

Policy	<b>Volunteer Policy</b>
Created by	R Tattershaw
Adopted	Full Council 16/01/2024 Min No:0124/3288
Review schedule	3 Yearly

This policy applies to volunteers working on behalf of, but not employed by Tibshelf Parish Council. Volunteers must be over the age of 16. Anyone under the age of 16 accompanying a volunteer must be closely supervised by an appropriate adult volunteer who will be responsible for the young person's safety.

1) Volunteers must be adequately trained to be able to carry out the role required. 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 competence of volunteers
- The circumstances of the work (eg the degree of supervision)
- The tools and /or equipment being used

The training standard however must be sufficient to ensure the Health & Safety of the volunteers and any people who might be affected by the work, as far as is reasonably practicable.

Responsibility for providing the training rests with the individual to whom authority has been provided by the Parish Council to undertake the work.

2) Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and purpose, health & safety and supervision arrangements. Responsibility for this rests with the individual to whom the authority has been provided by the Parish Council to undertake the work.

3) Volunteers should expect to be treated equally and accommodated from all walks of life.

4) Volunteers must undergo an induction appropriate for the task being undertaken. This must include Health & Safety requirements, 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 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 the risk or stopping the activity. The Clerk will undertake the Risk Assessment in conjunction 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 & Safety at Work legislation.

6) 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 must carry out only less hazardous work involving, for example, path clearing. Work requiring the use of powered machinery eg petrol mowers, strimmers or chainsaws must not be undertaken by volunteers. If volunteers use their own tools, then the Parish Council cannot be held liable for any injury caused by faulty equipment or tools. High visibility vests and appropriate clothing must be worn by volunteers.
- 8) Cleaning materials used by volunteers must not be stronger than those available on shop shelves.
- 9) Trainers, opened toed shoes, heeled shoes or sandals must not be worn by volunteers if it would compromise the safe working environment.
- 10) Long hair should be tied up if it could compromise health and safety requirements.
- 11) Jewellery, necklaces and watches must not be worn if they would compromise the safe working environment.
- 12) All volunteers shall have regard to the Health & Safety at Work Act 1974 and all subsequent Health & Safety Legislation.
- 13) If the Parish Council is required to make a decision regarding work to be undertaken by volunteers, then a detailed and fully costed proposal must be submitted to the Clerk no later than 10 days prior to the next Parish Council meeting.
- 14) Expenses will only be paid to volunteers if prior approvals for the work and associated costs have been given by the Parish Council.
- 15) Volunteers must inform the Parish Council of any work they intend to undertake prior to commencement of that work. They should inform the Clerk, preferably by email.
- 16) Residents who undertake work on Parish Council property without the permission of the Parish Council are not covered under this policy and the Parish Council cannot be held responsible for any consequences of such action. Anyone who undertakes unauthorised work on Parish Council property could be liable for prosecution for criminal damage.
- 17) The Parish Council will, when it gives approval for volunteer, monitor the work of the volunteers and the Clerk will report the outcome to the next Parish Council Meeting.