



## Volunteer Health & Safety Guidelines

### ***Before you start your clean-up:***

1. Designate a Group Leader for your group and inform Volunteers of their name and contact details.
2. Survey the site in advance of clean up and identify areas for clean-up and specific hazards e.g. located near roadway, sharps, located near waterway, etc. (See list below)
3. Fill in Risk Assessment (See Risk Assessment below)
4. A safety briefing must take place before all clean ups, highlighting any specific hazards and outlining areas to be completed. Completing the risk assessment below will help you identify hazards. This briefing is especially important for new volunteers.
5. Please ensure a first aid kit is provided at the clean-up location, assign a responsible person and make volunteers aware of its location. First Aid kit should be located near clean up area to ensure accessibility.
6. Designate area for collected rubbish to be left at end of clean-up.
7. Contact your local authority to arrange free disposal of rubbish. See website for contact information. <https://nationalspringclean.org/disposal/>

### ***Personal Protective Equipment (PPE):***

- Volunteers are advised to wear appropriate footwear, gloves to keep hands clean and regularly wash hands, especially before eating, drinking or smoking.
- Please wear a High Visibility vest. Be Safe, Be Seen.
- Cover any cuts or grazes prior to clean-up with plasters or bandages preferably waterproof.
- Do not touch broken glass, syringes, discarded PPE, or unidentified containers. Where these are identified, please report to your Team Leader.

### ***Lone Working:***

- Never work alone. Always have a 'Buddy' or work in groups.
- Always have at least one working mobile phone in your clean up group and check that you have signal before working in an area.
- Inform the Team Leader of your location before beginning work.



### ***Working on Roadways:***

- Working on roads should be kept to a minimum. No litter picking in speed zones greater than 60km/h.
- Please wear high visibility clothing and stick to footpaths, and work in pairs or groups.
- Be aware of vehicles and have someone watching to warn you of oncoming traffic where possible.

### ***Manual Handling:***

- Always assess loads before lifting. Ensure you know what is in boxes or containers before attempting a lift. Lift in pairs wherever possible. Do not attempt to lift beyond your abilities.

### ***Work near Water:***

Work near water may be required in your area.

- Please ensure you never work near water on your own, always have a buddy or group with you.
- Never enter the water when working near waterways. Remain a safe distance of approx. 2 metres back from the edge to ensure your safety at edges.
- Make sure there is a throw line or life ring onsite.
- Be aware of tide times and tide height before commencing clean-up so you do not get cut off from the shore if working on the beach.
- Only those who are trained and experienced should use kayaks or canoes. Always wear a life jacket.
- Do not work in areas you are: unfamiliar with, are difficult to access or unsafe. Always stick to agreed and planned routes.
- If you find containers or drums with hazardous or unidentified substances, do not touch. Keep volunteers away from the area and contact the coast guard or your local County Council.

### ***Sharps:***

- Never touch sharps such as syringes. If you find sharps during your clean-up, contact your Team Leader. Team Leader to call local authorities litter line or environmental office.
- See link below contact details for your local authorities sharps disposal service:



<https://www.drugs.ie/resources/dealing-with-drug-litter/safe-disposal-drug-litter-contacts-ireland/>

### ***Illegal Dumping:***

- If a group spots illegal dumping such as appliances, mattresses, discarded PPE or unidentified containers, please report them to your local County Council Environment Department or the National Environmental complaints line 1800 365 123.

### ***Be Aware:***

- Weils disease spread via contact with rat urine. Can occur from contact with contaminated water ways e.g. ditches, canals, rivers. Protect yourself by regularly washing your hands, covering cuts or abrasions, wearing gloves. If you develop flu like symptoms, please contact your doctor immediately.
- Lyme disease caused by contact with ticks. Commonly found in forested or farmyard area. Protect yourself by wearing long sleeved clothing fitted at the wrists and ankles, tuck trousers into socks, wear gloves, perform tick check post clean up. If you develop a red rash or flu like symptoms, please contact your doctor immediately.
- Disinfect all equipment after clean-up.

### ***Children:***

- Children under 18 years must be supervised if taking part in a clean-up. A Parent/Guardian or responsible adults nominated by a Parent/Guardian must be present where children are volunteering.
- A minimum of 2 responsible adults should always be present with a group of children.
- No child to be out of sight of a responsible adult while cleaning up.
- Children should not work near roadways or near water's edge.

### ***Accidents Reporting:***

- Report any accidents or incidents to your team leader.
- In the event of a serious accident or injury, please call 999 or 112.
- All accidents/incidents should be reported to National Spring Clean at [nsc@antaisce.org](mailto:nsc@antaisce.org) .



***When you finish your clean-up:***

- Please leave all rubbish collected in designated areas as outlined in your safety briefing.
- Disinfect all tools used.
- Wash your hands.

