

Cavan County Council

GREEN KILOMETRE SCHEME



Comhairle Contae
an Chabháin
Cavan
County Council



Giving your community a helping hand

Cavan County Council is aware that many groups and individuals around the county are contributing to their local community by undertaking litter picks and clean ups. Since the first lockdown imposed as a result of the COVID-19 pandemic, the whole country has seen an increase in individuals and families walking and cycling locally which has raised the awareness levels of many more people of the issues roadside litter causes to both the aesthetic appearance of our countryside and to the wildlife that exists in hedgerows and roadside margins.

People have also become more aware of the importance of their local habitats, species and ecosystems. As a response to this, Cavan County Council have revised our Adopt a Road Scheme to incorporate biodiversity enhancement and restoration.

Green Kilometre Scheme

The scheme allows individuals/groups to choose approximately a one-kilometre stretch of road in their area - preferably a quiet, local road in terms of safety. The group or individual would then commit to maintaining the chosen stretch over the course of the year. If working as a group, social distancing and the relevant COVID-19 precautions should be taken.

Incentives of litter pickers, bags and gloves are on offer for all participating individuals/groups and a limited supply of native trees will also be available during National Tree Week held in March every year which can be planted back into the hedgerow (with the landowners' permission).

Most importantly the scheme is an opportunity for you or your community to work together on a project which benefits everybody.



The following are examples of the work/activities that can be included:

- Removal of roadside litter within the 50km/h speed limit.
- Planting appropriate native tree saplings and shrubs.
- Planting of native hedge rows.
- Report illegal dumping.
- Record local biodiversity and submit to the National Biodiversity Data Centre <https://records.biodiversityireland.ie/start-recording>.

Please note that hedge cutting is banned from March 1st to September 1st.

To ensure the safety, health and welfare of participants and other road users, the following works are prohibited under this scheme:

- The use of heavy plant or machinery including tractors, excavators, mini diggers, chainsaws, hand tools, etc.
- Working at a height.
- Working close to water.
- Working in confined spaces.
- Working in extreme weather conditions.
- Handling of heavy loads, unknown substances or asbestos.

Consider the use of a fend-off vehicle using hazard warning lights, approaching the works area to warn road users of litter picking, if safe to do so.

Applications can be submitted at any time of the year.

If you collect more than a bag of litter, the Council will collect this by arrangement.

Tree saplings, if requested will be delivered and are small, bare roots plants. This allows them to be planted easily and they adapt quickly to being planted out. ***A limited number of saplings will be available and will be provided on a first come, first served basis.***

To obtain a litter picking kit (includes litter pickers, hi vis vests, bags & gloves) and/or to arrange for the Council to pick up the litter/waste collected from a clean up, please complete the participation form at the end of this toolkit and email to waste@cavancoco.ie or send by post to Waste Management Section, Old Library Building, Farnham Street, Cavan, H12RV10 (***note: litter/waste collection requests must be arranged prior to the clean up.***)

Useful Resources

- Further Health and Safety information: www.hsa.ie.
- To identify native wildflowers: www.wildflowersofireland.net.
- To find out about the National Pollinator Plan: www.pollinators.ie.
- To identify invasive species such as Japanese knotweed: www.invasivespeciesireland.com.
- To learn about recycling and what to do with your waste, visit: www.mywaste.ie.

Community Clean Up Information Toolkit

- Conditions
- Information on dealing with Green Waste
- Your step-by-step guide to organising a litter pick or clean up
- Community Clean Ups, Best Practice Guide
- Green Kilometre Participation Form
- GDPR

Conditions

Removal of Litter and Waste From Community Clean Ups

GREEN WASTE, (INCLUDING LEAVES, GRASS CLIPPINGS, SODS, SOIL & HEDGE CUTTINGS) CANNOT BE TAKEN AS THIS SCHEME IS ONLY FOR THE REMOVAL OF COLLECTED LITTER AND/OR ILLEGALLY DUMPED WASTE.

Advice on dealing with green waste is contained overleaf.

Segregation of Litter and Waste:

- Non recyclable litter/waste should be placed in bags provided by the Council (i.e. road sweepings including cigarette litter, non compostable drinks cups, fast food packaging and contents, disposable face masks/gloves used during the litter pick/clean up).
- Recyclable materials (uncontaminated) should be placed in bags provided by the Council and be clearly marked “Recycling” (i.e. empty glass/plastic bottles and containers, empty aluminium cans, cardboard, newspapers, magazines, soft plastics).

