

Application Form for ‘Adopt a Road’ Scheme - for completion by interested Groups, following liaison with Council’s Area Engineer. (Revised August 2018)

Date: _____

RE: CORK COUNTY COUNCIL ‘ADOPT A ROAD’ SCHEME

Description (incl. Road No.) and Location of Road (Please attach Map/Sketch as appropriate)

A Chara,

Having read the following proposal, if you are willing to participate in the above Scheme under the terms outlined, please arrange for the bottom of this document to be signed and returned to your local Area Engineer’s office. (Retain copy for your own records)

Please note in particular point 4 (g) which relates to Insurances.

The Council’s proposals in relation to the ‘Adopt a Road Scheme’ are as follows:

1. This Scheme relates to the collection of litter from roadside verges by companies or community groups agreeing to participate in the Scheme. Litter, for the purposes of this Scheme will be any waste similar to, but not restricted to the following materials, that can be physically picked up by one person: paper, cardboard, plastic bags or film, plastic bottles, drinks cans, food cans, food wrappers or containers, packaging waste, cigarette ends.
2. The section of road(s) to be adopted is/are that/those identified on the **attached map(s)**, each stretch of road normally measuring approximately one kilometre or more in length, and comprising both sides of the carriageway.
3. The area to be maintained by you is the road verge, which means the area of land running alongside the designated stretch of carriageway.
4. You, your company / organisation / group will for the duration of this arrangement:-
 - a) Have read and understood the **attached Advice and Guidance Leaflet**.
 - b) Arrange for a sufficient number of persons to carry out the collection of litter along the agreed length of roadside.
 - c) Arrange for this exercise to be carried out a minimum of once every 3 months and **submit a Litter Maintenance Plan, indicating the approximate dates when litter picking activities will be carried out.**

- d) Ensure that all persons carrying out any works do so in a safe manner and in accordance with the attached Advice and Guidance Leaflet.
 - e) Ensure that when litter maintenance work is in progress that staff are supplied with reflective vests or jackets and equipment suitable to the task.
 - f) Ensure that all litter collected is placed in bags and left at a suitable location and that satisfactory arrangements are made for its immediate and proper disposal.
 - g) That at all times during which persons on your behalf are carrying out litter picking exercises as part of this voluntary scheme, your Public Liability Insurances cover this activity and includes a specific indemnity to Cork County Council in respect of all claims related to the activities undertaken by you / your Group under this scheme.
- 1) **In the case of Voluntary Groups, evidence of Public Liability Insurance, showing a €2.6m minimum limit of indemnity to Cork County Council will be required.**
 - 2) **In the case of other non-voluntary Groups or Companies, the following must be submitted:**
 - **Evidence of Public / Products Liability Insurance, including role of PSCS, with a €6.5m minimum limit of indemnity to Cork County Council.**
 - **Evidence of Employer's Liability with a €12.7m minimum limit of indemnity to Cork County Council.**
 - **If a Company is acting as PSDP, evidence of Professional Indemnity Insurance, with a €2.6m minimum limit of indemnity to Cork County Council.**
5. The Council will erect and maintain and be otherwise responsible for the 'Adopt a Road' signage for the scheme. (see sample below)
 6. The signage will display your Company's / Group's details in an agreed format, beside Cork County Council's name and logo.
 7. Only one sign per adopted stretch of road verge will be erected.
 8. The sign will be located at or close to the beginning of your adopted stretch of road verge, facing oncoming traffic. Another sign will be located on the other side of the carriageway at or close to the beginning of the adopted stretch of road verge facing oncoming traffic.
 9. The intention is that the aforesaid arrangement should continue for a period of two years. You and the Council will, however, have the right at any time on giving 7 days notice to terminate this arrangement forthwith. Entering into this arrangement does not contain any expectation of a renewal of same with you.

I the undersigned, on behalf of _____
(Name of Company / Group / Organisation) agree to participate in the above Scheme in accordance with the conditions outlined above.

Name: _____ Group Representative /
(Block Letters) Safety Co-Ordinator: _____
(Block Letters)

Address: _____ Address: _____

Tel. No. _____ Tel No. _____


Email: _____ Email: _____

Signed: _____ Date: _____

Privacy & Data Protection:

Personal information collected by Cork County Council is done so in order for us to process your application. Legally we can process this information as a statutory Local Authority. The protection of your personal data is a key priority for the Council and your data will be processed in line with our Privacy policy which is available at <https://www.corkcoco.ie/Privacy-Policy> or hardcopy from our offices at County Hall, Carrigrohane Road, Cork, Ireland. Should you have any questions about our privacy policy or the information we hold about you, please contact us by email to dpo@corkcoco.ie or write to us at Data Protection Officer, Cork County Council, County Hall, Carrigrohane Road, Cork, Ireland.

