

VOLUNTEER ROLE DESCRIPTION

Role Title:	Volunteer Honorary Warden (Rangers Team)
Department:	Lee Valley Regional Park Authority
Location/Facility:	Various sites within Lee Valley Regional Park
Working with:	Ranger Team
Time Commitment:	No minimum time commitment

Purpose

As part of a team of volunteers you will be the eyes and ears of the Regional Park to help the Ranger Team patrol, monitor and manage specific sites within the Lee Valley Regional Park, which will ensure the safe use and enjoyment of the Park by visitors.

Details of Role	<ul style="list-style-type: none"> To assist with patrol, monitoring and management of wildlife habitats and species consistent with the Park's Biodiversity Action Plan (BAP). To assist the ranger team with monitoring and managing the safety and integrity of the Park's natural and built areas. – can we expand on this a bit by giving examples of how the park is managed To report to rangers, using the volunteer warden check list, any defects, issues or problems, issues with locking/unlocking of Park facilities and issues associated with infrastructure maintenance, security and safety. To inform the ranger team or Senior Responsible Officer of any on-site emergencies, including breaking of Park Byelaws. To act as on site wardens and ambassadors providing general on-site assistance to Park users. To assist with liaison with local community user groups and consultation initiatives. Serious Emergency - In the event of a serious emergency contact the Emergency Services immediately by dialling 999 <ul style="list-style-type: none"> Less serious incidents or problems should be reported to the following: <ul style="list-style-type: none"> Reporting in Core Hours – 08:30 to 16:00 Lee Valley Regional Park Authority Senior Responsible Officer on 01992 709925 Reporting out of Core Hours – 16:00 to 08:30 Lee Valley Regional Park Authority Out of Hours Service on 01992 639561
Personal Attributes	<ul style="list-style-type: none"> Should be of an active nature. Knowledge and experience of conservation management work is helpful, but not necessary.
What's in it for you?	<ul style="list-style-type: none"> An opportunity to help maintain the Park. An opportunity to develop knowledge about birds and wildlife. An opportunity to keep fit, healthy and active.
General	<ul style="list-style-type: none"> To carry out tasks in line with the Authority's policies and procedures including: <ul style="list-style-type: none"> The Authority's Health and Safety Policy The Authority's Volunteer Policy Volunteer induction pack rules and regulations Undertake induction and training and development consistent with your role.

Risk Assessment Form

Centre: Parkland And Venues	Original Date: 8/6/2013	Carried out by: Gareth Winn
Risk Assessment: Volunteers Outside Activities (Conservation and Rangers)		

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
Risk: Individual Capabilities		
Personal injury / musculoskeletal disorders may result from manual handling tasks	Volunteers	<ul style="list-style-type: none"> Manual Handling risk assessments are carried out for all manual handling tasks, taking into consideration physique, general health, age and experience Full training is provided for all manual handling tasks Full supervision by a trained member of staff where ever possible Information, instruction and training is given Volunteer Induction Volunteer guidelines First Aid provision in place

Risk: Adverse Weather		
Personal Injury, fatigue, unconsciousness	Volunteers	<ul style="list-style-type: none"> Reduce exposure to prolonged heat or cold Ensure the provision of rest facilities & access to refreshments Task/event postponement See Working In Weather Conditions RA See Working In Hot Weather RA See Manual Handling RA Volunteers receive an Induction LVRPA staff supervision Volunteer instruction Volunteer guidelines First Aid provision in place

Risk: Slips/Trips /Falls		
Personal Injury	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ First Aid provision in place
Risk: Dusts		
Respiratory Problems, Personal Injury	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ First Aid provision in place
Risk: Fire		
Severe Injury, Possible Death	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ Emergency Action Plan (EAP) in place ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ First Aid provision in place ▪ Fire Marshall provision in place
Risk: Hand Tools		
Personal Injury	Volunteers	<ul style="list-style-type: none"> ▪ See Use Of Hand Tools RA ▪ Work area is to be cordoned off prior to the start of work (a safety zone) ▪ Warning signage is displayed. ▪ PPE is provided and is to be worn ▪ A first aid kit and mobile phone is available ▪ Manual handling information is given to Volunteers ▪ Pre-user checks are completed

