

Foreword

Surreys Community Vision for 2030 contains the ambition that:

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Volunteer Activities

It is important that we are fully aware about all the work you do. We are very grateful for the time

Local Community Groups

In practice, Local Community Groups are responsible for the organisation and management of volunteers and for ensuring the following requirements are met:

Local Community Groups need to work under the umbrella of a Sponsoring Organisation and need to register their intention of organising and managing volunteering activities in their local area by completing the Sponsoring Organisation Registration form.

All Volunteers must be eighteen (18) years old or over and be registered with SCC prior to any work being undertaken (please complete 'Volunteer Registration' form). There are also maximum age restrictions (please refer to the Insurance section).

Work activities and tasks need to be identified and agreed with a Sponsoring Organisation. A notification of volunteer tasks form should be sent to SCC who will review and approve the tasks as appropriate. Only tasks that have been approved by SCC may be carried out.

The generic risk assessment (provided by SCC) needs to be considered when activities are being planned. If any additional hazards are identified, they should be added to the assessment and sent to SCC along with the notification form.

A point of work risk assessment (provided by SCC) must be completed (on-site) prior to any work commencing. Any changes (e.g. weather conditions) and additional controls should also be recorded.

When the work activities are complete, a copy of the Volunteer Task Completion sheet together with risk assessments and before and after photos need to be sent to SCC.

Group Leaders

Local Community Groups should identify a Group Leader who in addition to making sure that the requirements for Local Community Groups are met, will:

Know the locations and requirements of the volunteer tasks and understand the conditions under which they are to be carried out including the acceptable standard and finish.

Ensure that all Volunteers are well briefed and that they are aware of and follow statutory regulations and guidelines.

Know how to deal with enquiries and how to report accidents or incidents to SCC.

Conditions and Restrictions

Volunteers are only be permitted to work on pavements, footpaths and bridleways.

Volunteers are not permitted to work on the vehicular carriageway itself.

Volunteers should not be put, or put themselves, at any further risk than a pedestrian would by using the pavement.

Volunteers must not break open the ground under any circumstance.

Before carrying out any task, volunteers must carry out a risk assessment.

Volunteers are not permitted in any circumstances to work at height (work which if there were no precautions taken a person could fall a distance liable to cause personal injury), work in confined spaces or to carry out asbestos, electrical or gas works.

Volunteers are not permitted to use power tools.

All waste or arising's must be removed from site and disposed of appropriately and in accordance with relevant legislation. The waste removal process should be agreed with the SCC when planning the work.

Any solvent or product to be used by the volunteers whilst carrying out their tasks must be approved prior to the commencement of work. Details should be included with the initial notification.

Volunteers are not permitted to work alone.

Volunteers must not undertake any task that may exacerbate any health condition.

SCC reserves the right to require volunteer actim 65.32 841.2 rBT/F60.6 44c410 9ET75(d458.71

Further Information

Any enquiries about this scheme should be sent to highways.volunteering@surreycc.gov.uk

There is a wealth of information on the Health and Safety Executive website, some particular pages that may be useful are:

[Personal Protective Equipment \(PPE\)](#)

[Health and Safety made simple](#)

[Guidance leaflets](#)

[How to control risks](#)

[Avoiding danger from overhead power lines \(PD08\(n\)-3\(e\)-3\(s\)\)](#) JTEMC /P A/CID 59.32 841