

# Agreeing a Volunteer Practical Task

This form is for volunteer groups wanting to carry out practical tasks on Wakefield Council's greenspaces. Only complete this form when you have discussed the task with your contact at the Council.

Please read **Guidance for Volunteers in Wakefield's Greenspaces - Practical Tasks** for guidance.

You can find out who the relevant council officer is by calling Wakefield Council on **0345 8 506 506** or emailing **customerservices@wakefield.gov.uk** and asking who you need to talk to about a particular greenspace.

Name of Volunteer Group	
Date of Practical Task	
Your name:	
Email:	
Telephone:	Mobile:
Name of person leading the task:	
Email:	
Telephone:	Mobile:
Description of the task	
Tools and equipment to be used	
Benefits of the task	

Any questions for Wakefield Council

Your contact in Wakefield Council:

**This form must be received by your contact in Wakefield Council at least 2 weeks before the planned task day.**

Please attach the following:

- 1** a risk assessment for the task
  - 2** a map of where you will be working
  - 3** a Safety Checklist (see attached) completed by the task leader for the activity
- OR**  
a copy of your group's valid insurance certificate

If the proposed task is agreed, you must only undertake the work agreed and use the equipment agreed. On no account should additional tasks be undertaken or additional tools used.

**Please ensure your contact in Wakefield Council receives this completed form and attachments.**

The task will be organised and carried out in compliance with guidance provided in **Volunteering in Wakefield's Greenspaces**.  
All information provided on this form is to the best of my knowledge correct.

Signed ..... Date .....

FOR OFFICE USE ONLY	Received by:		
Date received:	Approved		Not approved
Comments			



What are the hazards?	Who is at risk?	How might they be harmed?	What will be done to reduce the risk?	Is the risk as low as reasonably practicable?

## A&E

### The nearest Accident & Emergency Unit during this task:

(please tick appropriate box when completing risk assessment)

- Pinderfields Hospital, Aberford Road, Wakefield, West Yorkshire  
WF1 4DG
- Pontefract General Infirmary, Friarwood Lane, Pontefract WF8 1PL

Name of first aider: .....

Access for emergency vehicles: .....

.....  
 .....

# Safety Checklist

**Are you insured?** If your group has its own insurance cover, this form is not for you. If you do not have your own insurance, please read on! Your task will be covered by Wakefield Council's public liability insurance if you can say yes to the following.

		Tick box to confirm
<b>1</b>	You have read <b>Guidance for Volunteers in Wakefield's Greenspaces: Practical Tasks</b> .	<input type="checkbox"/>
<b>2</b>	Your task has been risk assessed, and any control measures implemented to reduce any risks.	<input type="checkbox"/>
<b>3</b>	Your risk assessment will be communicated to all involved in the task prior to the task commencing.	<input type="checkbox"/>
<b>4</b>	Your task does not involve any high-risk activities.*	<input type="checkbox"/>
<b>5</b>	You ask at the start of the task briefing whether anyone has any health problems you should know about, and ensure that your volunteers are capable of the task allocated.	<input type="checkbox"/>
<b>6</b>	You keep an attendance list of volunteers present on the day, including <ul style="list-style-type: none"> <li>• name</li> <li>• contact details</li> <li>• next of kin's contact details</li> </ul>	<input type="checkbox"/>
<b>7</b>	All volunteers will be provided with instruction to carry out their role.	<input type="checkbox"/>
<b>8</b>	All the volunteers will be supervised by the task leader at a level appropriate to the task and the volunteers' abilities.	<input type="checkbox"/>
<b>9</b>	Details of attendees will be retained for an adequate period in line with the Data Protection Act 1998.	<input type="checkbox"/>

This form must be signed by the person responsible for leading the task.

Print name: ..... (Task Leader)

Usual signature: ..... Date: .....

If you cannot agree to the above, your group's activity will not be covered by Wakefield Council's insurance, and your group will need to take out your own insurance cover. If your group already has its own public liability insurance, please send a copy of the insurance certificate to the Council with your form to agree a task. If you have any questions, please talk to your contact at the Council.

\*High-risk activities include any that involve power tools, swinging tools (e.g. billhooks and axes), or any tools where usage requires a licence. Working at height is regarded as a high-risk activity, and may be undertaken only by volunteers who have undergone the Council's ladder training. If unsure about whether your task involves high risks, please talk to your contact in the Council.