

Volunteer Checklist



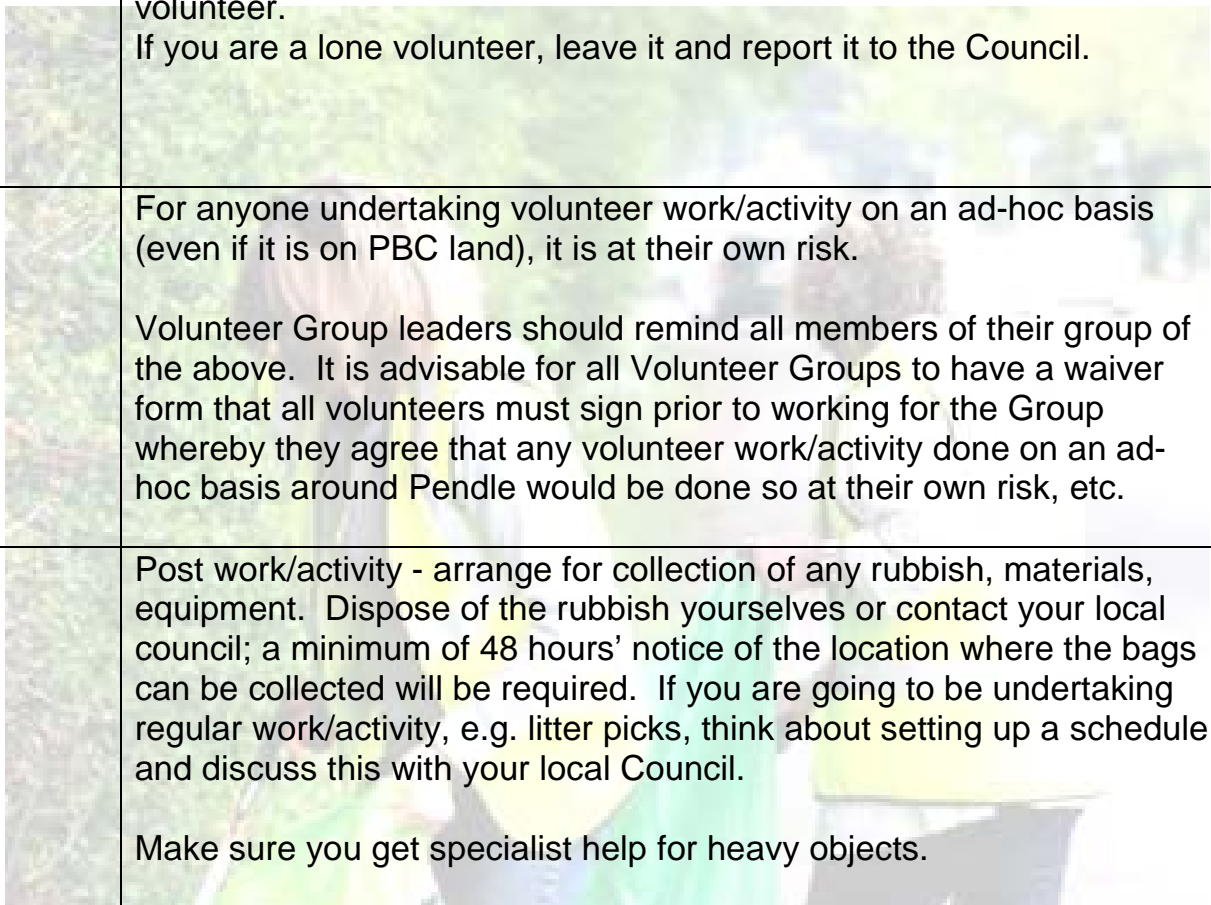
Not all of the advice listed below is going to be relevant because each volunteer/volunteer group will be different and will have their own aims/objectives.

The checklist should help you to manage your work/activity and remind you of any areas you may not have considered when carrying out volunteer work on your own or as part of a group.

