



Volunteer Snow Warden Scheme - Welcome Pack

September 2018

Introduction:

Aberdeenshire Council wants to actively support members of the local community who wish to offer their spare time to clear snow from publicly-adopted footways and footpaths. Groups of volunteers are invited to join the Snow Warden Scheme where they can assist with the clearing of snow within an area of their local community whether that be a footway/ footpath along a street, a cul-de-sac, several streets or a housing estate. This pack includes all the information for volunteers to collectively assist their community in a Snow Warden-capacity over the winter months. The season usually runs from 1st November until 31st March. However, voluntary snow-clearing may be required outwith this period.

The Snow Warden Team:

Whether as part of an existing voluntary group e.g. Community Council, or as an informal group of neighbours and friends, you are free to form your own Snow Warden Team. The Snow Warden Team will comprise a Team Leader, a Deputy Team Leader, Team Members and the Local Roads Office, the roles and responsibilities of which are detailed below.

Snow Warden Leader

The Snow Warden Leader shall be elected by the team of volunteers. The Leader's roles and responsibilities are as follows:

- To complete the Application Form and Privacy Notice Consent Form appended to this Welcome Pack and email/ post them to the relevant Aberdeenshire Council Roads Office.
- To order and collect Personal Protective Equipment (PPE) and snow clearing equipment from their local Roads Office on behalf of all Team Members.
- To ensure all Team Members complete the Snow Warden Team Member Application Form and Privacy Notice Consent Form thereby confirming they have received Snow Warden training, PPE and snow clearing equipment as well as declaring their fitness to participate in the Scheme. These applications forms are to be retained by the Snow Warden Team Leader for record purposes with updates being made as necessary. Should a Team Member wish to leave the Scheme, the Privacy Notice Consent Form shall be retained for 1 year.
- Where the team is a constituted group e.g. Community Council, the Snow Warden Leader shall ensure that the group's Public Liability Insurance provides cover up to £5,000,000 and extends to cover the snow-clearing duties undertaken by volunteer Snow Warden group members.
- To co-ordinate the snow-clearing operations, providing direction to the Deputy Leader and Team Members. This will include ensuring that any lone-working volunteers return home safely as well as arranging storage of snow-clearing equipment.

- To contact the Aberdeenshire Council Contact Centre on tel: 08456 081 205 to arrange the replenishment of grit bins. Where there is no grit bin available, one-tonne bags of grit may be delivered to an appropriate location.

Deputy Snow Warden Leader

The Deputy Snow Warden Leader will also be elected by the team of volunteers. The Deputy Leader's role is to act on behalf of the Leader should they not be present, undertaking the roles and responsibilities as detailed above.

Snow Warden Team Member

The Snow Warden Team Member shall undertake the following:

- Having completed the Snow Warden training, submit the Snow Warden Team Member Application Form and Privacy Notice Consent Form appended to this Welcome Pack to the Snow Warden Leader.
- Follow instructions issued by the Snow Warden Leader and undertake them in accordance with the Snow Warden training provided and Snow Code.
- Advise the Snow Warden Leader of any changes in their physical ability to undertake snow-clearing operations.
- Make contact with the Snow Warden Leader at the start and end of snow-clearing operations, especially if lone working.

Please note that in areas of low uptake, a Deputy Leader is not essential and in areas with only one volunteer, that volunteer will be treated as a Snow Warden Leader.

Communication:

To apply for the role of Snow Warden Team, the Snow Warden Leader shall complete the Snow Warden Deputy Leader/ Team Leader Form appended to this Welcome Pack and return it to the local Roads Office by either email, surface mail or in person.

- Banff and Buchan banffandbuchan.roads@aberdeenshire.gov.uk
- Buchan buchan.roads@aberdeenshire.gov.uk
- Formartine formartine.roads@aberdeenshire.gov.uk
- Garioch garioch.roads@aberdeenshire.gov.uk
- Kincardine and Mearns kincardineandmearns.roads@aberdeenshire.gov.uk
- Marr marr.roads@aberdeenshire.gov.uk

The email/ surface mail shall be titled in the following manner:

Snow Warden Deputy Leader/ Team Leader Application – “*name of volunteer*” – “*Aberdeenshire Council Area (i.e. Garioch)*”

The surface mail / personal drop off points are:

Infrastructure Services
Aberdeenshire Council
Cape House
21 Seafield Street
Banff
AB45 1ED

