



Community Clean up Guidelines And information toolkit



Community Clean-up Guidelines

Thank you for organising a Community Clean-up. In this document we have supplied you with safety information, the conditions of the clean-up and useful guidelines. Please consider the information below and confirm you have read the Safety Guidelines in the signature section at the back of this booklet:

- 1. Safety Guidelines**
- 2. Community Clean up Conditions and Important details**
- 3. Event tips**



1. Health and Safety

1.1 Insurance:

Volunteer litter pickers are not working for, or on behalf of Dún Laoghaire Rathdown County Council, therefore you are not covered by the Council's insurance. Obtaining public liability insurance is very important and strongly recommended. This will provide cover for your legal liability in the event of an accident occurring to a volunteer or a member of the public or their property that may be attributed to the organiser's negligence, or to that of one of their volunteers.

If you are an individual organising a tidy up your current household insurance may cover you for public liability. You will need to check your policy to ensure you are covered. If not, you will need to take out a separate public liability insurance.

If you represent an organisation such as a local school, scouting organisation, Rotary Club etc. it is probable that you already have insurance in place, but it is important to check that litter picking activities are covered under such insurance. If not, a suitable extension should be made to the policy. It is always the responsibility of the organiser to ensure appropriate public liability insurance is in place.

If you register for a National Spring Clean event you will automatically be covered under An Taisce's public liability insurance policy. **Please Note: this may be confined to the month of April during which National Spring Clean usually takes place and volunteers are advised to contact An Taisce to confirm same by email nsc@antaisce.org or by phone on 01 4002285.**

Please ensure your Community Group has appropriate insurance cover in place before organising any community events including clean-ups.



1.2 Safety Guidelines

1.2.1 Health & Safety Checklist

This checklist outlines essential dos and don'ts for participating in a litter pick or clean-up. Review this with your volunteers, along with any specific hazards identified in your risk assessment.

DO:

- **Carry a mobile phone** in case of an emergency.
- **Wear reflective clothing**, sturdy boots or shoes, and use gloves and litter pickers while collecting litter.
- **Wash your hands** after litter picking.
- **Inform the Council** of any problems or issues you notice.

DO NOT:

- **Handle needles or sharp objects.**
- **Work on busy roads**, near lakes, rivers, watercourses, ditches, steep slopes, or on land where the public does not have right of entry.
- **Lift heavy items** or overstretch to pick up litter. If it can't be safely reached with a litter picker, leave it.
- **Reach into hedges or undergrowth** that may expose your face to scratches from thorns or branches.
- **Work when tired** or in poor visibility.



1.2.2 Additional Safety Guidelines

- Prior to undertaking any work, inspect the area and undertake a risk assessment. **Sample risk assessments are available upon pick up of materials.** Please think carefully about the location of your litter pick and ensure that all participants are aware of the risks involved. Persons under 18 should be supervised at all times.
- Please ensure a safety briefing is given before all clean ups, especially for new volunteers.
- Designate a Safety Officer and inform volunteers who that person is and provide contact details of the Safety Officer.
- Always avoid direct contact with litter, please use the litter-pickers provided and do not touch anything with your hands.
- Be aware of your environment and do not put yourself at risk whilst picking litter, this is especially important near roads. Always wear a high visibility vest, be aware of traffic at all times and stop picking to allow any vehicle to pass. Do not pick when visibility is poor and only pick in daylight hours. Wear sturdy shoes or boots and weather appropriate clothing.
- Do not pick up any items that cannot easily be identified or where they are clearly hazardous such as asbestos or needles. Report them to the Council on 01-2054700.
- Do not attempt to remove dead animals or animal faeces.
- Do not attempt to pick up any large or potentially heavy items such as gas bottles or canisters.
- Ensure a first aid kit is available throughout the litter pick.
- Clean hands thoroughly before eating food or drinking.
- Never carry out a litter pick on your own and ensure that one member of the clean-up has a working mobile and check that there is signal before starting the clean-up.
- Please note collections should be in a public location where the council vehicle can pull up beside and work in a safe manner. Collections cannot be made from private property, do not leave blue bags behind gates or in people's gardens.
- Please do not over fill the bags, if 1 person can't lift a bag either can our Cleansing Staff.



