and possible safety hazards – print off several copies.

##### To be available

- ☐ Gloves for volunteers.
- ☐ First Aid kit.
- ☐ Liquid soap and towels – for washing/drying hands.
- ☐ Markers pens – whiteboard/permanent black marker pen.
- ☐ Sharp scissors and stanley knife for string cutting and opening boxes of supplies.

##### For packing boxes/ cleaning up

- ☐ Strong large bin liners – one for every carton/100 kits.
- ☐ Packaging tape – two rolls.
- ☐ Rubbish bags – 4 or more for cleaning up.
- ☐ Recycling containers for paper, cardboard and soft plastics.

##### **TIP: Save time!**

Pre-cut string before the event to save time.  
Optional: pre-fold plastic sheets.

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## Q5. What happens at the Assembly Day?

Designated organisers should plan to arrive **one hour** before the planned starting time. Please run through this checklist to make sure your event runs well.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Ensure all kit supplies and event items requirements are on site.                  | <input type="checkbox"/> Add a designated number of kit materials to each table – for example add supplies for 50 kits on each of four tables if 200 kits are being made. | <input type="checkbox"/> After welcoming volunteers please run through some house-keeping and highlight any hazards or risks.   |
| <input type="checkbox"/> Set up tables and chairs and clean the tables with anti-bacterial spray.           | <input type="checkbox"/> Set up a pre-packing area with soap, towels and disposable gloves where hands can be washed and gloves put on.                                   | <input type="checkbox"/> Remember to let everyone know that gloves should be worn whilst packing kits and that once gloves are on, there should be no touching of phones etc. If anything is touched, volunteers should re-sanitise their gloves. |
| <input type="checkbox"/> Add a box or bag at the end of the tables for completed kits.                      | <input type="checkbox"/> Allocate a volunteer to welcome guests, and direct guests to wash hands and be aware of hygiene requirements (printed copies to be available).   | <input type="checkbox"/> Hygiene, Safe lifting and Safety hazards information should be visible.  |
| <input type="checkbox"/> Set up promotional materials e.g. posters, videos.                                 |   | <input type="checkbox"/> Allocate volunteers to top up supplies for tables and remove completed kits to the packing area.   |
| <input type="checkbox"/> If the plastic sheets are to be folded on the day, set up some tables for folding. |   |   |
| <input type="checkbox"/> Set up the remainder of the tables for assembling kits.                            |   |   |

**TIP 1:** All volunteers are to wear gloves for kit packing and should not touch anything other than kit materials while wearing gloves. Re-sanitise gloves if anything is touched (i.e. mobile phone).

**TIP 2:** Make sure each table has a copy of 'how to pack a kit' and/or has watched the *Packing Clean Birth Kits a step by step guide (page 8)* video <https://youtu.be/-eHIQ6mWhUM>

**TIP 3:** If yours is a large event, organise a few 'runners' to refresh table supplies.

## Packing CLEAN BIRTH KITS – a step by step guide

- 1** Fold plastic by folding in half five times, then into thirds to approx. 12 x 9 cm.



- 2** Start with a pair of gloves



- 3** Add 5 squares of gauze



- 4** Place the soap on top



- 5** Add 3 pieces of string



- 6** Add the scalpel blade



- 7** Fold all together



- 8** Enclose items between folded sheet, insert into zip-lock bag then press down to expel air while sealing the bag



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## Q6. How are kits assembled?

### Step 1

Fold and pack the plastic sheet.

- Fold the plastic and place it in the zip lock bags. Those folding plastic need clean hands, but do not need to wear gloves.
- We recommend laying the plastic over the back of chairs and peeling off one sheet at a time to fold onto the table, rather than having a pile of plastic on the table. The finished piece will measure approx 12 x 9 cm.

### Step 2

Assemble the rest of the contents as per the Kit Packing Instructions sheet provided.