All litter/waste must be bagged - loose litter/waste will not be collected.

A secure location is required for temporarily storing the litter/waste to prevent illegal dumping where litter/waste is left for collection.

Groups are entitled to **TWO** clean ups a year (typically one in spring and one in autumn). This is to allow our Community Wardens to undertake other objectives as set out in our Litter Management Plan 2021 – 2024 and to ensure all groups can avail of this scheme.

Information on dealing with Green Waste

Community groups are finding that dealing with green waste can be a challenge. So what can be done?

Tree pruning

If your estate is a Council estate or has been taken in charge by the Council, Cavan County Council is responsible for the routine maintenance of trees in the common areas (not in your garden though!). If trees require pruning, please contact your local Municipal District Office.

Grass Clippings

The first thing is to look at grass cutting - the simplest, most sustainable way is to mulch grass clippings on site and most modern ride on mowers have a mulching option. This essentially means that the clippings are cut twice, and these smaller clippings can be left on the ground as they break down very quickly. This means that the nutrients are being returned directly to the soil - as well as reducing the need to deal with the grass clippings as waste. So if you are cutting the grass yourselves, look at replacing the mower with one with a mulching option. If you employ a contractor to cut the grass, you should specify that you want a mulching mower used - this should mean a reduction in costs if the contractor does not have to dispose of the grass clippings separately.

Leaves

Loose leaves can accumulate and block surface water drains. If your housing estate requires the leaves to be removed for this reason, contact roads@cavancoco.ie and request the Council suction sweeper to do this. However, there may be a need to also compost leaves from other parts of the estate. Leaves can take two years to break down, so should be composted separately to grass clippings etc. You can bag leaves and leave them out of the way and let this happen naturally. Leaf mould is one of the best types of compost.

Community Composting

Residents' Associations should consider the possibility of developing a community composting area in the estate for green waste. Essentially an area is chosen, and a number of wooden bays are constructed (even just using wooden pallets). Grass clippings, hedge trimmings and similar green waste are then added over the course of the growing season on an ongoing basis. Once each bay is filled, the next bay is used and so on. As the material is turned to compost, it is then dug out and used as a free source of mulch around the estate. There are a number of factors in making a community composter successful:

- Adding the right material - only green waste and only material that will break down easily, so no big branches, no food waste and no artificial Christmas trees!
- Capacity - community composters can be built as modules, so if you need more space this can be added as you progress.
- Deciding if you will deal with green waste from common areas or also include garden waste from residents. This can also be adapted over time.

If you would like to investigate community composting further, please visit www.stopfoodwaste.ie/resources/composting.

Your step-by-step guide to organising a litter pick or clean up



Plan ahead

Choose an area that's in need of a litter pick or tidy up. It could be a quiet road near where you live, a local park, village green or another public area. When setting out, plan your works carefully and look closely at the topography and road layout and consider the speed limit for the area - ensure there is a good line of vision for the **entire** works area, so that any oncoming vehicles have adequate time to adjust their speed. Ensure you have legal access to enter a site and consider any hazards involved. Use the best practice guide in this toolkit to help you consider any risks.



Invite people to join you

Many hands make light work, and litter picks can be a great way to bring members of the community together. Pick a date/dates when you would like your event to take place and use word-of-mouth, posters, noticeboards, websites and social media to invite people along. Make it easy for people to join in – can they drop in for ten minutes?



Contact us for support

Complete the attached Participation Form to notify the Council of the time/date and location of the clean up, if possible, a week in advance to facilitate the efficient management of all litter/waste after the event. We also have a supply of litter picking kits available on a first-come, first-served basis.



Complete a risk assessment

Review the health and safety guidelines outlined in this toolkit and undertake a risk assessment of the area. Make sure you have considered all safety issues and take the necessary precautions to prevent them (as far as is practical) by completing a risk assessment.



On the day

Brief your volunteers to make sure everyone is aware of the health and safety risks identified in the risk assessment. The health and safety checklist provided in this toolkit will also help you with this. If you've agreed with us a suitable spot to leave the litter/waste you've picked up, leave it in a neat pile and it will be collected for proper disposal. Please keep numbers for your clean up in line with COVID-19 government guidelines.



Share your success

Take pictures of your event and share them with us so we can help spread the word! You can post them on your social media accounts and tag us in or email them to waste@cavancoco.ie.

Community Clean Ups, Best Practice Guide

Litter picking in a public place, especially on or by a public road will always involve a level of risk to the individuals involved and possibly members of the general public. This guide has been produced to highlight some of the key risks to consider and to assist you in preparing for a litter pick or clean up.

