

## Safety & Legal Guidance for Volunteers

The Wilmslow Clean Team is an 'unincorporated association' governed by a written constitution and managed by a committee. As such the committee members are legally responsible for the operations and are '**personally liable**' for the activities of the group and its volunteers.

This means that each of the committee members (up to 8 people) could be sued in court for any debts or charges. We ask therefore that you read and sign a copy of these guidance notes. You are accepting responsibility and liability if you, as a volunteer, decide not to follow the guidance in any way, shape or form.

Anyone joining an event ('litter pick') or litter picking on their own as a volunteer / member of the Wilmslow Clean Team, **must** follow the guidance on page 2. This guidance is in place to ensure that our volunteers stay safe and to ensure that our litter picking activities do not break the law. Failure to follow this guidance could invalidate the insurance cover that we provide and could expose the committee members to legal action. Therefore, please **DO NOT** do anything that contravenes this guidance.

### The Managing Committee, Wilmslow Clean Team

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I have read and understood the guidance on page 2 and agree to abide by it.

Name (BLOCK CAPITALS) .....

Signature .....

Date .....

E-mail Address (optional) .....

Tick this box if we can add your e-mail address to our distribution list so that we can keep you informed of any news, litter picks, social events etc. We won't pass it on to any 3<sup>rd</sup> parties, without your permission, unless requested to do so by law. Your email address won't be visible in any of our emails.

Tick this box if you are happy for us to use photos, which you are in, on our website, our social media pages and in news articles on 3<sup>rd</sup> party websites (e.g. Wilmslow online news sites)

## Safety Guidance

- All clothing and footwear should be suitable for outdoor use and the weather conditions at the time.
- Wear the “hi-vis” jacket and gloves that we provide at all times.
- **DO NOT** pick litter by hand. Use the hoop and litter picker stick that we provide.
- **DO NOT** attempt to pick any broken glass, needles or any other similar objects ('sharps').
- **DO NOT** go onto privately owned land. Basically this is anything other than adopted roads (the highway and adjacent pavement), public footpaths and bridleways. If it is anything other than this, you must 'assume' that it is privately owned land.
- **DO NOT** litter pick when the weather could lead to injury (e.g. snow/ice, heavy frost, poor visibility, strong wind).
- **DO NOT** 'overfill" bags (i.e. start a new bag before the old one becomes too heavy to carry).
- Leave filled bags next to a council litter bin or at a location specified by the leader of an organised litter pick.
- Seal filled bags by tying a knot and put labels on them.
- If you become injured or feel unwell **STOP LITTER PICKING IMMEDIATELY** and seek help.
- If you are feeling tired **STOP LITTER PICKING** and call it a day. We **DO NOT** expect everyone to stay for the full 2 hours on an organised litter pick.
- Only litter pick on a road with a pavement. Any other roads (including the A34 by-pass) are to be avoided.

## Privacy / Personal Information (GDPR Compliance)

The tick boxes on page 1 control how we make use of your personal information. You can see our full privacy statement on our website: <http://wilmslowcleanteam.org.uk/cookie-policy/>

As a general principle, we only take and use the relevant details to manage your membership. We do not pass details to 3<sup>rd</sup> parties without asking for your permission (e.g. we would ask for permission if you raised an issue that needed escalating to Cheshire East).

Our website is hosted by a 3<sup>rd</sup> party hosting company (TSO Host). Email addresses are currently stored in forwarding lists on their server. We reserve the right to change hosting companies in the future.

Members of the committee keep paper and electronic copies of the membership details and safety forms. These will be destroyed/deleted if we don't see you at an event or hear from you for a year. You can have any details updated/removed on request.

We have a presence on Social Media (e.g. Twitter, Facebook). Articles generally do not give out full names but may include photos (e.g. taken on litter picks) if consent has been granted.