



# COMMUNITY ACTION PLAN TIPS

## APRIL SPRING CLEAN EVENT

### HOW TO RUN A SUCCESSFUL SPRING CLEAN!

1. Decide on the location. What area(s) in your community need some attention?
2. Pick a date and time.
3. Spread the word about your Spring Clean event to recruit some helpers. Use your flyers and posters and talk to local community groups, businesses, friends and family.
4. Call **Astrid Green (01) 222 5715** in Public Domain for rubbish collection at the end of the event.

#### DAY(S) BEFORE EVENT:

5. Remind your team about the Spring Clean, the meet-up time and location.
6. Make a to-do-list for the area(s) to be Spring Cleaned

#### EVENT DAY:

7. Welcome and thank your Spring Clean team!
8. Make sure all volunteers know what areas they should clean and what areas they should avoid. Avoid deep mud, steep, slippery or crumbling banks, or polluted water. Stay away from busy roads and junctions.
9. Pass out equipment equally among volunteers
- 10. WEIGH AND RECORD ALL RUBBISH BAGS COLLECTED in the completion form**
11. Specify where rubbish should be left and where equipment will be collected
12. Fill in the completion form and return to GAP asap!

***Make sure to take before and after photographs of your event!***

#### IMPORTANT CONSIDERATIONS:

- Do not put yourself in harm of dangerous materials (needles, blades, broken glass, etc.). If you do find any very dangerous items make a note of their location and inform the local authority who will pick them up prior to or after your event.
- Make sure that an adult supervises children who are volunteering
- Use the "Buddy System" and work in groups of 2 or 3 so that there is always help at hand, especially if rubbish bags are heavy.
- Keep water and sunscreen nearby during the event.

Global action Plan is not responsible for any injuries which may occur during the scheduled event and it is the responsibility of group leaders to ensure that all volunteers are made aware of their own safety and risks.



**BALLYMUN**  
**Tidy Towns**

(01) 883 2185  
[www.globalactionplan.ie](http://www.globalactionplan.ie)

Global Action Plan CLG.  
Axis Ballymun, Dublin 9, D09 Y9W0



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### SUPPLIES TO HELP WITH YOUR SPRING CLEAN:

GAP has supplied the following materials to help with your clean up:

- Gloves
- Rubbish Bags
- Litter Pickers
- Weighing Scales
- High Vis Vests

*Litter pickers can help you pick up those trickier items or assist people with reduced mobility!*

Weighing scales: Use the weighing scales provided to weigh and record each of your rubbish bags

- *If you can't manage to weigh all your bags, weigh a couple of sample bags and record the total number of bags.*

### HEALTH AND SAFETY CHECKLIST:

- ✓ Everyone should follow the instructions of the Project Leader at all times. Your safety is what is most important!
- ✓ Volunteers can wear hi-visibility clothing for safety & visibility.
- ✓ Advise that no-one should put their hands anywhere that isn't fully visible.
- ✓ Beware of sharp dangerous objects including glass.
- ✓ Everyone should wear the gloves provided for extra protection.
- ✓ Hands should be washed before and after handling litter.
- ✓ Make sure you have a first aid kit present at the clean-up!
- ✓ Keep water and sunscreen nearby during the event.

### SHARE THE NEWS!

On top of keeping your community clean and beautiful, clean-ups can be excellent community events and make great local stories.

We have provided a poster and flyers for you to fill out, hang up, and pass around in your community!

The more imaginative your events the more likely it will be covered, talked about, and more people will want to join in the future. Send us all of your event details and photographs and we will help spread the word too!



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