



## Burton upon Stather Parish Council

### Volunteer policy

This policy applies to volunteers undertaking work/duties on behalf of, but not employed by, the Parish Council.

1. Volunteers must be adequately trained to be able to carry out the role. The exact nature of the training will depend on the role. It is not possible to detail what constitutes 'adequacy' as requirements will vary according to:
  - the job or activity
  - the existing competency of the volunteers
  - the circumstances of the work (e.g. the degree of supervision)
  - the tools and/or equipment being used

The training standard, however, must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work, as far as reasonably practicable. Responsibility for providing training rests with the individual to whom authority has been provided by the Parish Council to undertake the work/duty.

2. Volunteers, if only working a few hours to help at an event or similar, must still be informed about the task and its purpose, health and safety and supervision arrangements. Responsibility for this rests with the individual to whom authority has been provided by the Parish Council to undertake the work.
3. Volunteers expect to be treated equally, regardless of their gender, race, age, faith/religion, disability or sexual orientation. Volunteers must be accommodated from all walks of life.
4. Volunteers must undergo an induction appropriate for the task(s) being undertaken. This must include health and safety, what to do if there is a problem and an introduction to other relevant individuals. Responsibility for the induction rests with the individual to whom authority has been provided by the Parish Council to undertake the work.
5. A risk assessment must be undertaken to identify risks that might be faced and how they will be managed. If an area of activity presents a significant risk, consideration must be given to reducing or stopping the activity which gives rise to the risk. The Parish Council, through the office of its Clerk or other person(s) as advised, must receive a copy of such risk assessment records. Responsibility for undertaking the risk assessment rests with the individual to whom authority has been provided by the Parish Council to undertake the work. Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation.
6. As far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of the Parish Council then they will be insured under the Parish Council's Public Liability and Employers' Liability cover. Reporting to the Parish Council in respect of work which is of an ongoing nature is not necessary on each occasion and does not require formal approval of the Parish Council on each occasion.

7. Volunteers may only carry out less hazardous work involving non powered hand tools e.g. path maintenance, tree planting etc  
Minimum levels of PPE (suitable footwear, gloves, safety goggles etc) must be worn when undertaking such activities. Prior to commencing, a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass or stones.  
Responsibility for undertaking the inspection rests with the individual or group to whom authority has been provided by the Parish Council to undertake the work. Remedial action must be taken immediately, and these inspections are to be recorded. The Parish Council cannot be held liable for any injury caused by the use or issue of tools or faulty equipment.  
The use of cleaning materials must not be stronger than those available on shop shelves; however, no chemical can be mixed.  
High visibility vests or other appropriate clothing must be worn where appropriate.
8. Jewellery, necklaces, watches and the like must not be worn where they compromise the safe working environment for the volunteer.
9. Trainers, open-toed shoes, heeled shoes or sandals must not be worn if the safe working environment for the volunteer is compromised.
10. Long hair must be tied up if it is deemed that it could compromise health and safety requirements.
11. All work undertaken by volunteers shall have regard to all relevant and current Health and Safety Legislation.
12. Volunteers wishing to provide the Parish Council with an update on their activities can do so during the informal public participation session of any Parish Council meeting.
13. Out of pocket expenses will not be paid to any volunteer/group without prior permission being granted (receipts to be produced/claim form to be completed and submitted)
14. Volunteers must inform the Parish Council of the work they intend to undertake before commencement; this can be done in two ways:
  - at the beginning of a Council meeting
  - in writing to the Clerk

In both instances, written approval must be received prior to the undertaking of any work/activities on Parish Council property.
15. Any minors who carry out voluntary work on behalf of the Council (including work experience placements) must not be left alone and must be always accompanied by a DBS checked adult.
16. Permission must be given in writing to the Parish Council from the parent/legal guardian of any minor who does voluntary work on behalf of the Parish Council prior to any work being carried out.