Risk: Weils Disease		
Exposure To The Disease	Volunteers	<ul style="list-style-type: none"> ▪ Control rat populations around the water body as much as feasibly possible. ▪ Volunteers are to wash hands, or use a waterless skin cleaner, before eating, drinking or smoking whilst angling. ▪ Cuts and grazes should be treated immediately with antiseptic and covered in a waterproof dressing / plaster whilst working. ▪ Avoid the inhalation of, or contact with, water spray and wear eye protection to prevent infection. ▪ Volunteers should inform their doctor that they might be at risk of contracting this disease. ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines – Separate data sheet of Weils ▪ First Aid provision in place

Risk: Blue Green Algae		
Risk Of Eye Irritation, Asthma, Allergic Reactions & Gastric Problems.	Volunteers	<ul style="list-style-type: none"> ▪ Sites that have a history of Blue-Green Algae outbreaks should be treated with extra care and monitored for 'scum' formation from May onwards. Volunteers will be informed of this. ▪ Any suspected outbreaks of Blue-Green Algae should be reported to the relevant Service Manager or the Fisheries and Angling Manager, who must alert the Environment Agency and decide on any further action. ▪ If the Environment Agency confirms an outbreak, the water body will be closed to activities that might place people at risk. ▪ Warning signs are to be erected stating the reason for closure and all volunteers are informed of the closure in writing. ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines

Risk: Tetanus		
Severe Injury	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ Volunteers are to keep up to date with their booster injections
Risk: Giant Hogweed		
Severe Skin Conditions	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ PPE is to be worn when cutting the plant ▪ Long sleeved clothing and trousers must be worn.
Risk: Farmers Lung		
Respiratory Problems	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines
Risk: Legionellosis		
Respiratory Problems	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines

Risk: Lone Working		
Personal Injury, Severe Injury	Volunteers	<ul style="list-style-type: none"> ▪ Buddy system in place ▪ Supervisors and Volunteers are to carry mobile phones in case of emergency ▪ Lone working is avoided outside hours covered by the Senior Responsible Officer (SRO)
Risk: Avian Bird Flu		
Personal Injury, Severe Injury	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ Dead birds are not to be touched ▪ Significant numbers of dead birds are to be reported to LVRPA staff
Risk: Dead Animals		
Contraction Of Diseases	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ Dead animals should not be handled by Volunteers, they are to inform their Supervisor on discovery of a dead animal. ▪ PPE must be worn when handling dead animals by LVRPA staff
Risk: Animal Faeces		
Contraction of Diseases	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ Volunteers are made aware of likelihood of presence ▪ PPE is offered as a safeguard ▪ Hand Sterilizing solution is available

Risk: Working Near/In Water		
Drowning, Contraction of Diseases	Volunteers	<ul style="list-style-type: none"> See Weils Disease See Blue Green Algae See Working In Or Near Water RA Volunteers receive an Induction LVRPA staff supervision Volunteer instruction Volunteer guidelines First Aid provision in place Life saving equipment is available
Risk: Safeguarding		
Contact with unsupervised children and vulnerable adults	Volunteers	<ul style="list-style-type: none"> Role reviewed by Safeguarding Officer to assess risk and requirements of role and confirm DBS not required

Review	Review Conducted by:	Name (Print)	Gareth Winn
		Position	Senior Ranger (North)
		Date	08/06/13
	Review Conducted by:	Name (Print)	Gareth Winn
		Position	Senior Ranger (North)
		Date	17/10/14
	Review Conducted by:	Name (Print)	Gareth Winn
		Position	Senior Ranger (North)
		Date	23/09/2015
	Review Conducted by:	Name (Print)	Gareth Winn
		Position	Senior Ranger (North)
		Date	24/05/2017

Review	Review Conducted by:	Name (Print)	Gareth Winn
		Position	Ranger Service Manager
		Date	03/01/19
	Review Conducted by:	Name (Print)	
		Position	
		Date	

Review Conducted by:	Name (Print)	
	Position	
	Date	
Review Conducted by:	Name (Print)	
	Position	
	Date	