



# HOLDING A CLEAN-UP

## GUIDANCE DOCUMENT



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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. 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.
4. Publicise the success of your clean-up on social media. Tag us on Facebook/Twitter/Instagram at **@NationalSprinClean** we'd love to share your images.



## 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 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** 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.
- **Caution:** Persons under 18 years should be supervised by a ratio of at least one adult to every five children.
- **Road Traffic:** Practice these road safety guidelines from the Road Safety Authority whenever you are cleaning up litter near or on a road:
  - If there is a footpath, you should use it.
  - If there is no footpath, you should walk as near as possible to the right-hand side of the road, facing oncoming traffic.
  - If the road is narrow or carries heavy traffic, you should walk in single file and never more than two abreast.
  - You should always be aware of other road users.
  - If you are walking as a group of more than 20 people, you should walk on the left-hand side of the road, in the direction of traffic flow.
  - You should always arrange how to get home safely from a clean-up event whether it is day or night.
  - You should always carry a torch when walking or litter picking at night.
  - You should always wear bright, high-visibility clothing when walking during the day and reflective clothing when walking at night.
  - Wearing reflective armbands, high-visibility belts or vests and other reflective or fluorescent clothing will help you to be seen from a distance, especially at night. The National Spring Clean clean-up kits contains high-visibility vests (when requested on the application form).
- **Manual handling:** If something is heavy don't struggle, please ask for help.
- **Weather:** 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.

- **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 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

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