Volunteering protocol during COVID-19 Restrictions 2021

Updated 17th May 2021 (during Covid-19 restrictions)

STEP 3

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Approximately 1 in 3 people who have coronavirus have no symptoms and could be spreading it without realising it.

Find more information

https://www.nhs.uk/conditions/coronavirus-covid-19/

If you have symptoms

- **Arrange a test** to check if you have coronavirus as soon as possible https://www.gov.uk/get-coronavirus-test
- **Self- isolate at home** and do not have visitors until you receive your test result. Only leave home to have a test
- **Anyone you live with** or in your support bubble must also isolate until you get your result

If you are contacted by Test and Trace

- **Follow the instructions** given by them on isolation and testing
- **Give the contact details** of the relevant person in your group who can provide contact information for other volunteers who may be affected

Volunteering in Parks, green spaces and Public rights of way

PLEASE NOTE: Before volunteering you must read and understand the protocol and COVID-19 Risk Assessment (see below).

In order for you to be covered by the Council's insurance, you must confirm you have read and understood this document in writing (via email) to the Chair of the group, project leader or to the Community Spaces team at GreenSpace.Volunteering@southglos.gov.uk with your name and the Friends group you belong to.

This protocol is designed to support Open Spaces Volunteer Groups to return to volunteering as far as it is safe to do so. Any individual taking part in activities must ensure their actions complement the site management plans (if in place).

It is important that we support people to help maintain and improve our parks and open spaces. Although many restrictions have been lifted, COVID-19 has not gone away and social distancing and increased hygiene precautions remain important. Volunteers should remain 2m away from anyone not in their household or support bubble, or use a face covering where this is not possible.

PLEASE NOTE: Following the review of Government Coronavirus guidance COVID-19 Response - Spring 2021 - GOV.UK (www.gov.uk) group volunteering can resume in line with Roadmap steps.

We will continue to review and update this protocol based on data / Government guidance provided and amend our protocol and risk assessments as appropriate.

Volunteering in Parks and green spaces

We are really grateful to those who dedicate their time to looking after our parks and green spaces. Although volunteering activities can now resume in greater numbers, COVID-19 still remains a risk which must be managed.

To maintain the safety of volunteers and the public, we advise the following:

- **Insurance:** Volunteers must be part of a group with a current SGC volunteer agreement in place or be a member of a group with their own appropriate insurance.

- **All volunteering** is only permitted within current government guidance on meeting outside the home. Individuals may volunteer in public open spaces, up to a maximum group of 30 people but must remain **socially distanced at all times** from anyone not in their household or support bubble.

- **Regular testing** using lateral flow (rapid) tests is now available for all residents to identify asymptomatic cases. We recommend volunteers take advantage of twice weekly rapid testing to reduce the risk of passing infection other volunteers. Information on obtaining test kits can be found here Testing if you do not have COVID-19 symptoms (southglos.gov.uk)

- **If you are showing coronavirus symptoms (listed at the top of this document) or are under a period of self-isolation please do not take part in volunteer activities.**

- **Volunteers over 60 years or clinically vulnerable**
  Volunteers over the age of 60 and in the clinically vulnerable category are at higher risk from severe symptoms if they contract COVID-19. However the majority of this group have now been offered vaccinations.

  - Volunteers over 60 may volunteer but should be particularly vigilant to follow precautions

  - Volunteers over 70 or clinically vulnerable may return to volunteering as normal if they feel safe to do so. We strongly recommend waiting until both doses of vaccine have been received, and more vulnerable volunteers returning without vaccination do so at their own risk.

  - Social distancing of 2m is still in place for everyone and all other measures remain the same (avoid sharing tools, do not provide refreshments)

- **Clinically Extremely Vulnerable** individuals are no longer shielding but are advised to take additional precautions over and above the current National Restrictions – see Government guidance here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

  We recognise that the isolation experienced by Clinically Extremely Vulnerable (CEV) people has been much greater than average and are therefore supporting volunteers in this category to return to volunteering if they feel safe to do so, with the following additional precautions:

  - We strongly recommend CEV volunteers have had both doses of their vaccination

  - Volunteer individually or with members of their household/support bubble **ONLY** and should not take part in group sessions. See also the Lone Working Policy if relevant

  - Work only in areas where social distancing from other park users can be guaranteed (ie not adjacent to busy paths)

  - Plan work remotely (e.g. by email, telephone or online meeting)

  - If working on the same day as a Group of other volunteers, both the CEV volunteer and those from their household/support bubble should remain completely separate from the other volunteers, either working at a different time or in a markedly different part of the site.

