# HCLOGO_CL-B_5CYNGOR SIR CEREDIGION COUNTY COUNCIL

## Adran Arfordir a Chefn Gwlad

# Coast and Countryside Section

**Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron,**

**Ceredigion SA46 0PA**

**D.1: Memorandum of Understanding (MoU) for survey work outside of nature reserves.**

The MoU is aimed at identifying roles/responsibilities for the Local Authority and volunteers and is applicable to all individuals who undertake works under the [INSERT PROJECT NAME]. All groups and individuals will be included on Ceredigion County Council’s (CCC) register of volunteers and covered under CCC’s Public Liability and Employers Liability insurance.

What CCC will provide to volunteers:

[DELETE AS APPROPRIATE]

* Informal training and guidance where required
* Maps and survey forms
* Torches (for evening survey work)
* Survey materials such as ID guides, hand lenses and collection tubs
* High visibility jackets
* First Aid kits
* Copy of CCC’s relevant Risk Assessments
* Copy of CCC’s lone working policy
* Copy of this Memorandum of Understanding

Type of work that might be undertaken

[DELETE AS APPROPRIATE]

1. Wildlife or habitat survey work outside of nature reserves.
2. Evening survey work (such as bat walks).

General Rules and Good Working Practice

[DELETE AS APPROPRIATE]

1. All volunteers will keep a copy of the Risk Assessment provided and Lone Working Policy on them at all times; the contents of which should be adhered to at all times. If there is anything within these documents that volunteers are unsure or unclear about they should contact the Conservation team before commencing any tasks.
2. Volunteers will not be expected to undertake landowner consultations – these will have been undertaken by the Conservation team in advance.
3. Any materials provided by CCC should be kept safe and in good working order; these will remain the property of CCC and should be returned if requested.
4. All volunteers will be provided with an identity card containing a brief explanation about why they are undertaking survey work on these sites – they should have these on them at all times. Landowners should already be aware of this but this will help to reaffirm.
5. Volunteers will be provided with High Visibility Jackets; these should be worn at all times.
6. Accurate records should be kept on the routes surveyed and the works completed. On completion of all tasks volunteers will take photos and sent to CCC along with the completed survey forms.
7. All work sites should be left safe and tidy.
8. Any accidents or near misses are noted and reported to Conservation team.
9. Volunteers to keep a First Aid kit with them at all times. This should be kept replenished and up to date.
10. Behave courteously at all times to members of the public and land-owners – training will be provided on the basic questions that volunteers might be asked by members of the public whilst out in the countryside.