

VOLUNTEER TASK OUTLINE & RISK ASSESSMENT

Task Outline

Supporter Group Leader

Location

UK-wide

Time

Flexible- Monthly Engagement

Usually at least once a month

Volunteer Manager

Zara Holden

Role Overview

The Woodland Trust is one of the UK's leading conservation charities. We have over 500,000 members and supporters and more than 1,000 sites all over the UK. We believe life's better with trees. We protect and campaign on behalf of the UK's woods, plant more trees, and restore ancient woodland, for the benefit of wildlife and people.

Task Summary - Supporter Group Leader Detail

- This role provides the opportunity for a chair or lead of a group to have access to the Woodland Trust dedicated volunteer website, Whittle. This will allow access to policies; procedures and documents that you can use to support your group.

You will also have the option of posting articles about your groups activities. Training will be provided for this should you want to take up this option.

- Alternative Role Description

Wood/Team Detail - Supporter Group Leader

The Woodland Trust is one of the UK's leading conservation charities. We have over 500,000 members and supporters and more than 1,000 sites all over the UK. We believe life's better with trees. We protect and campaign on behalf of the

UK's woods, plant more trees, and restore ancient woodland for the benefit of wildlife and people.

The Woodland Trust is leading forward the Charter for Trees, Woods and People (The Tree Charter) following its launch in 2017 in response to the crisis facing woods and trees across the UK. The Tree Charter has 10 guiding principles which set out the relationship between people and trees, the role woods and trees play in our lives, and our responsibilities towards them.

This role will support the Woodland Trust to bring the Tree Charter to life in communities across the UK. It provides the opportunity to become a Supporter Group Leader; you will be the first point of contact with the Woodland Trust and be responsible for dispersing information and communications to the Charter Branch group members. This will include disseminating information from the e-news about Tree Charter Day and helping to organise Tree planting events if your branch chooses to participate in the Big Climate Fightback.

You will have access to the Woodland Trust dedicated volunteer website, Whittle, which provides access to policies, procedures and resources that you can use to support your Group. You will also be able to post articles and share news about your Group's activities as a 'Whittle Reporter'. This is optional and training will be provided for this should you want to take up this option.

As with all volunteer roles you will be required to complete an induction. You will have the opportunity to either do this online or to attend an induction event.

Role Purpose

This role provides a line of communication and information to groups that share a connection to the Woodland Trust. This role also provides an opportunity to post articles which can be viewed by members of the group. This will help the sharing of best practise between similar groups and also Woodland Trust groups.

Key Activities

- Log on to Whittle to keep up to date with policies, procedures such as health and safety, safeguarding and data protection and any other documents that might be relevant for your group.
- Feedback to your volunteer manager any further information you may need to assist with the agreed group's activities.
- Adherence to our Volunteer Charter, policies, procedures and guidelines, which can be found on Whittle, your dedicated volunteering website.

If you choose the option to post on Whittle;

- Gather information and images from your group about relevant activity that can be crafted into engaging news articles or updates for publication on Whittle.
- Create articles that will share best practise, group activities and that will engage the audience.
- Edit the information, articles and images as appropriate, including spelling and grammar checks.
- Keep within the guidance of publishing articles on Whittle. For instance, each article should have no less than 100 words and all should be accompanied by an image. Further guidance and training will be supplied.

Additional activities

Ensure tree planting on tree charter day is carried out in accordance with the risk assessment guidelines

Receive Charter Branch tasks from volunteer manager to ensure a continued level of moderate activity throughout the year

Experience / Knowledge required including personal qualities

- To be a chair or leader of a connected group, such as a third party, community or charter group.
- Ability to communicate effectively with the public through written articles.
- Genuine interest in conservation and woodlands.
- An affinity with and commitment to the aims of the Woodland Trust.

Additional Equipment Required

Volunteer will need to provide/have access to: a phone, internet, and an email address.

Expenses

Expenses will be reimbursed for return journeys from home based on public transport cost or mileage at standard rates for the Woodland Trust. Other expenses must be agreed in advance with your volunteer manager.

Health & Safety

The Trust has a health and safety policy supported by guidance and rules. You will have a responsibility to flag up any risks the task may pose to you or others and discuss it with your volunteer manager.

Hours

Please keep a record of the hours you are involved with the task and send them to your volunteer manager each month.

This allows us to measure the impact and value that volunteering has on the work of the organisation.

Event support

As a Woodland Trust volunteer you may have the opportunity to support the Trust at events in your area. We will contact you when these occasions arise to see if you are available and would like to help.

Activity Risk Assessment - to be filled in by Volunteer Manager

Staff details:

Zara Holden

Multi Location

- Yes

If the role covers multiple locations it is the volunteers responsibility to know the local Hospitals/Emergency services.

Nearest Hospital A&E (Inc. Tel Number)

*fixed sites only – 999 for mobile work:

Address

United Kingdom

Please submit additional Risk Assessments that can be found on the Health & Safety Portal and email it to volunteerrecruitment@woodlandtrust.or.uk

Add OS Grid Reference / Postcode that will be used to summon ambulance/fire/police:

Mobile Phone signal:

Emergency Contact Details

Name (local contact):

Zara Holden

Tel:

03437705521

Mobile:

07584595414

WT out of hours emergency no: **0330 333 5311**

(emergencies only outside office hours)

THE EMERGENCY SERVICES SHOULD BE CALLED IN THE FIRST INSTANCE IF NEEDED. REMEMBER TO REPORT ANY ACCIDENTS OR NEAR MISS INCIDENTS IN WRITING VIA WHITTLE OR VIA YOUR VOLUNTEER MANAGER AS SOON AS POSSIBLE, INCLUDING ANY ACCIDENTS YOU WITNESS INVOLVING MEMBERS OF THE PUBLIC.

