



Toppesfield Parish Council

Volunteer Policy



This policy sets out the principles for voluntary involvement in activities authorised by Toppesfield Parish Council. The council acknowledges that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves. This policy applies to volunteers working on behalf of the parish council, not those employed by the council or members of the council.

Volunteers shall be required to note that only volunteer work that has been authorised in advance of the commencement of such work by the council will be covered by the council's insurance.

The council may decide to set-up a volunteer database that records volunteers and some basic contact details.

Volunteer Activity

1. Volunteers must discuss with the event supervisor (The Parish Clerk or a person appointed to the role by the Clerk) of work they have been asked or intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session. The record will be retained.
2. Volunteers must be adequately trained and competent/experienced to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.
3. A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing. The risk assessment should include as a minimum:
 - o The job or activity
 - o The existing competency of volunteers
 - o The circumstances of the work (e.g., the degree of supervision)
 - o The tools and/or equipment being used
 - o Training requirements - the training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.
4. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the parish council.

5. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. The Parish Clerk will maintain a copy of the Act for reference by volunteers if requested. Volunteers will not be authorised to carry out work that the Council considers hazardous or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.
6. Volunteers may be reimbursed by the parish council for any out-of-pocket expenses incurred in carrying out any work as well as allowance for any equipment wear and tear. Agreement for reimbursement must be obtained prior to work commencing and the Volunteer seeking such reimbursement will be required to provide receipts where possible and a claim form.
7. A copy of this Policy must be given to any Volunteer before work is undertaken.
8. All volunteers should be reminded of the risk assessment and health and safety issues at the beginning of the work/activity.
9. Prior to work commencing a visual inspection must be carried out to ensure there are no obvious hazards such as glass, stones, litter and trip hazards.
10. Responsibility for undertaking the inspection rests with the individual to whom authority has been provided by the Parish Council to undertake the work. If any hazards are identified that are not in the risk assessment or are of a concern to the volunteer the event organiser should be contacted immediately for advice, and if necessary, action will be taken. Any new hazards found, and the action taken should be recorded.
11. If the volunteer supplies their own equipment and tools, it is their responsibility to ensure that the items are in a good and usable condition. Volunteers are reminded of their responsibility to check all PPE and tools they are going to use.

This policy was agreed by Toppesfield Parish Council on:

This policy will be next reviewed every 2 years.

The next review will be on: 2nd December 2023

Attachments:

1. **Template Risk Assessment Form**
2. **Notification of work to be carried out (including agreement of event supervisor and confirmation by the Volunteer that they have read this policy and agree with its terms)**