The level of risk will vary at each location, so prior to commencing a litter pick or clean up, it is recommended that a visual site inspection and risk assessment is carried out to establish the risks and to identify and note the possible hazards.

The event Group Leader should ensure that all people involved in the litter pick or clean up are made aware of the findings of the risk assessment before the event begins. We have provided a health and safety checklist which may also be useful for this. Volunteers have a duty towards themselves, fellow volunteers and the public to work safely. If there is any doubt about the safety of a site or material, then it should be avoided.

General Site Safety

Litter picking, planting of trees, etc. in or along areas beside roads should be carried out with extreme caution, due to the risk of being struck by vehicles. Litter picking should be restricted to areas where there are wide verges or pavements, suitable for pedestrians, and should be carried out facing oncoming traffic.

Volunteers should never clear litter from the roadway itself (please refer to page 14 of this toolkit to distinguish between a road and a roadway). If you do choose to work alongside the roadway, please don't take children or dogs. The Council does not recommend that volunteers litter pick roads and associated pavements and verges with a speed limit over 50 kilometres per hour. Please leave these areas to the specially trained and supervised Council operatives. The health and safety checklist in this toolkit provides further information and advice.

Protective Clothing and Equipment

We will provide some of the essential equipment you will need in our litter picking kits (litter pickers, bags, gloves, hi vis vests). However, we recommend that these items are used at all times by volunteers undertaking litter picks/clean ups:

- Gloves – to minimise physical contact with dangerous materials.
- Reflective hi-visibility waistcoats or light-coloured clothing – to clearly highlight volunteers to traffic and pedestrians.
- Litter pickers – to avoid direct contact with litter and repetitive bending.
- Strong boots or shoes – to reduce likelihood of slips/falls and severity of any resulting injury.
- Mobile phones – should be carried to contact each other and/or the emergency services (if required).
- First Aid Kit – ensure the first aid kit is properly stocked before commencement, particularly with sterile wipes, hand sanitiser and plasters. Remember to let everyone know of where it can be accessed.

Lifting and Handling Materials

Volunteers should be aware of the risk of injury by carrying bags of collected litter and attempting to lift and carry heavy materials. To avoid injury, the following basic principles of manual handling should be applied:

- Use litter pickers to prevent constant bending and stretching.
- Make sure an item is safe to handle with no sharp edges or hazardous contents.
- Avoid cuts to legs by ensuring that glass and other sharps are placed in sturdy containers, and not directly into the plastic bags.
- Assess and decide if an item can be safely moved either by one or two people.
- Only try to move an item if this can be done so without straining.
- When lifting an item, bend the legs and keep the back straight.
- Be aware of access and egress options. Before you can get in, make sure you can get out!

Dangerous Materials

The following materials may be encountered during litter picks and should be treated with caution:

- Broken glass – Avoid direct hand contact; remove using a litter picker and dispose of in a solid container.
- Drug related litter/hypodermics – These should not be touched. If possible, secure the area and then contact the Council for removal.
- Suspect materials and fly tipping – Items that are possibly dangerous such as unknown liquids in containers, asbestos, or fly tipping should not be touched. If possible, secure the area and then contact the Council for specialist removal.

If there is any doubt about an item, leave it, and let the Council know.

Young Volunteers

Age plays a big part in people's ability to recognise and avoid risk. With that in mind, children under 16 years of age should not participate in a litter pick or clean up event.

Persons aged between 16 years old to 18 years old should be properly supervised at a ratio of no more than 5 young persons to 1 adult and permission for their participation should be gained from a parent or guardian.

In the interest of safeguarding everyone, adults tasked with supervising or working with volunteers under the age of 18 should be Garda vetted. Visit <https://vetting.garda.ie/> for more details.

Weather

Litter picking is an outdoor event and volunteers need to be appropriately dressed. If it is hot and sunny, applying sunscreen, wearing a cap and long-sleeved shirts are advised to protect against sunburn. Bottled water is also advisable to guard against dehydration. If the weather is cold, wet or windy, volunteers should wear clothing that will keep them warm and dry.

Poor visibility conditions resulting from time of day or weather conditions may significantly increase the risks associated with litter picking, especially on roads. Consideration should be given to arranging the event for suitable times of day (during daylight hours only) and suspending the event if visibility reduces.