- **Wash your hands** before and after undertaking any activity in a park or green space with soap and warm water for at least 20 seconds. Where warm water is not available, cold water can be used. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS.

Planning your Group work party session

Plan work remotely wherever possible (eg by email, telephone or online meeting) and ensure the planned work is within the Management Plan or other plan of work agreed with the Council.

Ensure all volunteers have read the Risk Assessment in advance and confirmed their understanding.

Maximum of 30 people may participate in total. If you think that more people may want to attend, use a booking system to allocate places and confirm who can attend.

Parks and Open Spaces may become unexpectedly busy so be prepared to make safe and cut your session short if needed

Before Group Sessions

- Session leader(s) and volunteers should be happy and willing to participate. Leaders are under no pressure to lead the activity if they are not comfortable. The mental health and wellbeing of all volunteers is paramount
- Publicise session with clear info that there are careful measures in place to adhere to latest COVID-19 guidance from the government, eg social distancing and safe use of tools
- Make clear if volunteers are showing coronavirus symptoms or are within the self-isolation category they must not attend.
- Encourage volunteers to participate in twice-weekly lateral flow (rapid) tests to identify asymptomatic cases
- Consider what tools are needed, how they will be distributed and cleaned between users
- Have all PPE and tools ready: team leaders should ensure that tools should be freshly disinfected, especially on handles / main contact areas
- Consider cordoning off area volunteers will work, in order to keep the passing public well away from volunteers.
- Consider how busy you expect the site to be at the planned time and location. Only plan volunteer sessions at times when you expect the park or open space to be quiet. Or plan to work in areas away from main paths and popular areas.

During Sessions

Social distancing (2m) to be maintained at all times unless additional precautions (eg face coverings) are being used for specific tasks

A Session Leader should be assigned for all group sessions before the session commences. Their role is

- focus on making sure everyone is working safely, in line with the guidance.
- not be as involved in the task as usual as the first priority is ensuring safety
- to supervise and maintain social distancing throughout the group alongside the normal H&S responsibilities

Session Leader priorities for COVID-19 safety are:

- Have a sign-in process that maintains the 2m distancing and in which attendees are asked if they are showing symptoms or within the self-isolation category. If they are, politely ask them to leave the session and return home.
- Open briefing(s) to highlight this protocol as well as other H&S measures for the session as well as the session plan / process. Go through COVID-19 and task risk assessments. Consider doing this in smaller groups to avoid increased risks from shouting/speaking loudly to everyone together.
- Assign gardening gloves to each individual that they keep and don't return.
- Assign tools to each person, where possible, or to a small group with disinfectant to clean before passing between volunteers. Volunteers may bring their own tools, though these would need to be visually checked by group leader for defects. Provide bags for each volunteer to enable them to carry small hand tools safely.
- Ensure tasks are selected to be achievable at a minimum of 2m from each other.
- Ensure tools disinfected at end of session, especially on handles / main contact areas.

Risk Assessments

Use this COVID-19 risk assessment and your regular group risk assessments to make sure you consider all general risks associated with your volunteer activities. Check if the COVID-19 precautions affect any of your other task risk assessments, especially if they might make safety measures less effective.

Engaging with the public

- People may approach the group – be ready to politely remind them to maintain at least 2m distance
- Consider marking off your work area with stakes and rope/high-visibility tape to reduce risk of encroachment by the public
- Consider having a Hi-Viz jacket for the designated leader to encourage members of the public with questions to only approach you.
- The area you are working in may become busy whilst you are there. Monitor the total number (volunteers and public) and be prepared to stop sooner or move to another location if it becomes too crowded or social distancing becomes difficult.

