



Nailsworth Town Council Volunteer Agreement

[NAME OF GROUP/INDIVIDUAL]

Nailsworth Town Council recognises the valuable contribution made by voluntary groups and individuals to the town's places and communities.

The **[NAME OF GROUP/INDIVIDUAL]** is a group of volunteers/resident who wish(es) to help maintain the **[NAME OF SITE, POSTCODE OR GRID REFERENCE]** for the benefit of the community.

This Volunteer Agreement describes the ways in which the **[NAME OF GROUP/INDIVIDUAL]** can help fulfil the expectations of the current site management. The following list which has been agreed between the Group/Individual and Nailsworth Town Council, is not exhaustive but it includes those tasks that can reasonably be undertaken. These tasks may be amended and additional tasks may be added, subject to agreement by both parties.

These tasks include:

Physical works (on NTC owned or managed land only) [SPECIFIC TO SITE]

- Litter picking
- Collecting large items of rubbish and notifying NTC for removal
- Scraping away debris from steps (eg woodland sites)
- Himalayam Balsam control by pulling/cutting and/or removal of flowers
- Cleaning information signs and notice boards
- Upkeep of wooden signs, notice boards and interpretation panels with Danish Oil or similar
- Monitoring and cleaning bird and bat boxes (bat licence may be required)

Public Rights of Way and permissive paths (on NTC owned or managed land only)

- Cutting back encroaching undergrowth/light vegetation from edges of footpaths and trimming back overhanging vegetation using hand tools
- Installation of steps and waymarking posts as directed by NTC
- Monitoring way-marker signs and, where necessary, cleaning or replacement
- Monitoring finger post signs, cleaning as necessary and reporting damage

Equipment

- Before starting work on site, when working in a group a tool safety talk should be given to ensure all tools are checked and that guidance for their safe use is given to volunteers
- Power tools (eg. strimmers and brush cutters) may be used where appropriate. Power tools must not be used by volunteers unless they have received recognised training and have a current accredited training certificate. Permission must be sought from NTC before power tools can be used on Council owned or managed land.



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- Other tools (for cutting and striking etc) may be used for specific tasks such as fencing, hedging and tree felling.

Guided walks and events (on Council owned or managed land)

- Leading organised walks and events on site, on subjects relating to the site.

Monitoring & Reporting

- Monitoring fly-tipping and reporting locations to NTC
- Monitoring (ONLY) of Japanese knotweed (including photographs) and reporting to NTC
- Reporting the location of dangerous or fallen trees to NTC
- Monitoring graffiti/vandalism/damage to facilities and structures and reporting to NTC
- Reporting any hazards encountered to NTC

Leadership

The Council expects that the Group has at least one competent volunteer responsible for overseeing the activities listed above. If groups are undertaking practical tasks, project leaders should be experienced with sound knowledge of health and safety issues and safe handling of tools.

Risk assessment

No works will be undertaken by the [NAME OF GROUP] until all the relevant generic risk assessments, or task specific risk assessments have been reviewed and acted upon by competent and trained members of the Group. Contact NTC for guidance on completing risk assessments.

First aid cover

NTC advises that a suitably trained first aider will be present at activities where sharp tools are used and this person will be equipped with suitable first aid materials. NTC recommends that the Group has at least two members trained in Basic First Aid course (6 hours) and other members where possible should attend an Essential First Aid course (3 hours). When a task has been assessed and no first aider is needed, the minimum requirement is to appoint a person to take charge of first aid arrangements. The roles of this appointed person include looking after the first aid equipment and calling the emergency services if required. They can also provide emergency cover, within their role and competence, where a first aider is absent due to unforeseen circumstances. To fulfil this role, appointed persons do not need first aid training.

Insurance cover

This Volunteer Agreement ensures that individual volunteers are covered by NTC's insurance policies whilst undertaking tasks listed above. A volunteer group as a whole is not covered. No insurance cover is available from NTC for any activities other than the above unless previously agreed in writing. NTC cannot cover the Group for activities not



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directly associated with the management of the site. For example, bat walks would be covered, but group fund raising events would not. Insurance cover is only provided on works undertaken on land owned or managed by Nailsworth Town Council. This agreement can be terminated at any time by NTC if the Group/individual does not comply with it.

Signed: _____ Position: (eg Resident, Chair of group): _____

Dated: _____

Group/Individual name: _____

Signed: _____ Position: _____

Dated: _____ Nailsworth Town Council

Copies of signed document held by Nailsworth Town Council and [NAME OF GROUP/INDIVIDUAL].

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Contact:

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Updated October 2017

Policy Title:		Volunteer Agreement		
Version, Date and Change History:		Version 1.0	21.11.17	Approved policy minute 2017/138
		Review Date	Sept 2019	
Author		Clerk Katherine Kearns		