Cardiff Council

Volunteer Workday Procedures

To allow the safe restart of volunteering a number of changes have been implemented to ensure the safety of all involved. Workdays will not be delivered in the same way as before. We ask that all volunteers please embrace the following changes so that we can restart volunteering safely:

- All workday sessions will be 2 hours long, on the dates agreed by your Park Ranger.
- A maximum of 15 participants can attend each workday. Each participant will need to book a place. Participants who turn up without booking will not be allowed to volunteer.
- Each participant will need to complete the 'Volunteer Working Agreement', which this includes essential Track and Trace information. For volunteers who are not online, alternative arrangements can be made. Anyone who has not completed and returned the volunteer form will not be allowed to participate at a workday.
- The workday activity will be agreed in advance to ensure it is appropriate for social distancing and to maintain the safety of all participants.
- No shared refreshments are to be provided at workdays. Individuals must bring their own refreshments.

During your time volunteering with us we aim to make sure all participants stay safe. These are our responsibilities to you:

- We will provide a health and safety briefing at the start of each workday session. Covid-19 specific safety procedures will be given as part of this general safety briefing.
- A new pair of work gloves will be issued to each participant. They are for their own personal use and will need to be brought to any future workdays.
- All tools issued to participants will have been cleaned and sanitised prior to the workday. Each tool issued to a participant will need to be used only by that participant or a household member for the duration of the workday.

- All participants will need to maintain a 2 metre social distance from each other whilst volunteering. If the activity requires social distancing of less than 2 metres, the participants will be required to wear a face mask or face shield. Face masks and face shields will be supplied by your Park Ranger. All participants will be informed of social distancing requirements in the health and safety briefing.
- Face masks or face shields may be required to be worn during workdays (see above). These will be provided by the Park Ranger.
- Hand sanitiser and wipes will be readily available for use by all participants during the course of the workday.

We ask that all volunteers help keep everyone safe by doing the following:

- Complete the 'Volunteer Working Agreement' form accurately and honestly.
- Do not attend a workday session if you have any Covid-19 symptoms or any member of your household has any Covid-19 symptoms.
- If you book a place on a workday and are unable to attend for whatever reason, please let us know as soon as possible.
- Please arrive for your booked workday session on time to ensure that we do not need to repeat the health and safety briefing for late-comers.
- Please listen and adhere to all health and safety procedures and instructions given to you on the workday.
- Personal belongings should be limited to what you can carry.
- If you have any questions at the booking stage or on the workday, please ask.

We appreciate that these are quite significant adjustments to the workdays, but they are essential if we are to keep everyone safe whilst volunteering with us.

We thank you for your patience and understanding, and look forward to working with you again.