

## **Best Practice Guideline No 2**

### **Ramblers Working Parties – Insurance**

#### **Best Practice Guidelines**

1. The Hampshire Ramblers FPAWE Committee has produced a series of Best Practice Guidelines that it encourages Groups to adopt. However, Groups are free to adapt the Guidelines in order to meet local circumstances and restrictions. If any Group has suggestions to improve the Guidelines they should send them to the FPAWE Secretariat.

#### **Background**

2. Insurance cover encompasses both walking and path maintenance activities. There are two aspects involving insurance that need consideration. Firstly the effect of any incident affecting a member of the working party; this is known as first party consideration. Secondly the effect of any incident affecting a member of the general public known as third party consideration.

3. Insurance cover is provided by means of insurance policies. These are usually of limited duration lasting for a year. The use of power tools such as hedge trimmers, brush cutters and augers is usually covered however chain saws are often not covered. When co-operating with local councils it may be possible to be covered by their insurance. Ramblers Central Office provide insurance cover and their website is a primary source of information concerning insurance.

#### **HCC Ramblers Actions**

4. A list of actions follows:

- FPAWE has determined that HCC and Local Councils' insurance policies do not cover Ramblers Groups. However Associate Groups will need to conduct their own discussions with these authorities as Ramblers' Insurance does not cover them.
- Groups are to maintain a list of volunteers who are covered by Ramblers' Insurance and this list should be made available on the day to Maintenance Team Leaders. Team Leaders should only allow those on the list to participate in the work. When people are added to the volunteer list they should be advised by Groups to read the Ramblers' insurance tool kit (see paragraph 6 for website link).
- A list of power tools allowed under the Ramblers Insurance is at Annex A. Team Leaders should ensure no other power tool is used.
- All work is to be undertaken in accordance with Ramblers work party health and safety checklist.
- If non Ramblers volunteers are assisting their names, addresses and telephone numbers are to be forwarded to Ramblers Central Office well in advance by Groups. These non Ramblers volunteers can only participate in the work if their names appear on the list of volunteers handed to the Team Leader on the day.
- Team Leader is to ensure that the completed work is signed off by HCC or landowner and copies archived locally and with Ramblers Central Office.

## Other Participants

5. HCC and local councils may provide insurance cover as stated above; however the default situation is for Ramblers Central Office to be the authoritative policy source for activities undertaken by Ramblers members. Path maintenance volunteers who are not members, but who are recognised by an area or group as a volunteer are covered by the organisations insurance whilst volunteering with the Ramblers.

## Documentation and Contact Bibliography

6. The Ramblers Central Office Insurance Guide is valid for 2016-17 and can be found at <http://www.ramblers.org.uk/volunteer-zone/support-and-development/volunteer-toolkits-alphabetically-sorted/insurance.aspx>

Ramblers Central Office can be contacted at [volunteersupport@ramblers.zendesk.com](mailto:volunteersupport@ramblers.zendesk.com), or telephone: 020 7339 8500. HCC can be contacted at [rightsofway@hants.gov.uk](mailto:rightsofway@hants.gov.uk) or telephone 0300 555 1391.

## Conclusion

7. Insurance cover must be in place before undertaking path maintenance activities. The Ramblers Central Office is to be kept informed of the identity of participating members. Their insurance cover is to be used as the default situation if no other cover is available.

Annex A:

**ANNEX A TO BEST PRACTICE GUIDELINE NO 2**

**USE OF POWER TOOLS COVERED BY RAMBLERS INSURANCE**

Small power tools may be used in path maintenance activities. The tools that are covered are:

- Brush cutters
- Strimmers
- Lawnmowers
- Power secateurs
- Hedge trimmers
- Hand held drills
- Augers

Volunteers holding a current relevant qualification may use chainsaws and the appropriate protective clothing must be worn.

No other power tools are covered. All necessary precautions should be taken to ensure the tools are used in a safe manner.