- Place the 2 gloves down flat, one on top of the other.
- Place the gauze, soap, 3 pieces of string and scalpel on top of the gloves.
- Fold gloves over and slide it between the plastic sheet in the logo bag so that the plastic sheet encloses the items.
- Seal the bag carefully, ensuring all air is expelled

to ensure they fit into the cartons – it's a tight fit!

A heavy item such as a wheat bag can help expel the air:

- Place the unsealed bag on a flat surface
- Place wheatbag (or like item) on top with the zip-lock showing
- Press down on wheat bag (or like item) and simultaneously run finger along zip lock to seal
- Place completed kits in the container by the table.

### How to pack kit videos



Clean Birth Kits: <https://youtu.be/-eHIQ6mWhUM>

**TIP 1:** Fold the plastic before the event – it saves a lot of time (optional).

**TIP 2:** Show the rolling total progressively on a white board – it's a great motivator!

**TIP 3:** For efficiency and hygiene, have volunteers replenish stock and remove completed kits to the packing area.

**TIP 4:** Please consider the environment by recycling all packaging, soft plastics, cardboard and paper. Thank you!

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## Q7. Finished packing kits? Now what?

### 1 Pack the kits for transport

You can do this at the end of the event or leave for another day.

Put a **bin liner** (e.g. Glad Tough Garbage bag) into the carton and then fill with 100 kits.

Take care to press down the kits regularly when filling the carton to expel air between the kits.

Tape up with packaging tape immediately when filled so air doesn't get in.

### 2 Getting ready for pick up

Attach one adhesive document envelope to the top of each carton after it is sealed. These were provided when the kit materials were delivered.

Write the Shipment number provided to you in the transport instructions clearly in black permanent marker on each carton e.g. 'BKFA1972'.

We ask that you return any surplus supplies. If room, place in a zip-lock bag in the birthing kits carton supplied and write on the outside of the carton

"surplus supplies". If there's no room please place in a small box and notify Adrian that there is an additional box to collect.

Prior to collection please store completed cartons in a cool, dry place away from excessive heat and direct sunlight.

### 3 Contact BKFA to arrange a consignment

Once all kits have been assembled and are ready for despatch with the document sleeve attached please contact Adrian Harris at [adrian@bkfa.org.au](mailto:adrian@bkfa.org.au) with the following details:

- The exact location of the collection of the kits with any special instructions (e.g. collect at back door) with the preferred day of collection.
- The senders name and preferred email address
- The senders phone number
- The total number of boxes.
- The associated kit shipment number (e.g. BKFA1972).

Our preferred courier, Startrack will be contacted to create a consignment. They will send you an email with a despatch summary, consignment note and printable labels for each carton. Please print these off and place one label into each of the adhesive document envelopes on each of the cartons. Leave the despatch summary for the driver to collect with the cartons. Startrack will collect these cartons on the nominated day at the preferred address. Please note that picks ups are only available during business hours.

Please email Adrian Harris at [adrian@bkfa.org.au](mailto:adrian@bkfa.org.au) once goods have been collected with consignment number on the form given to you from Startrack driver (do not be concerned if they do not supply you with one as it is obtainable electronically). Contact Adrian with any concerns or if cartons are not collected as expected.

## Special instructions

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**\*Please print the following pages and make these available at your event\***

- 1 Packing kits (page 8 – Clean Birth Kit).
- 2 Hygiene Instructions.
- 3 String cutting instructions.
- 4 Safe Lifting instructions.
- 5 Safety Hazards information.
- 6 Precautions for use of powder free latex gloves.
- 7 Recycling advice.



*Photographs in the Assembly Day Manual are by Rachel Glasby, for BKFA, Ethiopia, Uganda and India 2019.*

**Connect with us and see the impact of your kits.**

Follow BKFA on:



You can also subscribe to our newsletter and email updates by taking a photo of this QR Code on your smartphone or tablet.



