

Surrey Amphibian and Reptile Group (SARG)



SARG Volunteer Working Agreement

Your Name:

Your Telephone Number:

Your Address:

Your Email:

Emergency Telephone Number:

Special Medical Needs:

- I understand that I am not under any obligation to carry out voluntary work for SARG, nor is SARG under any obligation to use my services.
- Voluntary work for SARG may involve manual work outdoors.
- I am fit and healthy enough to carry out the voluntary work that I will be involved in, and have informed SARG of any special requirements.
- I have received sufficient training and/or instructions for the planned activities.
- I understand that I should not do anything that I do not feel qualified to do, and that I should contact SARG or ARG UK for further advice and/or training if necessary.
- I understand that I should always obtain the permission of landowners and/or tenants before entering land to carry out any activities on behalf of SARG.
- I understand that I should not put others or myself in danger during the course of any voluntary activities.
- I have read and understood the SARG Generic Risk Assessment for working outdoors, and Lone Working Procedures.
- I understand that the purpose of risk assessment is to remind me of potential risks, and I should use these to make my own assessment(s).
- I understand that I will not be covered in full by ARG UK's insurance unless I sign and return this form to SARG and ensure that my SARG membership is current.

Signed:

Date:

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SARG Generic Risk Assessment

Id.	Hazard	Risk	Controls	Probability
1	Adders	Poisoning, allergic reaction, paralysis	Never attempt to pick up adders unless trained and equipped to do so. Take care to look at ground when kneeling or placing hands on ground. Wear stout boots. Take extra care when lifting refugia or other debris	Moderate, Low in winter
2	Assault	Physical injury, sexual assault.	Try to defuse any potentially confrontational situations. If possible walk away. Contact police if unsure or feel threatened. Apply SARG UK lone working procedures.	Low
3	Biological/ stings and bites	Diseases, allergic reaction	Wear long trousers and long sleeved tops to limit tick bites. Wash hands before eating. If known allergy to stings take appropriate medication on site. If feeling unwell after a site visit seek medical attention.	Moderate
4	Cold	Hypothermia	Wear appropriate clothing.	Low/ Moderate in winter
5	Concealed holes/ ditches	Physical injury, ankle injuries	Take care when walking through areas of deep habitat or areas where there is poor footing visibility. Avoid areas of poor footing visibility is possible.	High
6	Dogs	Bites, lacerations, disease	Be wary of dogs off leads. Disinfect any bites and seek medical attention.	Moderate
7	Estuarine soft sand/mud	Quicksand, slipping	Take care with footing when walking on slippery mud. Use a stick or similar to probe area being walked. Do not walk out onto estuary alone.	Moderate
8	Exposure to sun	Sun burn	Where appropriate sunscreen. Avoid midday sun if possible.	High

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9	Hazardous waste/ fly tipping	Cuts, lacerations, chemical burns, infection	Wear gloves when handling waste. If unsure of contents of containers or if known to be hazardous contact emergency services.	Moderate
10	Heat and difficult terrain	Exhaustion, dehydration	Walking difficult terrain will cause extra fatigue in hot weather. Do not rush and drink plenty of water.	Low
11	Old and partially buried Structures.	Tripping, ankle injuries	Take care when footing is not clearly visible. Look for signs nearby of structures eg, partially collapsed fence.	Moderate
12	Ponds / deep water	Drowning	Take care when near water bodies. Do not lone work near water bodies.	Moderate
13	Sharp grasses and thorny bushes	Eye injuries, cuts, lacerations, infection	Do not bend down or kneel in areas of Sharp sea grass or other sharp plants. Disinfect any lacerations or punctures.	Moderate
14	Sharp objects (eg tins)	Cuts, lacerations, infection	Take care when picking up any potentially sharp objects. Where gloves if appropriate or desired.	High
15	Shooting	Physical injury	Do not approach any person suspected of carrying a weapon, contact police. If there is shooting allowed on site (eg MoD ranges) establish where and when shooting will take place and avoid.	Low
16	Steep slopes/ unstable ground	Physical injury, trips, ankle injuries	Try to avoid climbing steep slopes. Take care with footing.	Moderate
17	Stock	Physical injury, trampling	Be aware of stock behaviour, if in doubt leave site. Do not take dogs on site.	Moderate
18	Military ordnance	Physical injury	Never disturb unidentified objects, or objects known to be of military origin. This is particularly relevant when surveying on MoD owned land. Even if the site is not a current live firing range, it may have been in the past. Note grid reference and report to SARG or the range office (if appropriate), with a description of the device.	Low