Refreshments

- Please **DO NOT** provide refreshments for the group. Volunteers should bring their own drink and food, and there should be no sharing except by those from the same household. This should be made clear to all participants before the day.
- Volunteers can take breaks together, maintaining social distancing. If they do, remind them to wash or sanitise hands before and after eating/drinking.
- Volunteers should have their own bottle of water, use hand sanitiser before and after drinking (Bring your own hand sanitiser - for group supplies see PPE below).

Lone working

The same principles apply as pre-COVID-19. It is not ideal to separate any member of the group, and they must report back in. If any volunteer has always has done lone tasks, e.g. litter picking, then make them aware of extra precautions of distancing including not doing it if area is too busy. A template Lone Working Policy has been provided to help you identify what can and cannot be done safely at your site by lone volunteers.

Accidents and first aid

- Fully charged mobile phone in case of emergencies (be aware of signal black spots)
- Individual volunteers should have basic provisions such as wound-cleaning wipes, plasters in their personal First Aid Kit (as per the Individual Protocol and Risk Assessment)
- First aiders to be aware of the information from the Resuscitation Council (UK). https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-COVID-19-coronavirus-cpr-and-resuscitation/COVID-community/

Recommended PPE List

- 1 set of gardening gloves per person + spares – please take care when taking gloves off (pull off inside out). Avoid touching your face. Volunteers should wash their own gloves, or leave for 72 hours
- If you are using disposable gloves this link provides additional help which may be of help: https://www.globus.co.uk/assets/files/How-To-Safely-Remove-Your-Disposable-Gloves-A4-0615.pdf
  Please ensure you dispose of single use gloves safely and appropriately either on-site or by bagging them up and taking them home for safe disposal.
- Soap and water or alcohol-based hand sanitiser – recommend volunteers to bring their own.
- Disinfectant sprays and/or anti-viral wipes for tools.
- At least the lead volunteer should wear hi-vis clothing

Face coverings are not required for outdoor working but may become necessary if social distancing cannot be maintained.

Guidance on face coverings can be found here https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own

If you require us to provide you with PPE (gloves, hand sanitiser and disinfectant sprays for tools), please get in touch with the Community Spaces Place team at GreenSpace.Volunteering@southglos.gov.uk or for Public Rights of Way volunteers please email rightsofway@southglos.gov.uk.

Collecting and returning equipment

Tool stores are often small and social distancing may not be possible. If more than one person needs to be in at a time and 2m distance cannot be maintained, please use a face covering.

Where equipment or keys are held at a volunteer's house, collection/return should be done **contact-free** wherever possible. When it is essential to meet maintain social distancing and use face coverings as appropriate.

Collection of Waste

Contact waste.management@southglos.gov.uk and where possible provide 2 days' notice prior to your activity to ensure any waste collected can be removed on the day of your volunteering activity. Please consider where you leave bags to ensure collection vehicles can stop / park safely when removing waste.

Monitoring: Please record your hours and keep a list of which volunteers attended on which days. You can record a single session or periodically (eg monthly) https://southglos.researchfeedback.net/VolunteerMonitoring .

Reporting incidents

Any incidents on site should continue to be reported to the relevant Council team as soon as possible after the session as under normal procedures. Email addresses communityspaces@southglos.gov.uk or rightsofway@southglos.gov.uk

Including but not limited to:

- Accidents on site involving volunteers
- Accidents on site involving members of the public relating to volunteer activities
- Damage to paths, trees, equipment etc
- If a volunteer tests positive for COVID-19 after attending a session or if you have been contacted by Test and Trace regarding a volunteer who has attended a recent session (**DO NOT give the name of the individual**)

Volunteers developing symptoms of COVID-19

If someone develops symptoms after taking part in a session:

- advise them to self-isolate and book a COVID-19 test https://www.gov.uk/get-coronavirus-test
- inform the volunteer group lead or key contact (usually the Secretary) and ensure they have the list of participants for sessions which the volunteer attended in the 48 hours before their symptoms started
- Advise the volunteer to direct queries about contacts from NHS Test and Trace to the volunteer group lead
- **DO NOT** pass this information on to other volunteers as this would be a breach of data protection

If a volunteer **tests positive** after taking part in a session:

- Ensure you have contact details for all volunteers in a work party with the individual in the 48 hours before their symptoms began (or positive test if did not show symptoms)
- If contacted by NHS Test and Trace provide those names and contact details
- Inform the affected volunteers that someone has tested positive, that they may be contacted by Test and Trace and recommend that they self isolate.
- Inform Community Space Team by email that you have had a positive volunteer test and the date of the last session they attended
- **DO NOT** give out or confirm the name of the affected volunteer as this would be a breach of data protection.