Sample indication of signage (Maximum size 400mm x 750mm)

 <p>Comhairle Contae Chorcaí Cork County Council</p> <p>Bóthar Glactha i gCúram Adopt a Road</p>	<p><i>Murphys</i></p> <p><i>The</i></p> <p><i>Gift Shop</i></p> <p><i>Main Street</i></p> <p><i>Ballincollig</i></p>
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Appendix A

CORK COUNTY COUNCIL 'ADOPT A ROAD SCHEME'

Litter Picking

Advice to Volunteer Groups

2012

The following information gives guidance to help volunteers understand what hazards they may face and how they should deal with these and also give practical information for organisers of 'clean up' events. A safety briefing should be conducted prior to the clean up by the organisers of the event.

PERSONAL PREPARATION:

- Wear Gloves
- Strong Footwear
- Waterproof Clothing
- High Visibility Clothing

SAFETY CO-ORDINATOR:

Groups should appoint a Safety Co-ordinator who would be the point of contact as regards Safety issues, and would be responsible for providing Safety Talks or Induction to participants prior to the clean up event. Details of such Safety Co-ordinator should be communicated to each Volunteer including name, address and phone number, and also to Cork County Council.

CHILDREN / TEENAGERS:

- Children under 14 years old should not participate in a clean up and teenagers 14 years or older should be adequately supervised.

COLLECTING EQUIPMENT:

- Heavy Duty Refuse Sacks
- Litter Pickers
- Rake or shovel to deal with potentially hazardous items.

HAZARDS – Waste Types

- Unidentified cans, canisters, drums or similar containers, if there is a suggestion that the contents may be hazardous or that the container is leaking, leave the item and mark for collection later.
- Broken Glass should only be lifted using a litter picker and placed in a suitable container.
- Needles/Syringes: under no circumstances touch a hypodermic needle or other drugs related litter. Mark clearly and arrange for special collection.

HAZARDS – Site Risk Assessment

The organiser of a Clean up should carry out an assessment of the chosen site and examine possible risks. The following are some of the hazards to look out for:

HAZARD	RISK
Road Traffic	Major injury or death with direct or indirect contact with vehicles
Moving Plant and Machinery	Physical injury from moving parts
Natural Hazards, Deep or fast flowing water, Dangerous currents and tides, Steep, slippery or unstable banks, Derelict Buildings or Electric Fences etc. Sharp Rocks/ Mud Holes, Giant Hogweed.	Drowning, Slips, Trips and Falls, Skin irritation

Manual Handling	Injuries including torn ligaments, lacerations and broken bones.
Hazardous Substances/Waste	Contact with chemical causing injuries to skin, eyes or respiratory system.
Bio-Hazards - body fluids, sharp objects, needles etc	Lacerations/puncture wounds, contracting harmful diseases e.g, Weils disease.
Environmental conditions - wet, ice, cold, heat.	Physical Injury, hypothermia, heatstroke or sunburn.
Animals/insect bites	Physical injury, stings, bites, allergies.
Working Alone.	Violence/Medical or Personal Injury

ROADWAY SAFETY:

Litter picking should be avoided in poor weather conditions particularly when visibility is restricted, e.g in foggy conditions and/or at dusk, or if there are low light levels. It is essential that High Visibility clothing is worn on all occasions.

The responsibility for obtaining and wearing high visibility clothing and for erecting any signs to warn road users is the responsibility of the organising Group. High visibility clothing is available to Voluntary Groups from the Road Safety Authority (RSA) Tel: 096-25000.

FIRST AID PROVISION:

- At minimum a First Aid Box with Anti Bacterial wipes should be available on site.
- Any cuts or grazes should be carefully covered up with waterproof plasters/dressings before the cleanup event.
- Report all injuries however minor to the event organisers.

INSURANCE:

Although they may not be employers, organisers can still be held liable for injuries and accidents. Obtaining public liability insurance is very important. This will provide indemnity in respect of legal liability attaching to the organisers arising from the works and resulting in accidental third party bodily injury / third party property damage. The Public Liability Insurance should include an indemnity to Cork County Council in respect of all claims relating to the Organisers activities under the Scheme

DISCLAIMER:

Cork County Council is not responsible for any injury, loss or claim in the event of accident or injury to persons during a litter picking exercise.

The act of litter picking is done with the free will of all voluntary participants and not as a request or in partnership with Cork County Council.

NOTE:

Employers who are involved in litter collection activities or who are asking employees to volunteer for such work during work time should be aware that they are subject to the requirements of Health and Safety legislation.

The information contained in this document is current at the date hereof and is issued to assist voluntary groups undertake litter picking activities safely. It does not replace any other guidance, affect any existing enforcement procedures, nor does it present a full summary of the requirements imposed upon employers / organisers and the self-employed.