

HOLDING A CLEAN-UP
GUIDANCE DOCUMENT

Clean Coasts
An Taisce

NATIONAL SPRING CLEAN
An Taisce

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ORGANISING YOUR CLEAN-UP EVENT

1. Choose an area you think would benefit from a clean-up.
2. Pick a date/dates when you would like your event to take place.
3. Have a read of our covid-19 and health and safety guidelines and undertake a risk assessment of the site.
4. Please keep numbers for your clean-up in line with Co-vid 19 government guidelines.
5. Notify your Local Authority of the time/date of the clean-up, if possible, a week in advance, to facilitate the efficient management of all rubbish and recyclables after the event.
6. Publicise the success of your clean-up on social media, take picture remembering to maintain social distance. Tag us on Facebook/Twitter/Instagram at **@CleanCoasts**, we'd love to share your images.



TIM BECK, *COLLECTING* - LOVE YOUR COAST 2019

COVID-19 GUIDELINES

Covid Guidelines

- Please inform all volunteers of the health and safety guidelines before, or when they arrive, for the clean-up. This can be done with a quick chat to group/individuals at start of clean up or by text or email in advance.
- If you have any symptoms of covid-19 prior to the event, please do not attend the clean-up and ensure to get tested.
- If you are the organising of the clean-up and have any symptoms of covid-19, please cancel the event due to the risk kit may have been contaminated and ensure you get tested.
- Ensure only small groups attend for the clean-up and try to minimize the number of households attending, noting current government guidelines.
- Please ensure two metre social distance maintained throughout the clean-up, in line with government advise.
- Keep a list of attendees for contact tracing (see contact tracing advice below) and download the Covid-19 Tracker App.
- Please use hand sanitiser or wash hands with soap and water before and after the clean-up.
- It is important to use your own equipment, and do not share gloves and litter picker during the clean-up.
- Make sure gloves/ litter pickers are cleaned before and after the clean up.
    - Please note we still ask everybody on the clean up to wear gloves for safety, but we would also advise that you use your own gloves and if gloves are given out please let volunteers keep them for next clean up – we have found that generally people are happy to bring their own gloves when asked. We often find with clean-ups that litter pickers aren't always necessary for each volunteer, so one suggestion would be if you have litter pickers lend them to volunteers who need them most at this time or clean them down with anti bac after each use.
    - WHO states that Covid-19 can stay on surfaces for up to 72hours, with this in mind you may be more comfortable to wait a few days before cleaning the kit.
- If you or many of your group members are vulnerable to contracting Covid-19, don't hesitate to ask to people to wear masks on the clean-up if it would make you and others feel more comfortable. Please note that many may wear masks for their own safety and safety of others and this action should always be respected.
- Please do not collect any discarded PPE or tissue paper.
- Always keep up to date with the latest Covid-19 guidelines and travel restrictions for your area.
- If you are unsure of any of the above details or have any questions please don't hesitate to contact us on

Contact tracing and clean-up

If you are organising public clean-ups, we require that you record participant details for the purpose of contact tracing. Ask volunteers for their name and contact details. It is important to assign this task to one member of the group rather than sharing pens.

You can also use the web application called Eventbrite. Click **here** for a step by step guide to create an event with Eventbrite.

HEALTH AND SAFETY CHECKLIST

- **Designate a Safety Officer** and inform volunteers who that person is and provide contact details of the Safety Officer.
- **Survey site** beforehand to determine specific hazards. We have provide you with a Health and Safety Risk Assessment on the next page, please complete this before you do your clean-up.
- Please ensure a **safety briefing** before all clean-ups, especially for new volunteers.
- Ensure that all volunteers are aware of who is responsible for the **First Aid kit** and where to find it.
- Wear good rubberised **gloves** to keep hands clean.
- Wear **High Visibility clothing** – Be Safe Be Seen.
- Each group should have **litter pickers and sacks**.
- **Hygiene:** Please use hand gel before and after the clean-up. Always use a litter picker or a shovel when picking up litter and never put your hands where you cannot see them. Please wash your hands after clean-up and before eating, drinking or smoking and avoid touching face or eyes when working.
- Beware of **sharp objects**, such as broken glass and syringes. Report to Safety officer - any such items should be removed by adults only and placed in a sharps box, not rubbish bags.
- **Caution:** Persons under 18 years should be supervised at least a ratio of at least one adult to every five children.
- **Road Traffic:** Stay off roads where possible. High visibility clothing will help you be seen, but it does not make you bulletproof.
- **Manual handling**: If something is heavy don't struggle, please ask for help.
- **Weather:** Please adhere to any weather warning that are in place at the location of the clean-up.
- Ensure that one member of the clean-up has a working mobile and check that there is signal before starting the clean-up.
- **Water Clean-ups:** Never enter the water when working in a canal or river clean-ups. Never work on your own. Use "Buddy" system and ensure that a number of people are with you when cleaning canals or river.
    - Anyone using kayak or canoe must be trained and experienced.
    - Do not try to access areas that are difficult.
    - Beware of Weil's disease. If you feel flu like, consult a Doctor immediately
- **Coastal Clean-ups:**
    - When working on the coast, never conduct cleanups with your back to the water.
    - Watch the tide. In some areas, the tide may come in and cut you from the shore.
    - Do not enter the water to collect rubbish – there could be dangerous currents.
    - Ensure that non-swimmers and children keep away from the water's edge.
    - Avoid climbing boulders or rocks as they may be slippery and loose under foot.
    - Avoid working alongside steep or overhanging cliffs as they may be unstable due to erosion.
- Any containers or drums that look as if they may be hazardous should not be touched. Keep people away and contact the coastguard or county council.
- Ensure that one member of the clean-up has a working mobile and check that there is signal before starting the clean-up.
- Report all accidents to the Safety Officer.

HEALTH AND SAFETY RISK ASSESSMENT

Please complete the following form before you do your clean-up, to ensure you are aware of any hazards and are completing your clean-up in a safe area.

The following form should be completed for each risk associated with a planned activity so that risks and precautions are identified and understood. This form should also be used as guidance for Health and Safety briefings prior to any projects/ activities undertaken at beach area.

NAME:
GROUP:
LOCATION:

Have all members received a Health and Safety Briefing?		Is there clean water on site or are antiseptic wipes available?	
Where is the nearest phone?		Is there a throw line on site?	
Is there a First Aid kit available?		Is there a sharps box available? (for syringes, etc)	

What is the potential hazard?	Probability of risk High/Medium/Low	Severity of injury High/Medium/Low	What precautions could be taken to lessen the risk?	Is the risk acceptable, i.e. should the project/ activity go ahead? YES / NO
E.g. Cuts and scrapes	Medium/Low	Low	All volunteers wear gloves Provision of a sharps box for broken glass etc	YES

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