

Volunteer Policy and Procedures

Introduction

1. This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Wingfield Parish Council. Volunteering can benefit the Council, the community and the volunteers.

Policy

2. The Parish Council maintains a list of volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the Parish Council of any changes to their details or, if they have ceased to volunteer, and want their details to be removed.
3. Volunteers should be competent to carry out a role. The nature of skills required will depend on the activity.
4. If required, appropriate training will be provided in advance of volunteers working on site. Training should be sufficient to ensure maintenance of the health and the safety of volunteers and any people who might be affected by the work, as far as reasonable practicable.
5. Volunteers should be informed about the task and its purpose, health, safety and supervision arrangements before commencement of work.
6. Volunteers working at the sole request of and under the sole control of the Parish Council will be insured under the Parish Council's Public Liability and Employers Liability cover.
7. Volunteers should only carry out tasks allocated to them.
8. In specific circumstances volunteers may undertake a task without a councillor being present, but only where the Parish Council is satisfied that the volunteers understand the extent of their roles and responsibilities and are competent to carry out the proposed tasks.
9. Prior to work commencing, a visual inspection of the site should be carried out to ensure that there are no obvious hazards. These inspections are to be recorded.
10. Volunteers should have due regard to the fact that they are carrying out work on behalf of the Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.
11. Volunteers should be made aware of this policy the first time they undertake work on behalf of the Parish Council. Any material changes to the policy will be brought to the attention of volunteers.

Procedures

12. A risk assessment should be undertaken before any task is started. The Parish Clerk is to receive a copy of the risk assessment. An example Risk Assessment is at Annex B.
13. Volunteers should undergo an induction briefing appropriate for the task(s) being undertaken. This should include a description of the work to be undertaken and known issues and risks associated with the site.
14. Volunteers will be expected to sign the briefing sheet, showing that they have received an induction brief, they understand the nature of the work, they recognize the risks associated with the task and agree to comply with instructions provided during the induction brief. This document is not intended to form a

contract. Volunteers will also be asked to confirm that they do not have any medical issues that would put either them or other volunteers at risk.

15. On completion of the work, the supervisor is to forward the completed induction brief to the Parish Clerk with a completed summary of the work undertaken. Retention of induction briefs will allow the Parish Council to record work and to acknowledge the contributions to the community made by volunteers.

16. An example Induction Brief and volunteer sign-up sheet is at Annex C.

Policy history

Description	Date	Minute Number
Adopted	20 September 2023	43
Last reviewed		

Wingfield Parish Council – Volunteer List

This list is maintained by the Parish Clerk. All information will be kept safe and confidential.

It is essential that a volunteer advises the supervisor of an activity or the Parish Clerk of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task.

When someone stands down as a volunteer, they are to contact the Parish Clerk requesting their details are removed from list.

Your Contact Details	
Name:	
Address:	
Home phone:	
Mobile:	
Email:	
Signature:	Date:

Risk Assessment Template for Wingfield Parish Council

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY L / M / H	LIKELIHOOD L / M / H	MEASURES / COMMENTS
1						

RISK ASSESSMENT CARRIED OUT BY:

Signature:

Date:

Example: Litter Pick Risk Assessment for Wingfield Parish Council

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY L / M / H	LIKELIHOOD L / M / H	MEASURES / COMMENTS
1	Passing Traffic	Be aware of traffic on the roads and road safety	Participants	8	6	Briefing at the start of the Litter Pick by the supervisor. Participants access restricted to pavement and footpaths. High visibility vests to be supplied and appropriate traffic warning / controls to be utilised.
2	Hygiene	Cuts, grazes, germs	Participants	4	4	Briefing at the start of the Litter Pick by the supervisor Protective Gloves to be worn. First Aid Kit to cover cuts however minor with tape following consultation as to allergies to tape etc. Warn re avoiding rubbing mouth and eyes whilst working. Wash hands and forearms before eating and drinking, etc or going to the toilet.
3	Slips, Trips, and Falls	Slips strains, trips and falls due to working on grass verges, lifting heavy objects, working near kerbs	Participants	6	4	Briefing at the start of the Litter Pick by the supervisor. Heavy items will not be moved but will be identified and details of location to be recorded then reported by the supervisor/Clerk to the correct Unitary Council Department
4	Hazardous Waste	Syringes, liquids in bottles and gas canisters etc	Participants	6	4	Briefing at the start of the Litter Pick by the supervisor and any items to be identified and details of location to be recorded then reported by the organiser/Clerk to the correct Unitary Council Department Gloves will be issued to participants
5	Fly Tipping	Waste too heavy or too high volume – unsuitable for manual handling	Participants	4	3	Briefing at the start of the Litter Pick by the supervisor and any items to be identified and details of location to be recorded then reported by the supervisor/Clerk to the correct Unitary Council Department
6	Adverse Weather	Risk of sunstroke and sunburn from hot weather. Risk of trips and slips in wet weather.	Participants	3	3	Consider weather forecast before confirming litter picking event. Wear appropriate clothing/hat/footwear. Drink plenty of water. Take suitable rest breaks.
7	Other Dangers	Giant Hogweed Skin irritation, rashes blistering	Participants	2	6	Briefing at the start of the Litter Pick by the Organiser a photograph shown of the plant to help with identification and any plants identified, details of the location to be recorded then reported by the organiser/Clerk to the correct Unitary Council Department. Gloves issued to participants.

RISK ASSESSMENT CARRIED OUT BY:

Signature:

Date:

WINGFIELD PARISH COUNCIL – [TASK NAME] INDUCTION BRIEF AND VOLUNTEER ACKNOWLEDGEMENT

Supervisor:

Date:

Start Time:

Finish Time:

Location:

•

Description of Activity:

•

Tools to be Used:

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Hazards and Safety Measures:

- You should not undertake the work defined if you have either an injury or illness that could increase risk of further injury or illness either to you or fellow volunteers. If you are unsure of the likelihood of increased risk due to either injury or illness, you should contact the supervisor before starting work.
- You will not be asked to work at height.
- Jewellery, necklaces, watches ideally should not be worn – wearing them present risk of injury.
- Appropriate footwear must be worn. Ideally, sturdy boots covering the ankle and providing support on uneven ground should be worn. Open-toed shoes or sandals, trainers (footwear without a heel) must not be worn. Doing so increases risk significantly.
- Long hair must be tied up to avoid it getting caught in the activity.
- Gloves should be worn where appropriate.

First Aid:

- When a volunteer is wounded (serious cuts and grazes) undertaking authorised work, the supervisor should be notified as soon as possible. A first aid kit is held by the supervisor.
- In the case of serious injury, immediate first aid should be administered and the supervisor informed.
- The supervisor is expected to carry a mobile phone.

VOLUNTEER ACKNOWLEDGEMENT

- I understand the scope of work described by the supervisor and agree to abide by the direction relating to this work that they give.
- I agree to comply with all health and safety direction and training I am given in support of this work.
- I agree that I am fit and healthy to undertake this work.

Name (Printed)	Contact Details Unchanged (Tick to confirm)