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## Hygiene instructions

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- 1 Wash and dry hands.
- 2 Put on gloves.
- 3 Once gloves are on, only touch contents of the kit – Do not touch clothes, face, hair or anything else.
- 4 If you do, please re-sanitise glove.
- 5 Those folding the plastic sheets only need to wash and dry their hands, they do not need to wear gloves.
- 6 Smoking, food and drinks must be kept away from all assembly areas.



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## String cutting

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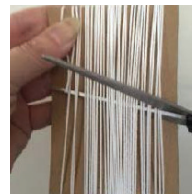
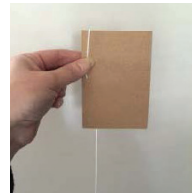
The string provided in your supplies is in rolls which need to be cut into short lengths.

Each roll is sufficient for 600 pieces of 24 cm long string, which is enough for 200 kits (3 pieces per kit). To assist with cutting the string to the correct length we provide a cardboard template.

By wrapping the string around the ends of the template you can simply cut through the string once and you will have multiple pieces of 24cm long string.

### Instructions

- 1 Start by placing the end of the string in the middle of the template on one side and holding with your thumb.
- 2 Then wrap the string around the template from end to end.
- 3 Once the card is full, simply cut through in line with where the starting end of the string is.
- 4 Repeat this until you have finished the roll, you will then have 600 pieces of 24cm string, ready for the kit assembly.



Another tip is to put the roll of string on something that will allow it to spin freely, such as the handle of a wooden spoon clipped to the edge of the table. We estimate it takes approx. 30-40 minutes per roll (200 kits) for one person to complete this process – depending on how fast you are!

## Safe lifting advice

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**Please use safe lifting principles when lifting cartons etc, especially the packs of black plastic, and be very careful.**

**If unsure about the weight or your ability to lift it safely, please use two people**

If the package is on the floor:

- Squat down in front of it
- Keep your back straight
- If you need to get closer to the package, bend from the hips to lean forward
- Pull in your tummy muscles
- Draw up your pelvic floor
- Bring the package to your body, using your arms
- Hold it close to your body and stand up by straightening your knees

- Walk over to where you'd like it and again bend your knees to put it down
- Relax your tummy muscles and pelvic floor.

If the package is on a table:

- Bend your knees (so you can lift it into your arms without bending your back)
- Pull in your tummy muscles
- Draw up your pelvic floor
- Bring the package to your body and stand to lift it
- Walk over to where you would like it, bend your knees to put it down, or squat down to put it on the floor, keeping your back straight and leaning forward from your hips
- Relax your tummy muscles and pelvic floor.

### **Possible safety hazards**

Please be aware of these possible hazards as you undertake preparations for your event

- Stanley knife
- Latex gloves
- Anti-bacterial spray
- Scissors
- Sealed Scalpels
- Lifting
- Plastic.

## PRECAUTIONS FOR USE OF POWDER FREE LATEX GLOVES

### Constituents / Allergies

Some gloves may contain ingredients which are known to be a possible cause of allergies in sensitive persons who may develop irritant and/or allergic contact reactions. If an allergic reaction should occur seek medical advice immediately.

**Warning – This product may contain natural latex which may cause an allergic reaction; for more information please see below.**

What are some of the symptoms of latex allergy?

- localised skin rash or itching (generally on the hands)
- hives
- swollen red skin
- swollen lips and tongue with difficulty breathing, wheezing
- shortness of breath
- dizziness
- fainting
- abdominal pain
- diarrhoea
- anaphylactic shock.

Anaphylactic shock is rare. The risk of anaphylactic shock seems to be greatest in people who have had previous allergic reactions to products that contain latex or prior unexplained anaphylaxis. Health care workers with a history of worsening latex allergy symptoms should be especially cautious.

### Recycling

BKFA promotes active recycling and requests that all soft plastic, paper and cardboard are recycled where possible to help reduce the amount of waste to landfill.