Infrastructure Services
Aberdeenshire Council
Gordon House
Blackhall Road
Inverurie
AB51 3WA

Infrastructure Services
Aberdeenshire Council
Carlton House
Arduathie Road
Stonehaven
AB39 2QP

Training:

Training for volunteers is provided by the document Volunteer Snow Warden Scheme – Training. Training is in a written format and gives guidance on minimising stress and strain on the body during snow clearing activities as well as best practice for snow clearing techniques. In addition, the Snow Code is detailed which outlines the behaviours expected of volunteers to enable them to be covered by Aberdeenshire Council's or the Public Liability Insurance for the constituted group to which they belong. A volunteer is considered to have received training after having read and understood this guidance. Any questions in relation to the training shall be directed to the Snow Warden Leader or Deputy Leader with further clarification being sought from local Roads Offices, if required.

Insurance:

Aberdeenshire Council's Public Liability Insurance can extend to any team of volunteers that are not applying from a constituted group e.g. groups of friends and/ or neighbours can be covered.

Teams comprising volunteers from Community Councils and other constituted groups e.g. Resident Associations, are not covered by the Council's insurance (if in doubt, please contact the local Roads Office for clarification). All constituted groups will have to ensure that their Public Liability Insurance extends to snow-clearing activity as defined by Aberdeenshire Council and that it provides cover up to £5,000,000.

For the purposes of obtaining Public Liability Insurance, the Snow Warden scope defined by Aberdeenshire Council is:

"The removal of snow and ice from Council-adopted footways and footpaths by individuals who have declared themselves fit to undertake the activities of manual shovelling and gritting carried out in accordance with the training provided and the Snow Code. The use of mechanical snow clearing/ gritting equipment is not covered by this Scheme."

Volunteers shall be aware that clearing snow or ice from private footways and footpaths is undertaken at their own risk as Aberdeenshire Council's Public Liability Insurance extends to Council-adopted footways and footpaths only.

Personal Protective and Snow Clearing Equipment Provided:

Volunteers will be issued with PPE and the equipment necessary to carry out the intended tasks. This will consist of a hat, gloves, a high visibility ¾ length-sleeved waistcoat, snow grips (overshoe), and a snow shovel. Each team may also request a manually operated grit spreader and snow pusher.

Grit Provided:

Grit shall be supplied by the Aberdeenshire Council Roads Office at the start of the season either at existing grit bin locations or other agreed localities. Replenishments will be made as and when available on request only by the Snow Warden Leader or Deputy Leader to the Aberdeenshire Contact Centre on tel: 08456 081 205. Volunteers shall be aware that the grit supplied by Aberdeenshire Council shall be used on Council-adopted footways and footpaths only.

Fitness to Participate:

Every volunteer (Leader, Deputy and Team Member) must complete the attached form declaring themselves fit for snow clearing and associated activities. Only after receipt of the health declaration can participation in the scheme be accepted. If, however, a volunteer's health should change, it is the individual's responsibility to reassess their fitness to participate in the scheme.

Review:

An annual review will be undertaken by Aberdeenshire Council following each winter season to obtain feedback from volunteers on the effectiveness of the Snow Warden Scheme. Feedback will be obtained through the issue of a questionnaire where volunteers can provide comments and suggest improvements to the Scheme as it pertains to them as well as the PPE and tools that are provided.

Snow Warden Team Member Application Form

Fitness to Participate

I hereby certify that I am fit, able and willing to participate in the Aberdeenshire Council Volunteer Snow Warden Scheme. If I am in any doubt either now or in the future as to my health and wellbeing, I will seek professional medical advice prior to further participation in the scheme.

Record of Training

I certify that I that I have received Aberdeenshire Council-approved training and have read and understood the Snow Code and will abide by this during all snow-clearing and gritting duties.

Equipment Receipt

I acknowledge the receipt of the following: hat, gloves, hi-vis vest, snow grips and snow shovel.

Name: Mobile Tel No:

Address: Home Tel No:

..... Email:

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Are you applying as a member of an existing community organisation: Yes / No

If Yes, Name of Organisation: _____

Public Liability Insurance obtained: Yes / No

I agree to my details being held and that they will only be used for Snow Warden-related activities.

Snow Warden Team Member Signature: _____

Date: _____

Snow Warden Team Leader Signature: _____

Date: _____

Please hand completed form to the local Snow Warden Team Leader.

