



www.arg-uk.org.uk

April 12th 2006

ARG UK insurance policy

Dear ARG rep,

ARG UK is pleased to announce that we are now able to provide insurance cover for all ARG's. This covers:

1. Public liability cover of £5million, (in case damage is caused or a member of the public is injured during an ARG's activities).
2. Member to member cover of £5 million, (in case one volunteer causes injury or damage to the property of another and has a claim made against them).
3. Personal injury cover, with maximum payout of £25 000, (in case a volunteer causes injury to themselves).

Which groups can be covered by this policy?

This insurance cover is available to all ARG's affiliated to ARG UK and this year it will be available free of charge. (Hopefully the same arrangements will remain in place next year if funding can be secured.) Insurance cover this year has been made possible by support from English Nature and the Herpetological Conservation Trust.

In order to be covered by the ARG UK insurance policy, your ARG will need to confirm it is affiliated to ARG UK. (ARG UK is the national body that represents, helps and supports all ARG's. ARG UK is promoting greater co-operation between groups so that a more unified ARG network can make a more effective contribution to herp conservation.) To confirm this your group needs to:

1. Complete and return the attached "Confirmation of affiliation" form.
2. Ensure that your ARG's constitution is amended to state your ARG is affiliated to ARG UK.

Important information

Please read carefully the accompanying information, ie, the generic risk assessment, volunteer working agreement and lone working procedure. An ARG needs to comply with these guidelines and ask each volunteer to complete a volunteer working agreement to be fully covered by the insurance policy.

Each ARG members volunteer working agreement needs to be returned to ARG UK so that we have a record of who is actively volunteering and therefore who needs to be covered, (in common with the previous Froglife insurance scheme). In return an insurance card will be sent to the volunteer as soon as possible. Please send the completed working agreements and any correspondence about this policy to ARG UK at the address below, clearly marked "For the attention of ARG UK". (To avoid confusion: whilst ARG UK is independent from HCT, the need for a recognised office address means that for the time being HCT is the recognised mailing address for all official correspondence. This support from HCT is much appreciated and for now is also being done free of charge. ARG UK continues to work in co-operation with Froglife, though the relationship is now somewhat different to that of previous years. ARG UK has no employees and HCT staff are not generally able to answer queries about ARG UK. Any specific queries about the insurance policy would be best directed to me either by using my home phone number or the ARG-UK e-mail address at the bottom of this letter.)

N.B. The "ARG UK volunteer working agreement" form must be completed by any volunteer who will be taking part in ARG activities. Anyone who is simply on a mailing list or attends occasional indoor meetings does not need to be insured. (This will also help us to ascertain how many ARG volunteers are active over the country.)

We hope this ARG UK insurance policy will remove some of the pressure of running an ARG. We have announced this comprehensive insurance policy at the earliest opportunity and apologise to any group that has recently renewed their policy, though we felt we had to be sure we could actually offer this policy before we raised false expectations. If you have any queries or comments please give me a call any time on 01204 529312.

Yours Sincerely,

David Orchard
(Vice Chair of ARG UK)

(01204) 529312
Dorchard@arg-uk.org.uk

**C/o Herpetological Conservation Trust, 655A Christchurch Road, Boscombe,
Bournemouth, Dorset. BH1 4AP**



ARG UK Volunteer Working Agreement

Full name:

Name of ARG affiliated to ARG UK:

Contact address:

Tel:

Mobile:

Email:

Emergency contact:

Special medical needs etc:

- I understand that I am not under any obligation to carry out voluntary work for ARG UK, nor is ARG UK under any obligation to use my services.
- Voluntary work for my ARG 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 my ARG 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 my ARG 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 my ARG.
- 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 ARG UK 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 risk assessment(s).
- I understand that I will not be covered by the ARG UK's insurance unless I sign and return this form.

Signed: _____

Date: _____



**Confirmation of affiliation of
to ARG UK**

ARG UK works to help and support all ARG's, but those groups which become affiliated to ARG UK will be eligible for additional benefits such as:

- Comprehensive insurance cover for each named ARG member, (for at least 2006/07).
- Entitlement to use the ARG UK logo.
- Use of ARG UK website to publicise ARG events

All ARG's affiliated to ARG UK follow commonly agreed standards of best practice and work together to the benefit of all groups.

On behalf of _____ Amphibian & Reptile group I confirm that this ARG is affiliated to ARG UK

Signature: _____

Name: _____

Position: _____

Date: _____



ARG UK 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. ARG UK 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 Lone Working Form (see page 3). 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 answerphones 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.*

ARG UK Lone Working 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:

Contact details of Lone Worker:

Mobile phone
relevant)

Overnight accommodation etc (if

Name of Buddy:

Contact details of Buddy:

Date(s) of Lone Working:

Area(s) of lone working (details and grid references if possible):

Travel/ vehicle details (including car registration number)

Known risks to inform the emergency services if the emergency procedures are implemented:

Reporting-in time(s):

In the event of failure to report in by the specified times, please follow the procedures on page 1 of this form.

ARG UK generic risk assessment

	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 ARG 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
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

ARG UK generic risk assessment

	Hazard	Risk	Controls	Probability
12	Old and partially buried structures (eg buried fences)	Tripping, ankle injuries	Take care when footing is not clearly visible. Look for signs nearby of structures eg, partially collapsed fence.	Moderate
13	Ponds / deep water	Drowning	Take care when near water bodies. Do not lone work near water bodies.	Moderate
14	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
15	Sharp objects (eg tins)	Cuts, lacerations, infection	Take care when picking up any potentially sharp objects. Where gloves if appropriate or desired.	High
16	Shooting	Physical injury	Do not approach any person suspected of carrying a weapon, contact police. If there is shooting allowed on site establish where and when shooting will take place and avoid.	Low
17	Steep slopes/ unstable ground	Physical injury, trips, ankle injuries	Try to avoid climbing steep slopes. Take care with footing.	Moderate
18	Stock	Physical injury, trampling	Be aware of stock behaviour, if in doubt leave site. Do not take dogs on site.	Moderate
19	Tides	Becoming cut off from dry land leading to possible drowning	Always be aware of tide times, carry a tide timetable if working in an area that may be affected by tides. Allow plenty of time to reach shore. Do not venture out onto a tidal area once the tide is coming in.	Moderate