COVID-19 Guidelines

- Please inform all volunteers of the health and safety guidelines before participating in this scheme. This can be done with a quick chat to the group/individuals or by text or email in advance.
- If you have any symptoms of COVID-19 prior a clean up, please do not attend and ensure to get tested.
- If you are the organiser of the scheme and have any symptoms of COVID-19, please cancel the event due to the risk that the litter picking kit may have been contaminated and ensure you get tested.
- Ensure only small groups attend for the clean up and try to minimise the number of households attending, noting the most current government guidelines.
- Please ensure that two metre social distance is maintained throughout the clean up, in line with the most current government guidelines.
- Keep a list of attendees for contact tracing (see contact tracing advice below) and download the COVID-19 Tracker App.
- Please note we still ask everybody to wear gloves for safety regardless of the activity undertaken, but we would also advise that you use your own gloves and if gloves are given out, please let volunteers keep them for the next activity (do not share gloves).
- For litter picks/clean ups, 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 and clean them down with anti bac after each use.
- If you or any other group members are vulnerable to contracting COVID-19, don't hesitate to ask to people to wear masks if it would make you and others feel more comfortable. Please note that many may wear masks for their own safety and the 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 waste@cavancoco.ie.

Contact tracing and litter picks/clean ups

- If you are organising public clean ups, you should 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.

General Hygiene

To avoid illness from poor hygiene, all those taking part in the litter pick should:

- Wear gloves at all times.
- Examine exposed skin, particularly on hands and arms for cuts and grazes and cover with plasters before you start (Weil's disease is a hazard in all vegetation, not just along water courses).
- Cover any cuts or grazes with surgical tape or waterproof plasters.
- Avoid rubbing the mouth and eyes whilst working.
- Wash hands and forearms before eating, drinking, smoking or going to the toilet.
- Use hand sanitizer or wash hands with soap and water 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.

Litter/Waste Collection

It is important to know what is going to happen to the litter/waste you collect, before you start your litter pick or clean up.

If the litter pick/clean up takes place on private land, you will need to make arrangements with the private landowner for the disposal of the waste that is collected. You or the landowner may need to contact a commercial waste collection company. Before agreeing or paying for waste removal, you should check that the company has a valid waste collection permit by visiting www.nwcpc.ie. It is an offence under the Waste Management Act 1996 as amended to give waste to an unpermitted waste collector with a maximum fine of up to €5,000 upon conviction in a District Court.

Please note the litter/waste should not be taken to and will not be accepted at any of the Council's three Civic Amenity Centres.

If the litter pick is taking place on public land, then Cavan County Council can help with collection and safe disposal of waste, as follows:

- If you are undertaking small, regular litter picks, close to home, please take your collected litter home and recycle or dispose of it in your wheeled bins.
- If the litter pick is a larger event, please pre-book a litter collection with us and agree a suitable location in which to leave it for safe collection by our Community Wardens. Community Wardens patrol the whole County and visit areas on a regular basis and if possible, they will try to co-ordinate litter collections when they are in or near the area, helping to make our finite resources go further.
- If you have undertaken a litter pick, but not pre-booked a collection, please contact us to arrange a collection.

Insurance

Volunteer litter pickers are not working for, or on behalf of Cavan 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.**

Health & Safety Checklist

This checklist provides information on some of the dos and do nots of taking part in a litter pick or clean up. You may find it handy to go through this with your volunteers, alongside any of the specific hazards you have identified in your risk assessment.

DO:

- Carry a mobile phone in case of an emergency.
- Wear reflective clothing and strong 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 that you notice.

DO NOT:

- Handle any needles or sharp objects.
- Work on any busy roads, in close proximity to lakes, rivers or water courses, ditches and steep slopes, or on land where the public does not have right of entry.
- Lift anything that is too heavy or overstretch to pick up an item of litter. If it can't safely be reached with a litter picker, leave it.
- Reach into hedges or undergrowth that may expose the face to scratches from thorns or branches.
- Work when you are tired or in poor visibility.