Snow Warden Deputy Leader/ Team Leader Application Form

Fitness to Participate

I hereby certify that I am fit, able and willing to participate in the Aberdeenshire Council Volunteer Snow Warden Scheme. If I am in any doubt either now or in the future as to my health and wellbeing, I will seek professional medical advice prior to further participation in the scheme.

Record of Training

I certify that I that I have received Aberdeenshire Council-approved training and have read and understood the Snow Code and will abide by this during all snow-clearing and gritting duties.

Equipment Receipt

I acknowledge the receipt of the following: hat, gloves, hi-vis vest, snow grips and snow shovel.

Name: Mobile Tel No:

Address: Home Tel No:

..... Email:

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Are you applying as a member of an existing community organisation: Yes / No

If Yes, Name of Organisation:

Public Liability Insurance obtained: Yes / No

I agree to my details being held and that they will only be used for Snow Warden-related activities.

Snow Warden Deputy Leader/ Team Leader Signature:

Date:

On behalf of Aberdeenshire Council:

Name: Position:

Date:

Please email/ post completed form to the local Aberdeenshire Council Roads Office.

Privacy Notice

Volunteer Snow Warden Scheme

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

To recruit volunteers for the Snow Warden Scheme. The Snow Warden Scheme is an opportunity for members of the community to volunteer their spare time to assist with snow clearing duties on publicly adopted footways and footpaths.

Your information is:

Being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent	X	The data subject has given explicit consent to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law	
Legal Obligations			
Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made public by the data subject	
Legitimate Interests ¹		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of substantial public interest	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of public health	
		Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes	

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

"Not applicable".

Your information will be shared with the following recipients or categories of recipient:

Volunteers will be asked to complete an application form which confirms the following:

- Fitness to participate
- Volunteer registration
- Record of training
- Acceptance of the Snow Code guidelines
- Equipment Receipt

The above form will be retained by the Snow Warden Team Leader and not by Aberdeenshire Council.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

"Not applicable".

The retention period for the data is:

1 year from time person ceases to be a volunteer

The following automated decision-making, including profiling, will be undertaken:

"Not applicable".

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

Privacy Notice Consent Form

Please check and tick each box then sign and return to confirm you have given your consent to the use of your personal data for the Volunteer Snow Warden scheme.

Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

I understand that I have the right to withdraw this consent at any time by contacting the Snow Warden Team Leader in the case of a Team Member or the local Aberdeenshire Council Roads Office in the case of a Team Leader.

Name

Date

Signature

ABERDEENSHIRE COUNCIL SNOW WARDEN VOLUNTEER EQUIPMENT ORDER FORM

Please tick those items of Personal Protective Equipment and snow clearing equipment you require. Only one set of PPE will be issued per volunteer.

EQUIPMENT	PRODUCT CODE	SIZE									
KeepSAFE Pro Women's Executive Long Sleeved Waistcoat with AC logo (bigger sizes are available)	015214 (Greenhams)	Size 10		Size 12		Size 14		Size 16		Size 18	
2 Band and Brace Hi-Vis 3/4 Sleeved Waistcoat with AC logo	1880700 (Arco)	Size M (Chest 38-40" Waist 32-34")		Size L (Chest 42-44" Waist 36-38")		Size XL (Chest 46-48" Waist 40-42")		Size XXL (Chest 50-52" Waist 44-46")		Size 3XL (Chest 54-56" Waist 48-50")	
Showa 477 Insulated Cold Weather Glove	304420 (Greenhams)	Size 7 (S) (Hand width 178 - 203mm)									
Skytec Argon Thermal Gloves	14G4800 (Arco)	Size 8 (M) (Hand width 203-229mm)		Size 9 (L) (Hand width 229-254mm)		Size 10 (XL) (Hand width 254-279mm)					
Snow Grips (3-7) (YakTrax Walker)	YakTrax Walker Traction Device (Amazon)										
Snow Grips (Size 8-9) (YakTrax Walker)	656400 (Arco)										
Snow Grips (Size 10-11) (YakTrax Walker)	656500 (Arco)										
Woolly Hat with AC logo (One size)(Colour - Royal)	2631200 (Arco)										
Salt Spreader (WOLF Garten)	5772001 (Arco)										
Snow Pusher	394561 (MacGregors)										
Snow Shovel with Steel Ice Cutter	5502100 (Arco)										

Snow Warden Team Member Name:

Date:

Snow Warden Deputy/ Team Leader Name:

Date:

Please submit this completed form to your local Aberdeenshire Council Roads Office