

River Action Group Agreement

Thames21 recognises the excellent contributions made by River Action Groups (RAGs) across London and the Thames Basin and is pleased to support their efforts in enhancing the health of our local waterways and green spaces. This agreement sets out what Thames21 expects from River Action Groups and what River Action Groups can expect from Thames21.

More detailed guidance and advice can be found in the River Action Group Information Pack.

For events to be covered by Thames21's Public Liability Insurance (PLI), the following procedures must be followed:

- At each event there must be at least one event leader who has successfully completed Thames21's Leading Action for Healthy Rivers training course accredited by NCFE.
- At least one named first aider with a valid first aid certificate will be present for all events.
- Up-to-date names and contact numbers of event leaders and first aiders must be provided to Thames21 prior to each activity.
- Risk Assessments and Method Statements (RAMS) for each event must be submitted at least two weeks before the activity so that we can review them with you and sign them off one week beforehand. We will do our best to approve RAMS submitted with less notice but we cannot guarantee events will be covered by our Public Liability Insurance in this case. All RAMS must be submitted to riveraction@thames21.org.uk.
- If we deem your RAMS to be inadequate for the activity planned you will not be permitted to deliver the event. Thames21 will provide advice to help you create an adequate RAMS.
- Event leaders must deliver a health and safety talk to all participants at the beginning of the event and ensure that latecomers also receive the same information before taking part.
- After each event, RAG leaders must send Thames21 a picture of the sign-in sheet(s) from the event to show that volunteers have signed the sheet indicating that they have heard the health and safety talk. This will also allow us to record the number of people attending the event and the main achievements of the day.
- All accidents and near misses must be reported to the Thames21 team as soon as possible after the event, using the [online form](#).

- Key information will be included in the monthly RAG newsletter. As part of this agreement, someone from your RAG must be subscribed to this newsletter. You can subscribe [HERE](#).

Furthermore, the following is expected of all River Action Group leaders:

- If citizen science is being carried out as part of the event (e.g. plastic pollution survey, water quality sampling or riverfly survey) the data collected should be shared with Thames21 in the way agreed with your contact at Thames21.
- Thames21 are keen to encourage more people to set-up River Action Groups. Whenever possible, please help us by sharing with others the support and training opportunities Thames21 has available.
- If one or more of the registered group leaders is not able to continue in this role, please inform Thames21.
- Please contact Thames21 to register a new group leader. Please note, all group leaders must have completed a Leading Action for Healthy Rivers Training Course.

Thames21 will:

- provide a River Action Group info pack and communicate with groups when any updates are made;
- provide support and advice;
- assess all RAMS submitted to ensure a safe standard is being maintained and paperwork is in line with Thames21's PLI requirements;
- promote your events on the 'What's On' calendar and social media given enough notice;
- provide a Thames21 member of staff to support your first event;
- make training available to other members of the group to ensure there is one or more reserve leaders and increase the number of trained people in the group;
- offer first aid training for members of your group when available.

If you want to discuss any aspects of your work, or are unsure about anything within this document, please contact us at riveraction@thames21.org.uk.

Please note the following important information:

Personal data:

River Action Group leaders are responsible for ensuring that any personal data collected from participants is handled according to GDPR.

Event sign-in forms may be deleted after submission to Thames21.

Should groups wish to store personal data of participants, please consult data protection legislation.

Corporate volunteering:

If you are approached by a business or business employee that is looking for volunteering opportunities for their company, please contact Thames21 at riveraction@thames21.org.uk.

Statements to the media:

You may be approached by a radio, TV journalist or member of the press about the work you do as a River Action Group.

If you are approached by a journalist for a comment, we would you prefer that you refer this request to the Thames21 communications team.

If you do decide to speak to the media, please make it clear that you are speaking as an independent River Action Group, not as a representative of Thames21.

If you do have any contact with the media, please let us know as soon as possible by contacting Thames21's communications team at communications@thames21.org.uk

River Action Group information:

Name of River Action Group:	
Group email (if you have one):	
Group website (if you have one):	
Group social media handles (if you have any):	

Declaration:

By signing below, I/we, as the designated leader(s) of **RAG name here** River Action Group, hereby acknowledge and agree to the terms and conditions set forth in this agreement.

Leader one:

Name:

Signature (initials or electronic signature):

Date:

Phone number:

Email:

Leader two: (optional)

Name:

Signature (initials or electronic signature):

Date:

Phone number:

Email:

Leader three: (optional)

Name:

Signature (initials or electronic signature):

Date:

Phone number:

Email:

Thames21 staff member:

Name: Edwin Quast

Signature (initials or electronic signature):

A handwritten signature in black ink, appearing to be "Edwin Quast", written over a horizontal line.

Date: 24/09/2024

Phone number: 07739 627 665

Email: edwin.quast@thames21.org.uk

Email: riveraction@thames21.org.uk