

Community Involvement Day - Checklist and Examples

Please complete the following form and checklist and present to an appropriate manager for approval. For examples of Health, Safety and Risk assurance requirements, please see Appendix 1.

Checklist

1. Summary of CID Activity:

2. Beneficiaries (charity, organisation, people):

3. Proposed time and date of CID:

4. Name of the Amey volunteer(s) participating:

5. Has an appropriate risk assessment been done, and who has completed it (Amey or the beneficiary organisation)?

6. What are the key risks and how are they being mitigated?

7. Are there any specific competency requirements for the volunteers?

8. Under whose supervision is the CID being completed (Amey volunteers, or the beneficiary organisation)?

9. If supervision of the CID is being completed by the beneficiary organisation, have we checked that they have Public Liability insurance in place?

10. Have all the volunteers registered their proposed CID on HR Self-Service?

Name and Signature (Manager):

Date:

The Head of Social Impact is responsible for updating this form.

Revision	Date	Amendment	Content Owner	Mandated By
1.0	01/06/2020	Newly issued	Emily Davies	Emily Davies

APPENDIX 1: Examples

When an Amey employee is volunteering as part of Amey (on an Amey Community Involvement Day), our Employers Liability and Public Liability insurance would respond – provided it is standard 'Amey work'. Otherwise, we would expect the charity to provide the cover.

It is important that we do not take on any professional indemnity risks e.g. if we are providing design or advice, we should have no liability. An example of this would be when we undertake a survey (at no cost) for a charity using one of our surveyors.

Type	Type of Activity	Example of activity	Health and Safety/Risk assurance requirements
Team Volunteering - Skilled	Delivering Amey work/services, by qualified employees using Amey's Management systems, free of charge to a charity of community organisation	<p>One of our Highways teams used their Community Involvement Day to repair and tarmac a footpath in the "wild garden area" at a local charity which supports children with cerebral palsy and adults with multiple sclerosis and Parkinson's disease.</p> <p>The team laid a pathway using Amey equipment and materials. The team were all experienced road workers. The works were managed as if it was a normal working day. A safe system of work including a full risk assessment was implemented by the Amey Supervisor responsible for the work activity.</p> <p>" We are delighted that Amey have helped us out by re-tarmacking our wild garden path. It means that after over a year of it being inaccessible, our children can now enjoy the garden whilst learning about wild life and plants. Thank you for your generosity on this chilly December day."</p> <p>Lucy, The Rainbow Centre Charity</p>	<p>Activity managed in accordance with Amey HSEQ Management system requirements.</p> <p>Amey insurance in place to cover workers and 3rd parties.</p> <p>Amey liable for injuries resulting from defects in material or workman ship.</p> <p>Amey staff are still at work for Amey (albeit Amey is donating their time, etc), just like a normal day.</p>

<p>Team Volunteering – Non-Skilled</p>	<p>Delivering promoted volunteering activities as part of our volunteering programme</p>	<p>Teams across Amey used their Community Involvement Day supporting Trussell Trust, the foodbank charity in Tesco stores as part of the charity’s #EveryCanHelps campaign.</p> <p>The charity approached us to provide groups of volunteers to encourage shoppers to make food donations to the charity and promote the work of the charity thus providing vital support for their local foodbank.</p> <p>No particular skills or qualifications were needed and the employees who volunteered came from a mix of business units and were made up of a mix of grades and experience.</p> <p>“I really enjoyed the day supporting Trussell Trust in Liverpool. It felt very worthwhile and that I was actually doing something that would benefit a lot of local people. I would recommend all Amey employees to use their community involvement day.”</p> <p>Karen, Amey IT Business Analyst</p>	<p>Activity managed by Trussell Trust under their management systems. Since Amey holds the relationship with TT, Amey retains some responsibility for checking that risk assessments, safe systems of work, etc are in place for the activities undertaken by Amey Staff. Amey staff are working for the charity who hold the duty of care, volunteer insurance cover, etc. Amey staff have a responsibility to ensure they understand the safe systems of work that are in place and to work safely in line with these.</p>
<p>Personal – skills volunteering</p>	<p>Volunteering as an individual to undertake activities for an organisation of your choice using your Amey skill set.</p>	<p>Karl from our One Trafford Contract used his Amey Community Involvement Day to support the charity Barnardo’s. Karl used his skills as a ground maintenance operative to tidy and improve the shared grounds of Barnardo’s and a closed nursery. Since the nursery had closed there was no one maintaining the grounds and the charity did not have the funds to maintain the gardens which had become over grow and untidy. Karl decided to use his CID to tidy the grounds, cutting and edging the grass and tidying up the area, along with a variety of</p>	<p>Activity managed by Barnado’s under their management systems. Since Karl holds the relationship with Barnado’s, Amey have no responsibility for checking that risk assessments, safe systems of work, etc are in place for the activities. Karl has responsibility to ensure he understands the safe systems of work that are in place and to work safely in line with his training. Karl should only use equipment he is competent to use and that is fit for purpose. Karl is volunteering for the charity who hold the duty of care, volunteer insurance cover, etc. Use of Amey equipment should be avoided.</p>

		<p>other tasks to achieve a pleasant and functional outdoor environment.</p> <p>"I was delighted to use my skills in Ground Maintenance to help this great charity. I know it would appear to be a "busman's holiday (or charity day) for me but I knew I was really helping the charity by using my experience and skills."</p> <p>Karl, One Trafford</p>	
<p>Personal – (non-skilled) volunteering</p>	<p>Volunteering as an individual to undertake activities for an organisation of your choice that may not be linked to your Amey skillset.</p>	<p>Steve from our Amey Severn Trent team works as an Innovation Project Manager. However, for his Amey Community Involvement Day he didn't use any of the skills of his job instead he donated his STEM cells via the Anthony Nolan Trust to help someone who had blood cancer and needed a lifesaving transplant.</p> <p>The whole procedure took around 6 hours and although he will never know the full identity of the recipient, Steve received a letter to say the procedure was a success and the patient was now fit and well.</p> <p>"Some people use their CID to utilise their skills to help a charity or organisation. However, I used mine to go totally out of my comfort zone and literally save a life!"</p> <p>Steve, Amey Severn Trent.</p>	<p>Steve is volunteering for the charity who hold the duty of care, volunteer insurance cover, etc.</p>

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