



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 Winsley Parish Council. The Parish Council recognizes that volunteering can benefit the council, the community and the volunteers themselves.
2. This policy applies to volunteers working on behalf of the Parish Council, not those employed by the Parish Council.

Policy

3. The Parish Council maintains a list of volunteers. As well as name and contact details (address, telephone number and/or email), volunteers are required to provide details of a point of contact in case of emergency. Once personal details have been provided, volunteers are required to notify the Parish Council of changes to those details. If volunteers no longer wish to volunteer they should contact the Clerk to have their details removed from the Volunteer List. The details included in the Volunteer List are presented at Annex A.
4. Volunteers must be adequately trained to carry out a role. The nature of skills required will depend on the activity. It is not possible to detail what constitutes 'adequacy' as the skills needed will vary according to:
 - a. The job or activity.
 - b. The circumstances of the work such as the level of supervision and exposure to unrelated hazards.
 - c. The tools and/or equipment being used.
5. A lack of adequate skills should not preclude volunteers from taking part in an activity. Appropriate training will be provided in advance of the volunteer starting work on site.
6. The exact nature of the training will depend on the role and the findings from the required risk assessment. The minimum level of 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. Responsibility for providing appropriate training rests with the individual to whom authority has been given by the Parish Council to undertake the work. That individual is deemed to be the supervisor, the term used throughout the remainder of this document.
7. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements before commencement of work. Responsibility for this rests with the supervisor.
8. All works undertaken by volunteers take account of the Health & Safety at Work Act. Volunteers will not be authorised to carry out work that either the Council or the supervisor regard as hazardous, in that it would contravene the principles of the Health and Safety at Work Act, taking account of the competence of the volunteer(s) carrying out the proposed work.
9. So 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, which is exercised by the supervisor, they will be insured under the Parish Council's Public Liability and Employers Liability cover.

10. Volunteers will carry out only the least hazardous work involving, for example path maintenance and grass cutting with the use of non-powered tools only, other than lawnmowers/grass cutting equipment and strimmers. The usual safety aspects of operating either a lawnmowers/grass cutting equipment or a strimmer must be heeded at all time. If there are serious issues with regards to trees, this work must be carried out by a qualified tree surgeon with their own public liability cover of no less than £5,000,000.

11. Prior to work commencing, a visual inspection of the site must be carried out to ensure that there are no obvious hazards such as residue from fly-tipping, glass or stones. Responsibility for undertaking the inspection rests with the supervisor. These inspections are to be recorded. Normally volunteers will be expected to use their own tools. The Parish Council cannot be held liable for either any injury caused by use of faulty equipment/tools or loss of equipment/tools. Depending on the hazard surrounding a task, a high visibility vest or other appropriate clothing must be worn. The supervisor is expected to carry with them a mobile telephone for use in case of emergency.

12. Volunteers are to be treated equally, regardless of their gender, race, age, faith/religion, disability or sexual orientation. Volunteers are welcome from all walks of life. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Winsley Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.

13. Volunteers who have a complaint against a fellow volunteer, a supervisor or member of staff from a partner organisation should, if appropriate, contact the supervisor in the first instance. The supervisor should endeavour to resolve the complaint on site, but if it cannot be resolved satisfactorily then, a complaint should be instigated in accordance with Winsley Parish Council's Complaints Procedure.

14. A copy of this policy must be given to volunteers the first time they undertake work on behalf of the Parish Council. The policy will be re-issued to volunteers if any material changes to the policy are made.

Procedures

15. A risk assessment to identify any risks that might be faced and how they will be managed should be undertaken no less than 48 hours before commencement of work. The Parish Clerk is to receive a copy of the risk assessment prior to commencement of that work. A further visual inspection of the work area must be carried out prior to work commencing, importantly noting whether there have been any changes since the risk assessment was completed.

16. The risk assessment should include as a minimum:

- a. Details of the job or activity.
- b. The existing competency of volunteers.
- c. The circumstances of the work (eg the degree of supervision)
- d. The tools and/or equipment being used
- e. Training requirements.

17. An example Risk Assessment is at Annex B.

18. Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken. This must include a description of the work to be undertaken, tools and equipment to be used, known issues and risks associated with the site, instructions of what to do if there is a problem and identification of other individuals responsible for safety while they are working alongside them. Responsibility for completing the induction rests with the supervisor.

19. 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 and while work is underway. This document is not intended to form a contract. Volunteers will also be expected to confirm details of those

who should be contacted in case of emergency, and confirm that they do not have any medical issues that would put either them or other volunteers at risk.

20. 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 ultimately acknowledge the contributions to the community made by volunteers.

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

Winsley Parish Council – Volunteer List

The Winsley Parish Council Volunteer 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.

Where a volunteer can no longer support the community, they are to contact the Parish Clerk requesting their details are removed from list at the earliest opportunity.

Your Contact Details	
Full Name:	
Address:	
Home phone:	
Mobile:	
Email:	

In the event of an emergency who would you like to be contacted?

Emergency Contact	
Name:	
Relationship to you:	
Address:	
Home Phone:	
Mobile:	

Signature:	Date:
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ANNEX B TO

WINSLEY PARISH COUNCIL VOLUNTEER POLICY & PROCEDURES

DATED JANUARY 2018

Litter Pick Risk Assessment for Winsley Parish Council

No	ITEM	HAZARD	THOSE IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
				SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
1	Passing Traffic	Be aware of traffic on the roads and road safety	Participants	8	6	48	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.	8	2	16 (A)
2	Hygiene	Cuts, grazes, germs	Participants	4	4	16	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.	2	2	4 (A)
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	24	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	6	2	12 (A)

No	ITEM	HAZARD	PERSONS	Risk Rating before control measures	MEASURES /COMMENTS	Risk Rating after control measures
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			IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
4	Hazardous Waste	Syringes, liquids in bottles and gas canisters etc	Participants	6	4	24	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	4	2	8 (A)
5	Fly Tipping	Waste too heavy or too high volume – unsuitable for manual handling	Participants	4	3	12	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	4	1	4 (T)
6	Adverse Weather	Risk of sunstroke and sunburn from hot weather. Risk of trips and slips in wet weather.	Participants	3	3	9	Consider weather forecast before confirming litter picking event. Wear appropriate clothing/hat/footwear. Drink plenty of water. Take suitable rest breaks.	2	1	2 (A)
7	Other Dangers	Giant Hogweed Skin irritation, rashes blistering	Participants	2	6	12	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.	1	2	2 (A)

RISK ASSESSMENT CARRIED OUT BY:

Signature:

Date:

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1

Score	Priority	Action
1 – 16	LOW	Action is required to reduce the risk, although low priority.
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.
37 – 100	HIGH	Action required urgently to control risks. Unacceptable Immediate action required

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

Supervisor:

Date:

Start Time:

Finish Time:

Location: (To be defined by supervisor)

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Description of Activity: (To be summarised by supervisor)

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Tools to be Used: (To be listed by supervisor, taking note of the risks associate with using these tools (for instance cuts and grazes))

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Hazards and Safety Measures:

- All work undertaken by volunteers shall have regard to the Health & Safety at Work etc. Act 1974 and related health & safety legislation.
- 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 and 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 must be administered and the supervisor informed.
- The supervisor is expected to carry with them a mobile telephone. Where necessary, the emergency services will be called.

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.
- I agree to make the work supervisor aware of any changes to my contact details or health.

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

POST ACTIVITY COMMENTS

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