For more information on the Test and Trace process please visit the website NHS Test and Trace: how it works - GOV.UK (www.gov.uk)

STEP 3

Volunteering risk assessment during COVID-19 Restrictions 2021

Updated 17th May 2021(during COVID-19 restrictions)

DISCLAIMER: *This risk assessment is to be used as a guidance document to inform any volunteer work that may be carried out during the outbreak of COVID-19.* ***From 17th May 2021 during Step 3 of the Roadmap out of Lockdown, going by government guidelines, volunteering can take place in groups of up to 30 individuals from any number of households.*** *As a volunteer, please read and review the below and adjust to your needs to help keep you safe whilst volunteering during the COVID-19 outbreak. This should go hand-in-hand with your usual volunteering risk assessment and guidance, as supplementary information that is regularly checked by volunteers / your group leader and on-hand if you wish to see it. Those in the* ***clinically extremely vulnerable category*** *should not be volunteering as part of group sessions, but may volunteer with their household or support bubble in public open spaces.*

PLEASE NOTE: Before volunteering you must read and understand this protocol and COVID Risk Assessment. You must confirm you have done so in writing (via email) to the Chair of the group or project leader in order for you to be covered by the Council's insurance policy. Thank you for your continued support.

COVID-19 Risk Assessment

Activity	Volunteers carrying out activities on SG sites and PROWs during COVID-19 outbreak		
Service Directorate	StreetCare		
Department	Environment and Community Services		
Assessed By	Elinor Kershaw / Richard Aston		
Assessment Date	12/05/2021	**Date Review Due**	Live

Likelihood x Severity = Risk Rating		SEVERITY			
		1 Negligible injury No lost time	**2 Minor injury Lost time <7 days**	**3 Major injury Lost time >7 days and <3 months**	**4 Severe or fatal injury >3 months lost time**
LIKELIHOOD	**1 Rare**	1	2	3	4
	2 Unlikely	2	4	6	8
	3 Likely	3	6	9	12
	4 Certain	4	8	12	16

RISK RATING (Likelihood x Severity = Risk Rating)		
1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.
12 - 16	Extreme	Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level.

STEP 3

Hazard	Who might be harmed?	Existing control measures	Risk rating L x S = R			What other controls are needed?	By when?	Person responsible
			L	S	R			
Volunteer showing symptoms of COVID-19 Symptoms are: • High temp or fever, and/or • New continuous cough • Loss or change to your sense of smell or taste	Any volunteer taking part in or associated with volunteering activities.	If anyone is unwell with a recognised COVID-19 symptom they are told strictly not to volunteer. If symptoms are seen whilst volunteering then the volunteer will be sent home, go online to book a free NHS test immediately to check if you have coronavirus or call 119 if you have no internet access. If advised that a volunteer has confirmed COVID-19 and were recently at one of the volunteer activities, the volunteer lead for the activity should prepare to assist "Test and Trace" https://www.publichealth.hscni.net/ and inform Community Spaces by email at communityspaces@southglos.gov.uk	2	4	8	N/A	N/A	Lead volunteer as well as individual volunteers.
Does the volunteer live with or in a support bubble with a person who has symptoms or has tested positive? Or has been contacted by Test and Trace and advised to self-isolate?	Any volunteer taking part in or associated with volunteering activities.	**They are to be told not to volunteer.** The volunteer should isolate for ***at least*** 10 days, restricting their contact with others, whilst the symptomatic person they live with gets a test. If the volunteer develops symptoms during this time, they must self-isolate for ***at least*** 10 days from the onset of symptoms and get a test. Isolation is about protecting the person and minimising the spread of the virus. This is the highest level of advice treat as a 'must' not a 'should'. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)	2	4	8	N/A	N/A	Lead volunteer as well as individual volunteers.
Asymptomatic but infectious volunteer	All volunteers and the public	**As above**	2	4	8	Strongly encourage all volunteers to participate in twice weekly lateral flow (rapid) tests	N/A	Individual volunteers