Additional Health & Safety Information

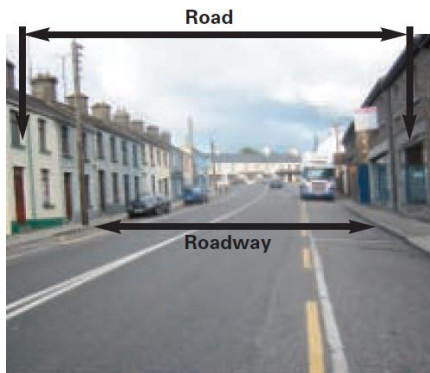
- When setting out, plan your works carefully and look closely at the topography and road layout and consider the speed limit for the area - ensure there is a good line of vision for the **entire** works area, so that any oncoming vehicles have adequate time to adjust their speed.
- Designate a Safety Officer and inform volunteers who that person is and provide contact details of the Safety Officer.
- Survey the location beforehand to determine specific hazards. Complete a Health and Safety Risk Assessment prior to undertaking your litter pick/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.
- Avoid litter picking at times with low glaring sun.
- Wear High Visibility clothing – Be Safe Be Seen.
- Each group should have litter pickers and bags (provided by the Council).
- Caution: Young persons between the ages of 16 and 18 years should be supervised by a ratio of at least one adult to every five young persons.
- Beware of sharp objects, such as broken glass and syringes. Report to the Safety Officer – any such items should be removed by adults only. Broken glass should be placed in a solid container and not plastic bags used for collecting litter/waste. If you find syringes, please contact the Council immediately and mark off the area.
- 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 litter pick/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.
- Consider the use of a fend-off vehicle using hazard warning lights, approaching the works area to warn road users of litter picking, if safe to do so.

Clean ups near lakes, rivers, or other water courses:

- Always maintain a safe distance from all water courses and never enter the water to collect litter/waste.
- Never work on your own. Use a "Buddy" system and ensure that a number of people are with you when cleaning in close proximity to streams, lakes and rivers.
- Do not try to access areas that are difficult.
- Beware of Weil's disease. If you feel flu like, consult a doctor immediately.
- Ensure that non-swimmers 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.
- 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.

Road Safety Information organised events on or close to public roads

All of us get the feel-good factor and a sense of purpose when we contribute to our local community or get involved with voluntary or community organised events. However, if you're organising an event, you have a responsibility to ensure the safety and well-being of the participants and the public. In general terms the 'road' includes everything between the fences or between buildings, including footways, grass margins and verges, whereas the 'roadway' is that part of the road normally used by vehicles, typically between the kerbs and including any hard shoulder (see photographs 1 and 2 below):



Photograph 1



Photograph 2

Organising the event

When organising an event, you should think about the organisations you need help from with running the event, for example, the Gardaí, first aid and so on.

It is a good idea to form an organising committee to share the workload. The committee members should have the necessary range of skills and experience to help make sure that the event is well organised and safe. No matter what event you are organising, if it involves the use of roads for pedestrians, cyclists or motor vehicles, it is essential that the event is planned and organised in a way that ensures the protection of all road users.

Before the event

- Road Safety should be introduced into the planning of activities that take place on the road.
- Establish a committee and plan your event with road safety in mind.
- Assign overall responsibility for the event to an individual who will act as the overall event co-ordinator.
- Look for a location that has a suitable place for participants to assemble at the start. Ideally, this location should have refreshment facilities and toilets nearby.
- Check to make sure that any stopping places are big enough to safely hold the numbers expected at the event. Also check that such places or venues are open at the time of day in question.
- Choose a suitable time of day – don't hold your event too late in the evening, as bad visibility and driver fatigue make collisions more likely.
- Check about insurance – any event that involves the public must be covered by public liability insurance.
- Make a communications plan to ensure good communication throughout the event to help deal with any problems.
- Make a traffic management plan and pay particular attention to safety at high-risk areas. The plan should take account of access for emergency vehicles in the event of

an incident. Communicate the traffic plan to all relevant participants. Each steward should be familiar with traffic arrangements in their area of control.

- Make sure there is first aid cover available at the event.
- Make sure that the safety of participants who finish late is taken into consideration during the planning process.

During the event

- Make it clear to participants (if over 18) before the event that they are responsible for their own safety at the event.
- Make sure that good road safety is practiced throughout the event.
- Make sure sufficient stewards are in place to supervise the route and the participants.
- Make sure the participants have access to mobile phone communications in the event of an emergency.
- Appropriate Personal Protective Equipment should be worn by all participants including hi visibility vests, suitable footwear, protective gloves, face masks, etc.
- Record and review incidents where best practice has not been conformed to.

After the event

- Hold a debriefing session with the organising committee. Report any incidents that occurred during the event to the relevant authorities.
- Thank all parties who helped to make the event a success.

The advice given in this toolkit is to help you to ensure the road safety of participants and the public before, during and after the event. There are many other safety issues to be considered when organising an event and remember it is your responsibility to make sure all safety measures are in place.

