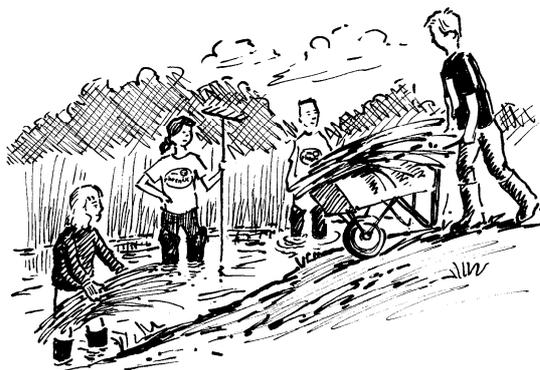


Public Liability Insurance for Parks and Countryside volunteer groups **Frequently asked questions**



1. Why does our volunteer group need insurance?

Public liability insurance is required because it covers your group in case of accident or injury to volunteers and/or the public as a result of the group's actions.

2. Does Leeds City Council public liability insurance cover our volunteer activities on council land?

Yes:

- If you are assisting the council carrying out its business
- If you follow Leeds City Council policies and procedures (especially regarding health and safety) for the job at all times.
- If your activities have been agreed in writing by a relevant Leeds City Council, Parks and Countryside member of staff.
- If you are supported on site by a relevant Leeds City Council, Parks and Countryside staff member.

No:

- If you do not have prior written agreement from a relevant member of staff.
- If you are using your own tools (as opposed to Leeds City Council tools)
- For public events

If you would like to find out whether the work of your group might be covered by Leeds City Council Public Liability insurance, contact the Parks and Countryside Outreach Manager or Technical Manager by emailing parks@leeds.gov.uk or calling 0113 3957400.

3. **What does Leeds City Council insurance cover the group for?**

- Volunteers are covered for injury to themselves or if they cause injury to someone else *if Leeds City Council is proved negligent*.
- They are also covered if they cause damage to third party property *if Leeds City Council is proved negligent*.
- Volunteer groups are not insured for: theft or damage to their property or that belonging to Leeds City Council.

4. **In what circumstances would we be expected to get our own insurance?**

Your volunteer group would be required to get its own insurance if you planned to independently (without a relevant member of Leeds City Council staff):

- hold public events on Parks and Countryside land
- work on Parks and Countryside land using your own (not council) tools, equipment and/or materials.

5. **We would like to get our own insurance, where can we get it from?**

The options are:

- Join the RHS as a group and they can help you:
<https://www.rhs.org.uk/communities/campaigns/it-s-your-neighbourhood>
- Try Zurich's Charity and Community Group Insurance – find out more at
<https://web.zurich.co.uk/cso/get-a-quote-for-charity-insurance> or 0800 917 9420
- Other insurers may also be able to help – just give them a call.

6. **How much does it cost?**

Charges vary depending on things like type of activity to be covered by the insurance, number of tasks, number of volunteers, location etc., so it is best to ask the insurers this question.

For volunteer groups planning to undertake practical maintenance work on green spaces, it is generally no more than £200 per year.

For community groups looking to organise large public events such as village fetes it can sometimes be more.

7. **Where can we get funding for insurance from?**

a) Leeds City Council administered grants

Sometimes ward councillors will help fund insurance for community groups aiming to improve their local environment.

Councillors have access to 'MICE' and 'Ward Based Initiative' funding specifically to support local projects and groups.

Additionally, all councillors sit on the 'Area Committee' for their respective areas of the city and may support an applications to your area's 'Well Being Budget' for both capital and revenue projects.

To identify your local councillor, visit the Leeds City Council website:

<http://democracy.leeds.gov.uk/mgMemberIndex.aspx?bcr=1&lccnavid=100004|200033|358>

b) TCV Chestnut Fund

TCV provide start up grants and support grants for environmental volunteer groups, find out more at:

<http://www.tcv.org.uk/community/join-community-network>

c) Help with finding funding

If you don't have any luck with those named, try the following websites:

- Voluntary Action Leeds: <http://www.val.org.uk/page/funding-support>
- Fit for funding: <http://www.fit4funding.org.uk/search-for-funding/>
- Funding Central: <http://www.fundingcentral.org.uk/default.aspx>

8. Where can I get more information?

For more information from Leeds City Council, contact the Parks and Countryside Outreach Manager or Technical Manager by emailing parks@leeds.gov.uk or calling 0113 3957400.

PLEASE NOTE

Permission is required before you undertake *any* volunteer activity or events on Leeds City Council, Parks and Countryside land, contact us on parks@leeds.gov.uk for more information.