STEP 3

Hazard	Who might be harmed?	Existing control measures	Risk rating L x S = R			What other controls are needed?	By when?	Person responsible
			L	S	R			
Anyone in the **clinically extremely vulnerable** category	Anyone in the **clinically extremely vulnerable** category	Volunteers in the **clinically extremely vulnerable** category may return to volunteering, but we strongly recommend that both doses of vaccine have been received. Volunteers in this group must not participate in group sessions, but may volunteer individually or with members of their household or support bubble	2	5	10	If volunteering on the same day as a Group or other volunteers, must remain separate from them at all time. This separation includes members of their household or support bubble, who should not meet or mix with other volunteers on site.	N/A	Lead volunteer as well as individual volunteers.
Volunteers who are over 60	Any volunteers who are over 60 years of age	Volunteers in this group are able to volunteer as normal but should be particularly careful to follow guidance.	2	4	8	N/A	N/A	Lead volunteer as well as individual volunteers.
Volunteers who are over 70 or clinically vulnerable (including those who are pregnant)	Any volunteers who are over 70 years of age or clinically vulnerable	Volunteers in this group are able to volunteer as normal but should be particularly careful to follow guidance.	2	5	10	We strongly recommend that both doses of vaccine have been received before volunteering.	N/A	Lead volunteer as well as individual volunteers.
Transfer of virus through poor personal hygiene.	Volunteers, staff involved in or leading and members of the public passing by any activities.	Hand sanitiser gel should be available for volunteers where washing facilities are not readily available. Ideally access to hand washing facilities with soap and hot water should be in place. Access to paper towels/hand dryers for drying of hands. Socially distanced safety talk at the beginning of the activity. Reminded to catch coughs and sneezes in elbow creases or in tissues – follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unclean hands.	2	4	8	Volunteers reminded regularly to use hand sanitiser/wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Where warm water is not available, cold water can be used. Where neither of these are available, an appropriate alcohol-based sanitiser should be used. Where possible posters displaying handwashing reminder/guidance.	Once activities begin.	Volunteer lead for each activity and individual volunteers

Contamination - Transfer of virus from multiple people touching and moving items. This could then be transferred to other surfaces or to the face.	Any volunteer, staff member or member of public who may touch the same surfaces.	Individuals observing social distancing guidelines where possible, practice good hand hygiene behaviours and wear gloves as required. Everyone must wash their hands thoroughly before and as soon as possible after the activity. Volunteers must not share food or drink with anyone outside their household/support bubble *(See also tools/equipment below)*	2	4	8	Wearing of gloves - Volunteers advised to wear gloves when moving/touching items which could be used by a member of the public, or using any tools/equipment to prevent cuts. If wearing gloves, volunteers should still wash or sanitise their hands before and after use.	Once activities begin.	Volunteer lead for each activity and individual volunteers
Too many people gather in one place	Any volunteer or member of public	Up to 30 people may gather in public open spaces. If many members of the public are present, volunteer numbers in the same area should be reduced.	2	4	8	Ongoing visual monitoring to ensure members of the public do not take numbers over 30 in the area. Where the restrictions on number in an area cannot be followed in full, in relation to a particular activity, volunteers should stop the activity.	Before and during activities	Volunteer lead for each activity and individual volunteers
Individuals not being continually aware of the 2m social distancing guidance	Any volunteer or member of public	Volunteers made aware of social distancing guidelines - https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing Advise back-to-back or side-to-side working, rather than face-to-face, where possible.	2	4	8	Ongoing visual monitoring to ensure social distancing is maintained from other volunteers. Trying to reduce the amount of volunteers in any one area. Work only in areas which do not obstruct paths to less than 2m passing space. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, volunteers should stop the activity.	Once activities begin.	Volunteer lead for each activity and individual volunteers
Shared tools during activities.	Any volunteers taking part in activities.	Volunteers should wipe down any tools and equipment before and after each activity with anti-bacterial/anti-viral wipes/sprays.	2	4	8	Volunteers should identify which tools they will require for the length of the activity and collect these at the beginning of the	During planning AND	Volunteer lead for each activity and