Road Safety Awareness Programmes

There are various Road Safety Awareness Programmes available from the Road Safety Authority that caters for participants of all ages. Prior to undertaking an event, if you would like to request a visit or a virtual presentation from the local RSA Road Safety Promotions Officer, please contact Ciara by email cbrady@rsa.ie or by phone on 087 1742018. These programmes are provided free of charge.



Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority

For more information on current road safety campaigns, please visit the RSA's website www.rsa.ie/RSA/Road-Safety/Campaigns/Current-road-safety-campaigns.

Disclaimer: Volunteers should not participate in litter picks or clean ups unless they understand and accept that participation is entirely at their own risk. Volunteers are not working for, or on behalf of, Cavan County Council and therefore the Council cannot be held liable for any loss, damage or injury caused as a result of the actions and omissions of volunteers.

Participation Form

Name of Individual/Group: _____

Contact Name: _____

Address: _____

Contact Tel. No.: _____

Contact Email: _____

Eircode: _____

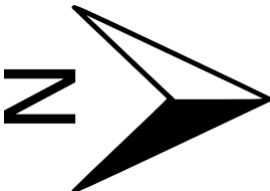
Area where Green Kilometre is located (**please use sketch map overleaf and include as much information as possible**)

Works planned: (please tick where applicable)

Litter Picking where speed limit does not exceed 50km/h	Planting of Native Hedging/Trees	Reporting of Illegal Dumping	
	Planting of Native Shrubs	Record local biodiversity and submit to the National Biodiversity Data Centre https://records.biodiversityireland.ie/start-recording	

Sketch map of Green Kilometre Area (must be completed)

Please identify townlands, landmarks, road numbers, Eircodes, etc. to assist our Community Wardens in locating this road (map can be sketched and a scanned/photographed copy can be emailed in addition to this application form to waste@cavancoco.ie)



Litter picking kits

Do you require a litter picking kit? Yes No

If "yes", please indicate the size of kit required:

kit for me kit for group no. of people in group

Trees (provided as bare root saplings)

Would you like to receive native tree saplings to plant on the kilometre you have adopted as part of the next National Tree Week (March/April each year)?

Yes No

(Species are typically **Alder, Common Birch, Oak, Silver Birch, Scots Pine**, however species may vary depending on availability).

A limited number of saplings will be available and will be provided on a first come, first served basis.

GDPR

Information collected on this form for the purpose of processing this application, including any attachments may include the collection of sensitive personal data which is subject to General Data Protection Regulations (GDPR).

This information is required in order for our Community Wardens to contact you in order to arrange delivery of litter picking kits and the collection/removal of litter/waste collected.

Your information is retained for a minimum of 1 year and up to 3 years depending on the duration of your participation in this scheme.

Cavan County Council is the data controller. Privacy Statement can be viewed/downloaded from <http://www.cavancoco.ie/privacy-statement.htm>.

Cavan County Council's Data Protection Officer's contact details are dpo@cavancoco.ie and 049 4378300.

Data Subject's rights:

- the right to access the personal data that we hold about you, together with other information about our processing of that personal data.
- the right to require us to rectify any inaccuracies in your personal data.
- the right to require us to erase your personal data.
- the right to request that we no longer process your personal data for particular purposes.
- the right to object to our use of your personal data or the way in which we process it; and
- the right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.

Make a complaint to the Data Protection Commission

If you have made a complaint to Cavan County Council and are not satisfied with the response received from the Council in relation to your complaint, then you are entitled to make a complaint to the Data Protection Commission who may investigate the matter for you.

Contact details: Lo Call Number: info@dataprotection.ie and 1890 252 231.

Postal Address: Data Protection Commission, Canal House, Station Road, Portarlinton, Co. Laois, R32AP23.