Please remember, the checklist is a good practice guide and as a volunteer you are responsible for your own welfare and others including members of the public.

	Rally your volunteers! Try to get support from other groups and individuals to make it a community project. Use posters to advertise the planned work/activity in local shops, libraries and schools.
	Speak with your local Council – they can provide you with advice & support.
	Identify the area you want to work on and ensure you have permission. Contact landowners, e.g. Town, District or County Council, farmers, Canals Trust or local estate owners - to make sure you have legal access to the area you want to carry out the work/activity. If it is on PBC land, liaise with the relevant Service Area in relation to your planned work/activity.
	Decide when you will do the work/activity.
	Make sure volunteers know where and when to meet, what clothes to wear and which equipment to bring along to the work/activity. Ensure suitable clothing is worn and reference is made to potential weather and land conditions.
	Work out what equipment you will need for the work/activity, e.g. for a litter picking project, litter pickers, gloves, wheelbarrows and refuse bags would be needed. Contact PBC's Environmental Services who may be able to provide litter picking equipment, refuse sacks or maybe a skip.

	<p>Ensure all health & safety arrangements are in place:</p> <p>Carry out and complete a full risk assessment of the area or refer to previous or generic risk assessments already in place.</p> <p>If you are going out alone:</p> <ul style="list-style-type: none"> • tell someone where you are going and what time you will be back • carry a mobile phone • Make a site map - note your route and identify locations for first aid, toilets, public phones, useful amenities, break areas and so on. <p>Try to wear hi-vis or bright clothing (preferably with livery detailing which group you are associated with)</p>
	<p>Consider getting adequate insurance cover, in case of accidental damage or injury during the work/activity. If it's organised and on PBC land, volunteers will be covered by the Council's insurance. The Conservation Volunteers (TCV) provide a community network package that includes insurance and other benefits at the following link www.tcv.org.uk/community</p>
	<p>Ensure that any child under 16 who wants to volunteer is accompanied by a parent or guardian – this is to ensure safeguarding/child protection policies are adhered to.</p> <p>If unsure about anything relating to vulnerable adults and children, contact the Council's designated Safeguarding Officer for advice.</p>
	<p>Get publicity for the work/activity. Call the media or write a brief press release about the work/activity and send it to them.</p>
	<p>Make contingencies in case you have to cancel your planned work/activity. Make sure someone is at the arranged meeting point in case a volunteer did not get the message that the planned activity has been cancelled or changed.</p>
	<p>Prior to work/activity starting, brief volunteers on the aims/objectives for the day, the type of work they will be doing, details of breaks/lunch/finish time, safe use of tools and remind volunteers that they must wear the PPE provided.</p>
	<p>Remind volunteers that if they come across anything such as syringes, drugs paraphernalia, lots of glass, heavy objects, etc. that they should leave them and report to the Volunteer Group leader. The leader will assess whether the problem can be dealt with by the</p>



	<p>Group or if it needs passing on to the Council for a member of staff to deal with so that there is no risk of something happening to that volunteer.</p> <p>If you are a lone volunteer, leave it and report it to the Council.</p>
	<p>For anyone undertaking volunteer work/activity on an ad-hoc basis (even if it is on PBC land), it is at their own risk.</p> <p>Volunteer Group leaders should remind all members of their group of the above. It is advisable for all Volunteer Groups to have a waiver form that all volunteers must sign prior to working for the Group whereby they agree that any volunteer work/activity done on an ad-hoc basis around Pendle would be done so at their own risk, etc.</p>
	<p>Post work/activity - arrange for collection of any rubbish, materials, equipment. Dispose of the rubbish yourselves or contact your local council; a minimum of 48 hours' notice of the location where the bags can be collected will be required. If you are going to be undertaking regular work/activity, e.g. litter picks, think about setting up a schedule and discuss this with your local Council.</p> <p>Make sure you get specialist help for heavy objects.</p>