		Volunteers should not routinely share tools with others. When finished with a tool it should be wiped down before passing to another volunteer or returning to shared tool area. Gloves are not shared between volunteers and are not taken back at the end of a session. Volunteers advised to wash their gloves after attending an activity, or to leave them for 72hours.				session; they must not routinely share tools with other volunteers. Small groups working together with a set of tools must be provided with cleaning spray/wipes for use as needed Volunteers may use their own tools subject to inspection for safety and suitability by the session leader	Once activities begin.	individual volunteers
Lone working	Any volunteers taking part in activities.	Volunteers should not normally work alone, and if doing so should adhere to Group Lone Working Policy. Volunteers should follow existing H&S guidance for their group and site, and safe ways of working with tools and equipment	2	4	8	Volunteers should plan work to avoid or break down tasks that would normally need another person to assist	During planning AND Once activities begin.	Volunteer lead for each activity and Individual volunteers
Correct use of Personal Protective Equipment (PPE)	Any volunteers using/wearing PPE. Anyone accompanying.	For outdoor volunteer activities, PPE does not include face coverings as standard. If a volunteer chooses to wear a face covering, this should **not** be in place of following social distancing. Gloves should be worn and used by volunteers, if they are required to touch surfaces, which may be used by members of the public or other volunteers.	2	4	8	Volunteer activities should be planned in a way which does not require people from different households to come into contact closer than 2m. Short activities where 2m social distancing cannot be maintained are permitted with the use of face coverings	Once activities begin.	Volunteer lead for each activity and individual volunteers
First Aid	First Aiders and anyone they are practicing First Aid on.	First aiders to be aware of the information from the Resuscitation Council (UK). In an emergency, the need for resuscitation by a First Aider overrides the risk posed by not maintaining the 2m social distancing rules. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/	2	4	8	Volunteers carry out personal inspection for minor cuts and grazes and make sure these are cleaned Individual volunteers should carry their own first aid kit to self-administer as appropriate.	Once activities begin.	First Aid for each activity and Individual volunteer

Aggressive members of the public who are not social distancing	Any volunteers taking part in activities.	Volunteers asked to interact with the public in a considered and polite manner. If members of the public remain aggressive or threatening in any way, the volunteer activity should stop and volunteers should leave the site.	3	1	3	Report any issues to Community Spaces after the activity so this can be monitored and escalated if it becomes an area of high risk.	Whilst activities are occurring and After activities have taken place	Volunteer lead for each activity and individual volunteers
Busy sites	Any volunteers taking part in activities and SGC staff.	Busy locations should be avoided if possible, using a dynamic risk assessment approach. If site areas are or become too busy to maintain social distancing then the volunteer lead should cancel or stop the activity, or move to another location.	3	2	6	Volunteers should respect social distancing measures to protect themselves and SGC staff, refraining from approaching a member of staff unless essential.	Whilst activities are occurring	Volunteer lead for each activity and individual volunteers
Collection of green waste/litter bags (risk of handling contaminated surfaces)	Volunteers and SGC grounds / cleansing staff	Volunteers should only generate waste if they have agreed in advance with Street Cleansing that a collection will be possible. Activities which do not result in waste collections being required are to be prioritised, to avoid unnecessary staff contact with volunteers and given the additional strain the SGC StreetCare staff are currently under. Report any hazardous items found on sites to the Council – hazardous waste is not to be touched by any volunteers. Contact:waste.management@southglos.gov.uk	2	4	8	If waste is to be collected, volunteers should take extra precautions to seal and leave in the agreed place. Handle waste with care, minimising unnecessary contact. Wear gloves and ensure hands are washed afterwards. Be especially careful not to touch outer surface of gloves when removing them.	Before, during and after activity takes place	Volunteer lead for activity