**SAMPLE RISK ASSESSMENT:
COMMUNITY CLEAN UP WITH VOLUNTEERS
(LITTER PICKING ACTIVITIES ONLY)**

It is the responsibility of the Group Leader(s) to undertake their own risk assessment prior to the event. Assessors Name(s):		Group Leader:	Assessment Date:	Review Date:
Site / Area:		Location:	Identify People at Risk: Volunteers/ public	
Details of operation or work activity undertaken: Clean up with volunteers				
Hazards Identified	Control measures	Risk Rating	Action required	Action by who
Source of potential danger	To remove hazard, reduce risk.			
Personal Injury; cuts and grazes Nettle/insect stings.	<ul style="list-style-type: none"> • Access to First Aid Kit. • No unprotected feet – wear sturdy shoes or boots. • Always wear suitable clothing (gloves, sleeves and trousers). • All volunteers to use litter pickers to collect litter - NEVER lift items by hand. 	L	Remind volunteers of control measures in briefing.	Group Leader. Volunteers.
Lifting items – strains.	<ul style="list-style-type: none"> • Do not move or lift any heavy objects. • If item to be lifted, only trained volunteers aware of correct lifting procedure should undertake. 	L	Remind volunteers of control measures in briefing.	Group Leader. Volunteers.
Contact with Hazardous Chemicals/Dangerous Materials.	<ul style="list-style-type: none"> • Do not approach or remove containers which contain/contained chemicals. • Any suspicious drums, materials or containers with contents not identifiable to be left untouched and contact the Council for removal. • Always use equipment and PPE provided when litter picking. • Suspect materials and fly tipping - Items that are possibly dangerous such as unknown liquids in containers, asbestos, or fly tipping should not be touched. Contact the Council for specialist removal. • Drug related litter/hypodermics - These should not be touched. Contact the Council for removal. • Broken glass – Avoid direct hand contact; remove using a litter picker and dispose of in a solid container. 	L	Remind volunteers of control measures in briefing. Report instances to Group Leader. Group Leader to contact CCC for removal of suspect materials. Seek medical attention if exposed to chemicals – record any label details.	Group Leader. Volunteers.
Car Park and Roads.	<ul style="list-style-type: none"> • Children under 16 years of age should not participate in a clean up. Young persons (a person who has reached 16 years of age but is less than 18 years of age) should be properly supervised at a ratio of no more than five young persons to one adult. • Briefing to include warning on roads, speed limits and known hazards. • Briefing to include warning to always focus when crossing streets and be aware of surroundings at all times. • Be aware of cars, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles. • Volunteers not to pick litter from the road but to remain on pavements and paths. • Keep away from the edge of the road as far as possible. • Hi-vis to be always worn. 	M	Remind volunteers of control measures in briefing. Seek medical attention in the event of injury.	Group Leader. Volunteers.
Paths – impact with bicycles and street cleansing machinery.	<ul style="list-style-type: none"> • Maintain awareness of other footpath users. • Always wear hi-vis. • Be alert to the potential presence of street cleansing machinery. • Maintain awareness of moving vehicles in the vicinity. 	L	Remind volunteers of control measures in briefing. Seek medical attention in case of injury.	Group Leader. Volunteers.

Hazards Identified	Control measures	Risk Rating	Action required	Action by who
Source of potential danger Ground conditions – potential trip, slips and falls.	To remove hazard, reduce risk. <ul style="list-style-type: none"> • Be wary of uneven ground and trip hazards including trailing vegetation. • Maintain awareness of ground conditions; potholes, rabbit holes and avoid slopes and drains. • Wear appropriate footwear: sturdy shoes or boots. • Maintain awareness of weather conditions. 	M	Remind volunteers of control measures in briefing. Advise participants of First Aid Kit in litter pick kits. Seek medical attention for any injuries.	Group Leader. Volunteers.
Drowning, slips, trips and falls: Water (ponds, lakes, rivers marshes, bogs).	<ul style="list-style-type: none"> • Avoid litter picks, clean ups or collections close to lake shores/riverbanks. • Do not go on to marsh/bog areas. • Do not walk on frozen water. 	L	Remind volunteers of control measures in briefing.	Group Leader. Volunteers.
Electric fences and pylons.	<ul style="list-style-type: none"> • Always assume electric fences are live. • Avoid contact. 	L	Remind volunteers of control measures during briefing.	Group Leader.
Dog fouling.	<ul style="list-style-type: none"> • Do not touch dog foul. • If a volunteer steps in dog faeces return to the base to clean shoes. • If found warn others in the vicinity. 	L	Advise on issue of dog fouling during the briefing.	Group Leader. Volunteers.
Dogs.	<ul style="list-style-type: none"> • Volunteers to maintain vigilance for dogs off leads. • Do not touch dogs. • Dog Walkers in vicinity to be advised by volunteers of the litter pick and to keep dogs under control. • Seek medical attention if a dog attack occurs (bite/scratch). 	L	Remind volunteers of control measures in briefing.	Group Leader. Volunteers.
Working in public areas – abuse, violence and illness.	<ul style="list-style-type: none"> • Do not work alone – always work within sight of others. • If a member of the public is abusive in any way, walk away and report to Group Leader. • In the event of illness, seek appropriate medical attention and report to Group Leader. 	L	Remind volunteers of control measures in briefing. Advise participants of First Aid Kit in litter pick kits.	Group Leader. Volunteers.
Refuse, litter and broken glass – general injury. Cuts and possible infection through contact with Sharps and Syringes.	<ul style="list-style-type: none"> • Pick up only general litter. • Do not touch suspect materials and fly tipping - Items that are possibly dangerous such as unknown liquids in containers, asbestos. Contact the Council for specialist removal. • Use the equipment and Personal Protective Equipment provided. Avoid using your hands, especially where you cannot see hazards. Carry bags/sacks away from body. • Never collect needles or syringes. Leave in situ and report to Group Leader. • Group Leader to survey site prior to event to check for any evidence of syringes. Volunteers finding syringes should not touch them, but immediately notify the Group Leader who will arrange disposal. All work must then cease in this particular area. • Any accidental piercing by syringe should be immediately treated at medical practice or A & E. 	M	Remind volunteers of control measures in briefing. Group Leader to refer medical waste/syringes to CCC. Group Leader to seek urgent medical attention for any accidental piercings.	Group Leader. Volunteers.

