

# Volunteer

Policy Document – Version 1.0



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# Thurcroft Parish Council

## VOLUNTEER POLICY

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This Policy applies to Volunteers working on behalf of, but not employed by, the Parish Council. The policy does not currently cover any minors volunteering on behalf of the parish.

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 details what constitutes 'adequate' as requirements may vary according to:
  - a) 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

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.

2. Volunteers, if only working for a few hours to help at an event or similar, must still be informed about the task and its purpose, health & 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 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.
4. Minimum details will be kept on volunteers in accordance with the Parish Council's data protection policy.
5. Volunteers and staff will work in accordance with the Parish Council's equal opportunities policy and will prevent discrimination on any grounds.
6. Risk Assessment will 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. Anything outside the scope of standard volunteer work will need to be included as an exception to the risk assessment for volunteers.
7. 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 then they will be insured under the Parish Council's Public Liability and Employer Liability cover. Reporting to the Parish Council in respect of work which is of ongoing nature is not necessary on each occasion and does not require formal approval of the Parish Council on each occasion. However, anybody undertaking volunteer



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activities on behalf of the council will need to report that they are undertaking the work through the Volunteer WhatsApp group.

8. Any work undertaken by volunteers must not breach any current contracts in place with the council – such as grounds maintenance, horticulture or any work contracted out from our facilities without prior permission to do so.
9. Other than in exceptional circumstances volunteers must carry out less hazardous work, for example, path maintenance and grass cutting with non-powered tools, other than lawnmowers, strimmers and cutting equipment, when appropriate footwear must be worn and safety goggles in the case of strimmers. If there are serious issues with regard to trees, this work must be carried out by a qualified tree surgeon with their own public liability cover. Prior to work commencing, a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass or stone. Responsibility for undertaking the inspection rests with the individual to whom authority has been provided by the Parish Council to undertake the work. Remedial action must be taken immediately, and those inspections are to be recorded. If volunteers use their own equipment, then the Parish Council cannot be held liable for any injury caused by them through the use of faulty equipment/tools. Cleaning materials must not be any stronger than those available on shop shelves (non-industrial). High visibility vests or other appropriate clothing must be worn where appropriate – this is at the responsibility of the person undertaking the work.
10. All work undertaken by volunteers shall have regard to the Health & Safety at Work Act and all other Health & Safety legislation.
11. If the Parish Council is required to make a decision, a detailed and fully costed proposal must be submitted to the Clerk by no later than the Friday of the week preceding the Parish Council meeting.
12. Volunteers must inform the Parish Council of the work they intend to undertake before commencing such work, within the Volunteer WhatsApp group.
13. Volunteers wishing to provide the Parish Council with an update on their activities can do so during the public participation session of any Parish Council meeting.
14. Travel expenses will be paid at the current Parish Council mileage rate and will only be paid with the prior approval of the Parish Council.
15. Expenses will be paid only with prior approval of the Parish Council and after receipt by the Parish Council of paper receipts in respect of same. They will not include safety equipment or clothing.

### Process Map

- Volunteer messages on WhatsApp Group to notify that work will be undertaken on date and time.



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- When Volunteer is at the site, Volunteer will message that the area has been monitored for any identifiable risks, and it is free of risk. Risk Assessments will be in place for any work taking place (Clerk will build up a bank of Risk Assessments as we progress). Confirmation that any person working with volunteer have all had a brief on tasks that are being carried out and that they are happy.
- Messages will be kept on the WhatsApp for a year.