2. Community Clean Up Conditions:

Community groups, Schools and Businesses are entitled to avail of the dlr Community Clean Up Scheme in accordance with the DLR Community Clean-up Material Distribution Policy (see appendix).

Groups carrying out a clean-up may be entitled to gloves, Hi-Vis jackets, Litter Pickers and dlr Community Clean Up Blue Bags. These are available for pick up at our Civic Hub in Dún Laoghaire

2.1 Materials accepted

- ✓ Only mixed litter can be accepted. Typical litter includes food packaging, cigarette butts, bottles and cans.
- ✗ Green waste (grass cuttings, leaves, hedge trimmings, branches, etc.) **cannot** be placed into dlr blue bags and cannot be collected.
- ✗ Household waste **cannot** be placed into dlr blue bags.

Only dlr blue bags can be collected.

Please do not place other bags beside them as they will not be collected. Other bag types must be reported to a Litter Warden for investigation for potential dumping.

2.2 Organising a collection of blue dlr bags

Once you have decided on a Community Clean-up date please notify the Council in advance by:-

Phone: 01-2054700 or

Email: info@dlrcoco.ie

Our Cleansing crew will endeavour to collect the dlr blue bags as soon as possible. To ensure a quick collection, pick-up points should be in a public location where the council vehicle can pull in and work in a safe manner.



3. Event Tips

Your Step-by-Step Guide to Organising a Litter Pick or Clean-Up

1. Plan Ahead

- **Choose an Area:** Identify a location that needs a litter pick or tidy-up, such as a quiet road, local park, village green, or another public area.
- **Legal Access and Hazards:** Ensure you have legal access to the site and consider any hazards involved. Use the best practice guide in this toolkit to help you assess risks.

2. Invite People to Join You

- **Community Involvement:** Litter picks can bring the community together. Choose a date for your event and use word-of-mouth, posters, noticeboards, websites, and social media to invite people.

3. Contact Us for Support

- **Notify the Council:** Inform the Council of the time, date, and location of the clean-up, ideally a week in advance. This helps manage litter/waste efficiently after the event.
- **Litter Picking Kits:** We have a supply of litter picking kits available for groups conducting their litter pick. See our Material Distribution Policy in the appendix for more information

4. Complete a Risk Assessment

- **Health and Safety:** Review the health and safety guidelines in this document and conduct a risk assessment for your event. Consider all safety issues and take necessary precautions to mitigate them.

5. On the Day

- **Volunteer Briefing:** Ensure all volunteers are aware of the health and safety risks identified in the risk assessment. Use the health and safety checklist provided in this toolkit.
- **Litter Disposal:** Arrange a location for leaving the bags where the council vehicle can pull in and work in a safe manner.

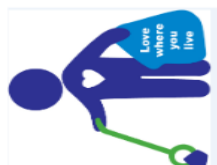
6. Share Your Success

- **Document the Event:** Take pictures of your event and share them with us to help spread the word. Post them on your social media accounts and tag us, or email them to Envaware@dlrcoco.ie.





DLR Community Clean-up Material Distribution Policy



These are advisory guidelines for providing Community Clean-up materials to groups on request in the Civic Hub or the Dundrum Office.

If any group/individual requires amounts outside these limits, please check with the Environmental Awareness Team on Ext: 3846 or 4056.

	Blue Bags	Litter Pickers	Gloves
Small Residents Association (less than 250 dwellings)	1 roll of bags	5 pickers	5 heavy duty gloves
Large Residents Association (over 250 dwellings)	2 rolls of bags	5 pickers	5 heavy duty gloves
School	1 roll of bags	5 pickers	5 heavy duty gloves
Private Businesses	1 roll of bags	Check with Environmental Awareness Team	Check with Environmental Awareness Team

Please note

- All groups must provide contact name, name of organisation, type of organisation, contact number and email.
- All groups must be supplied with Health and Safety guidelines document before materials can be supplied.
- Clean-up materials can be given to established groups such as Schools, Resident Associations, Tidy Towns groups and Estate Management Groups. If you are unsure on any individuals or groups eligibility, call the Environmental Awareness team.
- Private Businesses are entitled to 1 roll of bags and can contact info@dlrcoco.ie for the collection service.
- Please note, each roll of blue bags contains 25 sacks.

Figure 1. Material Distribution Policy