POLICY FOR THE MANAGEMENT OF JOINT PROJECTS

TreeLink Stirling encourages the delivery of projects that meet the organisation's charitable aims through joint working with other organisations. It is essential that the roles and responsibilities of both or all organisations are clearly understood by all parties in advance of the delivery of the project. The form below should be used to ensure that roles and responsibilities are agreed.

LEAD ORGANISATION: Prior to the organisation of a volunteer event, the organisation to be primarily responsible for running the event (the 'Lead Organisation') will be agreed.

The Lead Organisation will obtain the agreement of all partner organisations before major decisions are taken. The agreement outlines the responsibilities of each organisation involved in the project.

HEALTH & SAFETY: A risk assessment must be carried out prior to the event and shared with partner organisations. A health and safety briefing must be given before work commences e.g. safety issues arising from the risk assessment, safe use of tools, demonstration of working procedures as necessary.

FIRST AID: A named, qualified first aider must be present at the event, a first aid kit must be available on site. Injuries and/or incidents occurring during the event must be recorded.

VOLUNTEERS: Partner organisations will be responsible for recruiting their own volunteers. Information for potential volunteers should include the nature of the work, nature of the site (what facilities are available), what to bring, meeting place, directions. The main contact for each organisation will inform the lead organisation of the number of people volunteering.

The Lead Organisation must keep a register of all volunteers on site, to include emergency contact details.

POST-EVENT REPORT: the Lead Organisation will provide a brief report to all partner organisations detailing work completed and identifying any follow-up work that may be necessary and the responsible parties.

Agreed at the trustee meeting held on 08-01-2024

To be reviewed in 2027

JOINT PROJECT ROLES AND RESPONSIBILITIES

PROJECT	**Project name:**	
	Aims:	
	Location:	
	Date and time:	
	Task(s):	

CONTACTS	**Lead Organisation**	**Partner Organisation 1**	**Partner Organisation 2**
Names of Organisations:			
Main Contact Names:			
Phone numbers:			
Email addresses:			
Who will do Risk Assessment:			
Who will be the First Aider:			
Who will keep the register of volunteers:			
Other responsibilities:			

INSURANCE	Has insurance been taken out by the lead organisation to cover all volunteers at the event as well as public liability	**YES / NO**