

Volunteer Policy

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Document History

Adopted by Council – 8 January 2020
Reviewed & Adopted –

Introduction

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

Training

1.1. 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:

- a) the job or activity;
- b) the existing competency of volunteers;
- c) the circumstances of the work (e.g. the degree of supervision);
- d) 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 Town Council to undertake the work / duty.

1.2. Volunteers, if working for only 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 Town Council to undertake the work.

Equality

1.3. 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.

Induction

1.4. 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 Town Council to undertake the work.

Risk Assessment

1.5. A risk assessment must be undertaken in order 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 Town 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 Town Council to undertake the work. Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation.

Insurance

1.6. In so far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of the Town Council Volunteer Policy they will be insured under the Town Council’s Public Liability and Employers’ Liability cover. Reporting to the Town 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 Town Council on each occasion.

Inspections

1.7. Volunteers may only carry out less hazardous work involving non powered hand tools; for example, path maintenance, sand clearance, tree planting etc. Minimum levels of PPE (suitable footwear, gloves, safety goggles etc.) must be worn when undertaking such activities. Prior to work 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 Town Council to undertake the work. Remedial action must be taken immediately, and these inspections are to be recorded. The Town Council cannot be held liable for any injury caused by the use or misuse of tools or faulty equipment. The use of cleaning materials must not be stronger than those available on shop shelves; however, no chemicals can be mixed. No weed killers can be used in or around any Town council properties. High visibility vests or other appropriate clothing must be worn where appropriate.

Workwear and Accessories

1.8. Jewellery, necklaces, watches, and the like must not be worn where they compromise the safe working environment for the volunteer.

1.9. Trainers, open-toed shoes, heeled shoes, or sandals must not be worn if the safe working environment for the volunteer is compromised.

1.10. Long hair must be tied up if it is deemed that it could compromise health and safety requirements.

Health & Safety Policies

1.11. All work undertaken by volunteers shall have regard to the Health and Safety at Work etc. Act 1974 and all other Health and Safety Legislation.

Activity Updates

1.12. Volunteers wishing to provide the Town Council with an update on their activities can do so during the informal public participation session of any Town Council meeting.

Expenses

1.13. 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).

Work Schedule

1.14. Volunteers must inform the Town Council of the work they intend to undertake before commencement; this can be done in two ways: a) At the beginning of a Council meeting b) In writing to the Town Clerk In both instances, written approval must be received prior to the undertaking of any work / activities on Town property.