



**Scottish
Water**

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Community Volunteering Guidance Notes

Scottish Water allows community volunteering on Scottish Water land, which is accessible to the public, primarily for the purpose of litter picking, bulb planting and some general cleaning activities – all in pre-approved areas.

Requests for other types of community volunteering will be considered but are at the discretion of Scottish Water.

1. If a community requests to undertake an activity on an open access site (where the land is owned by Scottish Water) they must include the following information in their initial request:-
 - A description of the proposed activity
 - The location of the proposed activity
 - A proposed date and estimate of their preferred timeframe to allow sufficient time to review the request and put arrangements in place
 - How many people do they propose to involve?
 - Who is the Event Organiser/community contact?
 - Is there an opportunity for Scottish Water personnel to also take part?
2. The community request will be reviewed by Scottish Water and approval sought from the relevant land & property management team. Consent can be refused at the sole discretion of Scottish Water.
3. If the request is approved, the Event Organiser/community volunteers will be directed to the Scottish Water website to view our 'Community Volunteering Risk Assessment'. They must confirm to the Scottish Water contact via email that they have read and understood the Risk Assessment before undertaking any activity. Scottish Water has a responsibility to community volunteers to provide guidance on procedures, potential hazards and actions required of the Event Organiser to mitigate risk and address where necessary.
4. Where relevant, attention should be paid to water safety (link to SW website 'Water Safety Guidelines - <https://www.scottishwater.co.uk/help-and-resources/education/all-about-water/water-safety>).
5. All community volunteers must act responsibly with due care and attention to the health and safety of themselves and others during the volunteering activity.
6. Any incident that occurs during community volunteering activities must be reported immediately to the Scottish Water point of contact and recorded in accordance with Scottish Water's Health & Safety Standards.
7. Scottish Water will provide all community volunteers involved with high visibility waistcoats, litter pickers, gloves, bags and other necessary equipment. These can be sourced through Scottish Water's Corporate Affairs team and will be sent to the Event Organiser in advance.