

Friends Groups

High Elms Country Park
Shire Lane
BR6 7JH

Tel: 01689 857037

Email: enquiriesbromley@idverde.co.uk

Website: www.idverde.co.uk

14/05/2021

Dear Friends

Protocol for Friends Activities in Parks and Green Spaces

We hope this message finds you and your family safe and well and would like to extend our best wishes to everyone involved in supporting Bromley's Parks.

Following the government's announcement of a "roadmap out of lockdown" we issued the attached protocols for recommencement of volunteer activities within Bromley's parks and open spaces. In light of the upcoming easing of restrictions on May 17th 2021 we wanted to confirm that the restrictions on the numbers of volunteers permitted to participate in self-led activities are to be removed from 17th May 2021. All volunteer groups must still operate following the attached protocols which have been revised to reflect this change.

Volunteer activity supervised by *idverde* will remain unchanged. Group size restrictions will be implemented according to the risk associated with specific tasks. This will be communicated via your *idverde* Community Manager/Ranger in advance of any session affected.

We would like to recognize the enthusiasm many of you have shown in returning to volunteering in Bromley's parks and thank you for your support and understanding.

Yours sincerely,



Frank Kleinhans
Contract Director

Registered Office:

Octavia House,
Westwood Business Park,
Westwood Way,
Coventry, England, CV4 8JP
Registered in England No. 03542918



Protocol for Volunteering in Bromley's Parks & Greenspaces (All Volunteers)

Volunteering activities can take place outside the home but under current lockdown rules you must volunteer from home unless it is not reasonably possible for you to do so. You can only volunteer outside the home, subject to the conditions outlined in A to D below:

- A. You **must** follow [social distancing guidelines](#), at all times
- B. You **cannot** volunteer if:
 - you or anyone in your household/support bubble has coronavirus symptoms
 - you or anyone in your household/support/bubble has tested positive for the coronavirus
 - You are [self-isolating](#)
- C. If you are [clinically extremely vulnerable](#) you can volunteer, however you are advised NOT to volunteer outside the home, even if you have had both doses of the vaccine against coronavirus.
- D. Volunteers must adhere to protocols and Government guidance to ensure that activities are fully covered by their indemnity insurance.
- E. Please note we will keep temporary records (for 21 days) of your basic contact information and dates you volunteer to assist the NHS Test and Trace service.

Registered Office:

Octavia House,
Westwood Business Park,
Westwood Way,
Coventry, England, CV4 8JP
Registered in England No. 03542918



If you choose to operate a “Friends”/self-led volunteering session please follow this guidance whilst undertaking your activity:

1. Avoid planning volunteer activities for busy areas of parks or time periods
2. Develop existing risk assessments to include Covid safe measures prior to undertaking any activities
3. Please be advised that it is not possible to reduce the risk of Covid-19 utterly and completely; please therefore read and follow this protocol carefully to help us keep you and the wider community safe. You should also be aware of and read government guidance for volunteers:
[Coronavirus – how to help safely](#)
[Enabling safe and effective volunteering during coronavirus \(Covid-19\)](#)
4. Ideally, do not volunteer for a site where you have to travel, stay local if possible. Where you need to take public transport please follow [safer travel guidance](#) and wear [a face covering](#), unless you are not able to do so.
5. You should always socially distance from anyone outside of your household/support bubble; you are advised to stay 2 metres apart from others whilst volunteering.
6. Please implement restrictions/instructions to enable social distancing between households/support bubbles; for example, there may be a need to further restrict the numbers of volunteers at a particular site, at a given time or to implement fixed teams, to reduce the number of people you come into contact with.
7. You can reduce the risk of infection by working side-by-side or back-to-back.
8. Wash your hands before and after undertaking any activity with soap and hot water [or hand sanitiser].
9. You should have hand sanitiser with you and wash your hands frequently.
10. Do not wash your hands (or tools) in water tanks/butts.
11. Avoid touching your face while working.
12. In case of cuts on hands, wear gloves to prevent infection.
13. Remember that gates, locks, benches etc. are used by everyone, use hand sanitiser after touching surfaces.
14. Do not share tools or equipment with others during a session.
15. Disinfect tools after you finish using them, with attention to main contact areas, such as handles. A suitable solution will be provided
16. Please dispose of any PPE responsibly.
17. Wash your hands when you get home.
18. If you develop coronavirus [symptoms](#) following a volunteering session, please let us know on the above telephone number as soon as possible. You should [self-isolate](#) according to NHS advice at the time.

Thank you for supporting your local park or green space.

Recommended kit:

- Fully charged mobile phone in case of emergencies.
- A set of gardening gloves per person (wash after use) or disposable gloves (optional)
- Hand sanitiser
- Anti-bac wipes may be useful
- High viz jacket
- A face covering for any indoor settings

Registered Office:

Octavia House,
Westwood Business Park,
Westwood Way,
Coventry, England, CV4 8JP
Registered in England No. 03542918



If you choose to participate in an idverde led volunteering session please follow this guidance whilst undertaking your activity:

1. Be aware all activities will have a maximum attendance which will be decided by the idverde supervisor based upon site variables and risks associated with the task. This will be communicated in advance. We ask that the Friends Group takes responsibility for ensuring that sessions are not oversubscribed.
2. Please be advised that whilst we have taken all reasonable steps, in line with government guidance, to keep you safe while you volunteer, it is not possible to reduce the risk of Covid-19 utterly and completely; please therefore read and follow this protocol carefully to help us keep you and the wider community safe. You should also be aware of and read government guidance for volunteers:
[Coronavirus – how to help safely](#)
[Enabling safe and effective volunteering during coronavirus \(Covid-19\)](#)
3. Ideally, do not volunteer for a site where you have to travel, stay local if possible. Where you need to take public transport please follow [safer travel guidance](#) and wear [a face covering](#), unless you are not able to do so.
4. You should always socially distance from anyone outside of your household/support bubble; you are advised to stay 2 metres apart from others whilst volunteering; where this is not possible risk mitigations will be put in place and you should stay at least 1 metre apart.
5. Please follow any restrictions/instructions that are put in place to enable you to socially distance from those outside of your household/support bubble; for example, there may be restrictions on the numbers of volunteers at a particular site, at a given time or you may be asked to volunteer in a fixed team, to reduce the number of people you come into contact with.
6. You can reduce the risk of infection by working side-by-side or back-to-back.
7. Wash your hands before and after undertaking any activity with soap and hot water [or hand sanitiser].
8. You should have hand sanitiser with you and wash your hands frequently.
9. Do not wash your hands (or tools) in water tanks/butts.
10. Avoid touching your face while working.
11. In case of cuts on hands, wear gloves to prevent infection.
12. Remember that gates, locks, benches etc. are used by everyone, use hand sanitiser after touching surfaces.
13. Do not share tools or equipment with others, during a session.
14. Disinfect tools after you finish using them, with attention to main contact areas, such as handles. A suitable solution will be provided
15. Please dispose of any PPE responsibly.
16. Wash your hands when you get home.
17. If you develop coronavirus [symptoms](#) following a volunteering session, please let us know on the above telephone number as soon as possible. You should [self-isolate](#) according to NHS advice at the time.

Recommended kit:

- Fully charged mobile phone in case of emergencies.
- A set of gardening gloves per person (wash after use) or disposable gloves (optional)
- Hand sanitiser
- Anti-bac wipes may be useful
- High viz jacket
- A face covering for any indoor settings

Registered Office:

Octavia House,
Westwood Business Park,
Westwood Way,
Coventry, England, CV4 8JP
Registered in England No. 03542918

