

HOLDING A CLEAN-UP GUIDANCE DOCUMENT



 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 or dates for when you would like your event to take place.
3. Read our and health and safety guidelines and undertake a risk assessment of the site.
6. Notify your Local Authority of the time and 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 pictures and videos of your finds and attendees.

Tag us on Facebook, X, Instagram or TikTok at @CleanCoasts, we'd love to share your images of your clean-ups

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 provided a Health and Safety Risk Assessment in this guidance document. Please complete this before you do your clean-up.
- Please ensure a **safety briefing** is given 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.
- **Persons under 18 years** should be supervised by 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.
- Please adhere to any **weather warnings** 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.

HEALTH AND SAFETY CHECKLIST

- **Water Clean-ups:** Never enter the water when working in a canal or river clean-up. 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 kayaks or canoes 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 |

HEALTH AND SAFETY RISK ASSESSMENT

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