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SARG Lone Working Procedures

The aim of these Lone Working Procedures is to ensure that there is always someone who knows where you are working so that you can be located and/or contacted in the event of an emergency.

SARG strongly advises you to follow these procedures, but it is up to you to use them appropriately and responsibly.

- The Lone Working Procedures need to be applied to situations where a person is working alone. Lone Working should only take place if you are confident that you are safe and able to work alone.
- An assessment should be made of whether Lone Working is appropriate. Can the risks be minimised if more than one person is involved? Is the scope of the work such that it should not (or must not) be undertaken on your own? The task needs to be assessed against our approach to undertaking Risk Assessments.
- For all Lone Working, a 'Buddy System' needs to be in operation, whereby a Buddy is nominated and informed of:
 1. Location(s) of Lone Working (changes in itinerary need to be reported to the Buddy).
 2. Reporting-in times or estimated time of arrival (the frequency of reporting-in should be determined on the basis of risk and changes of location).
 3. Contact details.
 4. Travel/ vehicle details (particularly important in the event of requiring emergency assistance)
 5. The Emergency Procedure in the event of not calling in.
- This information may most usefully be supplied to the Buddy on a "SARG Lone Working Form". This form is designed to help in the event of an emergency. Please photocopy this as many times as you need.
- Any changes in itinerary should be communicated to the Buddy; this may require leaving messages on answer phones or mobile phones (Buddies should check for messages before implementing Emergency Procedures). A third party may also be used to convey a message.
- The Lone Worker will be responsible for phoning ('reporting in') on time. Take account of the possibility of poor mobile phone reception, phones being lost or damaged, phone batteries running out, or that your Buddy may be driving or doing some other activity that prevents them from using the mobile phone. A contingency must be in place for such events.

In the event of the Lone Worker not 'reporting in', the Buddy should go through the following

Emergency Procedures:

- Between half an hour and an hour after the due 'reporting-in' time, the Buddy should call the Lone Worker on the number(s) given. If there is no response, they should leave a phone message with the time of the call, and state that the Lone Worker is overdue for reporting in.
- Repeat this after 15 minutes, and a third time up to one hour after the due reporting-in time. This will give the Lone Worker one hour after the deadline to respond. If there is still no response then the Buddy should exhaust all other options before calling the emergency services.
- If still unable to contact or locate the Lone Worker, the Buddy should call the local police (use 999 only if you are sure there is an emergency, though it is better to err on the side of caution). The police should be advised of the Lone Working procedure, the areas being visited, travel details, any known risks, reporting in times and any contact details; and they should leave a contact number should further information be required.
- If any other emergency services are involved, the Buddy should also advise them of the details provided by the Lone Worker, notably the areas being visited, travel details, any known risks, reporting-in times and contact details.

Note: *Mobile phones should not be used while driving or undertaking certain activities.*

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SARG Lone Working Emergency Form

This form can be completed to help your 'Buddy' in the event of needing to implement the Emergency Procedures, or if information needs to be given to the emergency services. The Emergency Procedures are outlined on the back of this form. Please ensure that your Buddy is familiar with them. You may also find it useful to keep a copy for yourself.

Name of Lone Worker:

Mobile Phone Number:

Overnight Accommodation: (if relevant)

Home Phone Number:

Name of Buddy:

Buddy Contact Details:

Date of Lone Working:

Reporting-in Time:

Area of Lone Working

Travel & Vehicle Details:

Known Risks (to inform the Emergency Services):