# HCLOGO_CL-B_5CYNGOR SIR CEREDIGION COUNTY COUNCIL

## Adran Arfordir a Chefn Gwlad

# Coast and Countryside Section

**Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron,**

**Ceredigion SA46 0PA**

**A.1: Memorandum of Understanding (MoU)**

The MoU is aimed at identifying roles/responsibilities for the Local Authority and volunteers and is applicable to all individuals who undertake works under the [INSERT PROJECT NAME]. All groups and individuals will be included on Ceredigion County Council’s (CCC) register of volunteers and covered under CCC’s Public Liability and Employers Liability insurance.

What CCC will provide to volunteers:

[DELETE AS APPROPRIATE]

* Informal training and guidance where required
* Maps and survey forms
* Torches
* Survey materials such as ID guides, hand lenses and collection tubs
* Hand tools, gloves and goggles
* High visibility jackets
* Materials (such as posts & way-marker discs)
* An undertaking that where issues are reported, they will be investigated and resolved in a timely fashion
* First Aid kits
* Copy of CCC’s relevant Risk Assessments
* Copy of the CCC’s lone working policy
* Copy of this Memorandum of Understanding

Type of work that might be undertaken

[DELETE AS APPROPRIATE]

1. Wildlife survey work, in or outside of Ceredigion’s nature reserves.
2. Cutting back minor vegetation – minor vegetation would cover branches up to approximately 3inch in diameter. Any branches that are hung up or difficult to access should be left and logged, to be dealt with by the Conservation team. All cut vegetation to be left in tidy piles to the side of the path.

\*\*If there are volunteers who are adequately trained (i.e. holding current and up to date brush cutting certificates) then brush-cutting of paths may be undertaken in accordance with the Risk Assessment provided.

1. Light maintenance of shallow ditches i.e. the removal of small braches/leaves and placing to the side of the path.
2. Clearing small items of rubbish/litter from the path

General Rules and Good Working Practice

[DELETE AS APPROPRIATE]

1. All volunteers will keep a copy of the Risk Assessment provided and Lone Working Policy on them at all times; the contents of which should be adhered to at all times. If there is anything within these documents that volunteers are unsure or unclear about they should contact the Conservation team before commencing any tasks.
2. Volunteers will not be expected to undertake landowner consultations – these will have been undertaken by the Conservation team in advance.
3. Any tools & materials provided by CCC should be kept safe and in good working order; these will remain the property of CCC and should be returned if requested.
4. All volunteers will be provided with an identity card containing a brief explanation about why they are on the land undertaking works – they should have these on them at all times. Landowners should already be aware of this but this will help to reaffirm.
5. Volunteers will be provided with High Visibility Jackets; these should be worn at all times when carrying out work along a roadside.
6. All work sites should be left safe and tidy with left over materials & waste taken from the site and disposed of responsibly.
7. Any accidents or near misses are noted and reported to the Conservation team.
8. When lone working, volunteers to keep a First Aid kit with them at all times. This should be kept replenished and up to date.
9. Behave courteously at all times to members of the public and land-owners – training will be provided on the basic questions that volunteers might be asked by members of the public whilst out in the countryside