Designated First Aider(s)?

How will first aid kits be made available? :

Site /Activity Specific Hazards

This section must be completed prior to work commencing.
Hazard Table [See Hazard Table.](#)

KEY:

T - Trivial

L - Low

M - Medium

H - High

Description of Hazard	Description of Potential Harm (i.e. who might be harmed and how)	Risk Level Before	Prevention and controls to reduce Risk/Hazard	Risk Level After
-----------------------	--	-------------------	---	------------------

Underground services *only if planting in urban or semi urban areas.	Contact with electrical cable or gas line (especially if planting larger standards) electrocution/explosion. Possible serious injury or death.	H	If working in urban areas check to make sure that no underground service is present - a useful tool for doing so can be found here. Dig with care and stop immediately if any cable or pipe is encountered. If planting larger standards in an urban areas follow Woodland Trust Safety Guidance Note – Underground Services	L
Digging holes or using the spade for notch planting	Back injury or muscle strain, injury to foot from incorrect technique.	M	Ensure person doing planting has been trained in safe technique and takes regular breaks. Check that spade is in good condition before use. Wear sturdy boots with a good grip sole.	L
Transporting and storing tools & trees on site	Tripping and falling due to incorrect carriage of tools and trees, sprains bruises or twisted joints	M	Do not attempt to carry too much in one trip – if possible use carrying aids such as wheelbarrows. Carry spades and other tools by the person's side. Store tools neatly and safely on site.	L
Sharp branch tips extending from bags of whips	Eye injury or poke injury to soft tissue. Risk to site worker	M	Ensure bags are carried by the side of the body where necessary. If available use a wheelbarrow to transport bags of whips. Store bags on site flat on the ground	L
Electricity & Electrical items	Electrocution caused by damaged or defective equipment. Electrical burns, possible fatality.	H	Ensure all trailing cables are kept out of the way of foot traffic and office chair wheels. All electrical equipment placed in someone's home, by the Trust, must follow Woodland Trust Safety Guidance Note – Electrical Safety. Workers who work from home occasionally (2 days per month or less) and use their own equipment must ensure it is kept in safe condition. If in doubt contact the HS&E Manager for advice. Keep children and pets away from electrical equipment.	L
Fire	Fire caused by the introduction of work equipment or practices into someone's home. Burns, smoke inhalation, possible fatality.	H	When setting up a home workstation ensure that it will not obstruct escape from the home, in the event of a fire. Do not store more paper or other stationary than is necessary. If flammable materials are used as part of work – petrol or thinners for example, do not store in home – store in an appropriate container in an outdoor location. Staff members who also visit practical sites or drive extensively may require a fire extinguisher for their vehicle. If a homemaker's residence carries any form of enhanced risk – for example it is also used as a registered day care facility for children, then a separate fire risk assessment must be conducted in line with the Woodland Trust's Fire safety Procedure.	L

Use of Display Screen Equipment	Poor ergonomics or a badly designed workstation resulting in poor posture. Upper limb disorders, neck pain, eye strain, fatigue & headaches.	M	The Woodland Trust will ensure that all dedicated homeworkers are provided with suitable equipment – including a desk, fully adjustable chair and, if required, a suitable storage cabinet. The workstation must be set up in line with the Woodland Trust’s Workstation Safety Procedure. Occasional, short term home working will not require this, however a comfortable posture must still be possible to obtain while working *see above procedure for guidance. If using facilities such as dining tables, ergonomic equipment may be needed to achieve this. If necessary contact the HR team at Grantham to discuss the need for laptop raisers, separate keyboards etc. Always take regular breaks from intensive work activity and move away from the desk. If concerns are raised about a workstation, they must be reported to the HR Team.	L
Lone working, welfare and security	Homeworker may become vulnerable due to isolation. Sudden illness or accident occurring without help available.	M	Ensure outlook diary is completed so that location is known to colleagues and line management. Do not engage in high risk activities whilst alone, during the working day – for example climbing a ladder or using high power tools. When setting up a home workstation, ensure that the basic environment is safe – secure floor coverings, sufficient space to move, good lighting and ventilation etc. Pregnant workers or workers with specific health requirements must discuss their needs with line management, and ensure they are supported. If travelling for work ensure that a suitable “buddy system” is in place that follows Woodland Trust Safety Guidance Note – Lone Working	L

Working with Children and Vulnerable Adults

If working with Children or Vulnerable Adults please read the Woodland Trust guidelines ‘[Safeguarding Vulnerable people](#)’, If supervising Children follow Woodland Trust Safeguarding Risk Assessment and ensure the relevant hazards are noted above.

Once Submitted this is Office Use Only.

Completion

- I am happy with the details and aware I will have a maximum of two edits before the task outline is finalised or rejected.

Resno:

1932

Manacc:

CAM9000

Cost Centre (Site/Dept):

8435

Work Order:

10176_110

Volunteer Manager's Name

Zara Holden

Date

19/02/2020

By pressing submit you are taking responsibility of the content of this Risk Assessment.