Hazards Identified	Control measures	Risk Rating	Action required	Action by who
Source of potential danger Use of tools and equipment.	To remove hazard, reduce risk. <ul style="list-style-type: none"> • Always use the tools or equipment only in the way intended or as instructed. • Use appropriate Personal Protective Equipment at all times. • Allow sufficient working area for the correct and safe use of the tool. 	L	Remind volunteers of control measures in briefing. Advise participants of First Aid Kit in litter pick kits. Provision of PPE	Volunteers.
Accidents/incidents.	<ul style="list-style-type: none"> • Group Leader to carry a charged mobile phone for contact purposes. • Ensure a First Aid Kit is available. • In an emergency ring 999. 	L	Remind volunteers of control measures in briefing. Group Leader to refer injured person for medical attention if required.	Group Leader. Volunteers.
Hygiene and biological risks – Weil's disease, Hep B & C, Tetanus.	<ul style="list-style-type: none"> • Use Personal Protective Equipment at all times. • Examine exposed skin, particularly on hands and arms for cuts and grazes and cover with plasters before you start (Weil's disease is a hazard in all vegetation, not just along water courses). • Awareness of the types of risk from clinical waste, syringes, stagnant water (Weil's disease - rats). • Follow hygiene procedures – wash hands before eating, drinking or smoking and following activities. • Establish location of nearest toilet facilities. If none close, reduce work time. • Provide handwipes if running water not available. 	L	Remind volunteers of control measures in briefing. Highlight location of nearest facilities.	Group Leader. Volunteers.
Allergies and irritants.	<ul style="list-style-type: none"> • Beware of dangerous plants and possible adverse reactions. • Notify the event manager of any known allergies before commencing activities. • Use Personal Protective Equipment at all times. • Maintain an awareness of potential hazards. • Carry epi-pen and/or any medication if known to be required. • Wash thoroughly on completion of activity. 	L	Remind volunteers of control measures in briefing. Advise participants of First Aid Kit in litter pick kits. Advise volunteers of contacts in the event of an emergency.	Group Leader. Volunteers.
Weather.	<ul style="list-style-type: none"> • Wear protection if working in the sun. Keep in the shade during the hottest part of the day. • Do not work if extremely cold. • Take shelter in heavy rain/thunderstorms. 	L	Postpone activities in extreme weather. Remind volunteers of control measures in briefing.	Group Leader. Volunteers.
Volunteers not familiar with safety procedures.	<ul style="list-style-type: none"> • All volunteers should be given a Safety Talk prior to the event, covering the above risks & general information about correct use of PPE, site conditions etc. 	L	Cascade training/ information to all volunteers.	Group Leader.
Children and vulnerable adults in a public area (safeguarding).	<ul style="list-style-type: none"> • All young persons and any vulnerable adults to be accompanied by responsible adult (parent, carer or teacher) in approved ratios. • No young person to be out of sight of a responsible adult. • All volunteers on site to maintain vigilance where members of the public not participating in the event are using the same public space. • All event volunteers to wear event tabards to allow easy identification. 	M	Remind volunteers of control measures in briefing.	Group Leader. Supporting Volunteers.

Contact Information

Waste Management Section
Cavan County Council
Farnham Street
Cavan
Co. Cavan

Tel.: 049 4378300

Email: waste@cavancoco.ie

Web: www.cavancoco.ie



Comhairle Contae
an Chabháin
Cavan
County Council