**Volunteer Information Pack - Index**

**Section A: Generic Templates**

A.1 – *Memorandum of Understanding*

It identifies roles and responsibilities for the Local Authority and volunteers. It is applicable to all undertaking work for Ceredigion County Council.

A.2 *- Volunteer Statement*

It confirms whether a volunteer has been issued with adequate information, training and tools for the tasks that they are undertaking.

A.3 – *Generic Risk Assessment – Unsupervised volunteers*

Considers the risks involved in carrying out work unsupervised, and how to reduce the likelihood of hazards occurring.

A.4 – *Generic Risk Assessment – Supervised volunteers*

Considers the risks involved in carrying out work under supervision, and how to reduce the likelihood of hazards occurring.

A.5 – *Personal Safety Card*

It outlines the risks that may occur when carrying out work, and how to deal with them. It is relevant for anyone carrying out work.

A.6 – *Manual Handling Safety Card*

It is relevant for those who may encounter lifting, pushing and pulling objects, and outlines how to carry this out in a safe manner.

A.7 – *Identity Card*

It contains proof of authorisation by Ceredigion County Council to carry out work.

A.8 – *Lone working / Buddy System*

For any activities that require lone working, and how to use the buddy system.

**Section B: Cardigan Bay Boat Place – Boat crew and helping in the visitor centre**

B.1 – *Memorandum of Understanding*

It identifies roles and responsibilities for the Local Authority and volunteers. It is applicable to all undertaking work in the Cardigan Bay SAC Visitor Centre and out on the water.

B.2 – *Volunteer Statement*

It confirms whether a volunteer has been issued with adequate information and training for the tasks that they are undertaking in the Cardigan Bay SAC Visitor Centre and out on the water.

B.3 – *Personal Safety Card*

It outlines the risks that may occur when carrying out work and how to deal with them. It is relevant for anyone carrying out work in the Cardigan Bay SAC Visitor Centre and out on the water.

B.4 – *Manual Handling Safety Card*

It is relevant for those who may encounter lifting, pushing and pulling objects, and outlines how to carry this out in a safe manner.

B.5 – *Boat crew details and briefing for volunteers*

It contains forms which are applicable to volunteers in Cardigan Bay SAC Visitor Centre and those out on the boat.

B.6 – *Risk Assessment for Boat Crew*

Considers the risks involved in carrying out work under supervision on the boat, and how to reduce the likelihood of hazards occurring.

B.7 – *Risk Assessment for working in Visitor Centre*

Considers the risks involved in carrying out work under supervision or unsupervised in the Cardigan Bay SAC Visitor Centre, and how to reduce the likelihood of hazards occurring.

**Section C: Ceredigion Wildlife Sites / Local Nature Reserves**

C.1 – *Memorandum of Understanding*

It identifies roles and responsibilities for the Local Authority and volunteers. It is applicable to all undertaking work on Ceredigion wildlife sites or local nature reserves.

C.2 – *Volunteer Statement*

It confirms whether a volunteer has been issued with adequate information, training and tools for the tasks that they are undertaking on wildlife sites.

C.3 – *Generic Risk Assessment – Unsupervised volunteers*

Considers the risks involved in carrying out work unsupervised on Ceredigion wildlife sites and nature reserves, and how to reduce the likelihood of hazards occurring.

C.4 – *Generic Risk Assessment – Supervised volunteers*

Considers the risks involved in carrying out work under supervision on Ceredigion wildlife sites, and how to reduce the likelihood of hazards occurring.

C.5 – *Brush cutting risk assessment*

To be used for those carrying out brush cutting on wildlife sites.

C.6 – *Personal Safety Card*

It outlines the risks that may occur when carrying out work and how to deal with them. It is relevant for anyone carrying out work on Ceredigion wildlife sites.

C.7 – *Identity Card*

It contains proof of authorisation by Ceredigion County Council to carry out work on Ceredigion’s wildlife sites.

C.8 – *Lone working / Buddy System*

For any activities that require you to work alone on Ceredigion’s wildlife sites, and how to use the buddy system.

**Section D: Survey work outside of Wildlife Sites**

D.1 – *Memorandum of Understanding*

It identifies roles and responsibilities for the Local Authority and volunteers. It is applicable to all undertaking survey work outside of Ceredigion’s wildlife sites.

D.2 *– Volunteer Statement*

It confirms whether a volunteer has been issued with adequate information, training and tools for the tasks that they are undertaking outside of Ceredigion’s wildlife sites.

D.3 – *Generic Risk Assessment – Unsupervised volunteers*

Considers the risks involved in carrying out unsupervised work outside of Ceredigion’s wildlife sites, and how to reduce the likelihood of hazards occurring.

D.4 – *Generic Risk Assessment – Supervised volunteers*

Considers the risks involved in carrying out work under supervision outside of Ceredigion’s wildlife sites, and how to reduce the likelihood of hazards occurring.

D.5 – *Personal Safety Card*

It outlines the risks that may occur when carrying out work and how to deal with them. It is relevant for anyone carrying out work outside of Ceredigion’s wildlife sites.

D.6 – *Identity Card*

It contains proof of authorisation by Ceredigion County Council to carry out work outside of Ceredigion’s wildlife sites.

D.7 – *Lone working / Buddy System*

For any activities that require you to carry out survey work alone outside of Ceredigion’s wildlife sites, and how to use the buddy system.