## Health & Safety Risk Assessment

<b>Name:</b>	
<b>Group</b>	
<b>Location:</b>	
<b>Lead Volunteer Name:</b>	
<b>Lead Volunteer Contact Details:</b>	
<b>Safety Briefing completed with all volunteers? Yes/No</b>	
<b>Location of First Aid Kit:</b>	

Risk Assessment allows you to estimate the magnitude of risk and decide whether the risk is acceptable or whether more precautions need to be taken to prevent harm. Risk is the potential to cause harm and is calculated based on the likelihood of an event occurring and the severity of that harm. The following risk assessment should be completed for each clean up area listing hazards for all volunteers to be aware of. The results of this risk assessment should be outlined in the safety briefing.

### Risk Matrix:

Likelihood			Severity		
Value	Probability	Description	Value	Effect	Description
<b>High</b>	Very Likely / Certain	Event is perceived as likely or inevitable during the project if mitigation is not used, has happened in the past or is considered imminent	<b>High</b>	Major / Catastrophic	A single or multiple deaths / life threatening injuries or injuries to multiple persons requiring hospitalisation.
<b>Medium</b>	Possible / Probable	Event could be reasonably expected to happen in the foreseeable future.	<b>Medium</b>	Significant	A single injury which requires hospitalization OR injuries to a number of people who require first aid treatment.
<b>Low</b>	Unlikely	Could occur under exceptional circumstances or There are no reasons to suggest it will happen	<b>Low</b>	Negligible / Minor	A Single injury that may require some first aid treatment or No real harm



## Volunteer Risk Assessment

Sample hazards have been filled in to give volunteers an idea of hazards associated with clean up. Additional hazards not included to be added below by Group Leader. Please add additional control measures as applicable.

What is the Potential Hazard?	Probability of Hazard?	Severity of Hazard?	Control Measures What precautions are being taken to reduce the risk?	Is this hazard present in your clean-up area? Yes/No	Additional measures in place specific to your area
<i>New Volunteers</i>	<i>High</i>	<i>High</i>	<p><i>All volunteers to have safety briefing before taking part in clean up. Briefing will include any hazards present in the area.</i></p> <p><i>Volunteers will always work in pairs or groups.</i></p> <p><i>PPE to be provided including Hi Vis vest and gloves.</i></p> <p><i>Volunteers to have contact details of the Team Leader should they have any problems or questions.</i></p>		
<i>Cuts or lacerations</i>	<i>High</i>	<i>Medium</i>	<p><i>Cover any cuts prior to clean-up with waterproof plasters.</i></p> <p><i>All volunteers to be provided with gloves.</i></p> <p><i>All volunteers are instructed not to pick up glass, sharps or unknown objects.</i></p> <p><i>First Aid Kit available onsite for use as required.</i></p> <p><i>Volunteers to report any accident to Team Leader.</i></p>		



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<i>Sharps</i>	<i>Medium</i>	<i>High</i>	<p><i>All volunteers are briefed not to touch sharps if found.</i></p> <p><i>Team Leader to be contacted.</i></p> <p><i>Contact information for local authorities provided above.</i></p>		
<i>Working near roads</i>	<i>Medium</i>	<i>High</i>	<p><i>Working on roads to be avoided or kept to a minimum where possible. Volunteers to remain on footpaths.</i></p> <p><i>No work on roads is permitted in speed zones over 60km/h.</i></p> <p><i>Volunteers to work in pairs or groups and wear hi-vis vests for clean-up.</i></p> <p><i>Look out to be assigned to warn of oncoming traffic.</i></p>		
<i>Adverse Weather conditions</i>	<i>High</i>	<i>Medium</i>	<p><i>Clean-up only to occur in suitable weather conditions.</i></p> <p><i>Weather forecast to be checked in advance of clean-up by the Team Leader.</i></p> <p><i>Clean-up should not occur where weather warnings are in place.</i></p> <p><i>Volunteers to be advised to wear weather appropriate clothing and suitable footwear.</i></p>		

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<i>Working near water</i>	<i>Medium</i>	<i>High</i>	<p><i>Volunteers to work in pairs or groups when working near water.</i></p> <p><i>Volunteers to remain a safe distance of approx. 2 metres back from water's edge.</i></p> <p><i>Throwline or life ring to be available.</i></p> <p><i>Volunteers to be aware of tide times and heights.</i></p> <p><i>Only trained and experienced operators should use kayaks or canoes and wear life jackets.</i></p> <p><i>Volunteers instructed not to work in unfamiliar, difficult to access or unsafe areas.</i></p>		
<i>Manual Handling</i>	<i>Medium</i>	<i>High</i>	<p><i>Volunteers to lift in pairs. Always assess loads before lifting. Never lift unknown weights. Do not lift beyond capability.</i></p> <p><i>Avoid lifting where possible.</i></p>		



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