**A black circle with white letters and a letter in it

Description automatically generatedVolunteer Activity Capture Form**

|  |  |
| --- | --- |
| **Volunteer Group Name** |  |
| **Number of members in group** |  |
| **Location of volunteering work** |  |

|  |  |
| --- | --- |
| **Identified activities** | |
| **Type of Activity** | **Details of task / roles being carried out by Volunteers** |
| Strimming / grass cutting |  |
| Litter Picking |  |
| Gardening type tasks (planting, trimming shrubs) |  |
| Use of equipment or power Tools |  |
| Tree related work |  |
| Painting / use of chemicals |  |
| Working in kitchen areas |  |
| Working with vulnerable adults, young people or children |  |
| Working at Heights / using ladders |  |
| Working on banks, slopes, steep inclines, hilly areas |  |
| Working near roads |  |
| Other volunteering tasks not listed – Please provide details |  |

|  |  |  |
| --- | --- | --- |
| **Managing tasks and activities safely** | | |
| **Activity** | **Response** | |
| **Is PPE provided? (e.g. goggles/glasses, gloves, hard hats, protective clothing, Hi-Viz, equipment, ear defenders)**  Please list below | Yes | No |
| **Are tasks supervised or shadowing in place before being undertaken by new volunteers?** | Yes | No |
| **Is training provided for all tasks carried out?** | Yes | No |
| **Do the group work to risk assessments, if so please provide details of those that are in place and provided, understood and signed by volunteers?**  Please list below | Yes | No |
| **Are any volunteers lone working?** | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Can you confirm that all volunteers are fit and able to carry out the tasks** | Yes | No | |
| **Does the group have a qualified first aider on site at all times? (Required for groups with 15 or more volunteers)** | Yes | No | Not Applicable |
| **Do you have insurance cover in place?**  If yes, please provide copy of certification to [volunteer@redcar-cleveland.gov.uk](mailto:volunteer@redcar-cleveland.gov.uk) |  | | |

|  |  |  |
| --- | --- | --- |
| **Please confirm the information provided is a true and accurate record of volunteer group activities being undertaken. Please note, if there are any changes to the information provided, you will need to contact the Council via the Volunteer Team at** [**volunteer@redcar-cleveland.gov.uk**](mailto:volunteer@redcar-cleveland.gov.uk) **to ensure we are aware of all tasks and activities being undertaken, or any other changes to information provided.** | | |
| **Print Name** |  | |
| **Signature** |  | |
| **Date** |  | |
| **Contact Details** | **Phone Number** |  |
| **Email address** |  |