

FIVEHEAD PARISH COUNCIL

VOLUNTEER POLICY

(INTRODUCED FOR COMMUNITY SUPPORT ACTIVITIES

UNDERTAKEN SOLELY FOR THE PARISH COUNCIL)

Adopted	Min 4520 Nov 2023
Amended	
Review date (annual)	Annual meeting of the Parish Council (May)

1. Introduction

This policy sets out the principles for voluntary involvement in activities led by Fivehead Parish Council.

The Parish Council acknowledges that volunteers contribute in many ways, and that volunteering can benefit the Parish Council, local communities and the volunteers themselves.

This policy applies to volunteers taking part in activities with, or solely on behalf of the Fivehead Parish Council, and not for other organisations, nor those employed by the Parish Council or members of the Parish Council.

Volunteers shall be required to note that only volunteer work that has been authorised by the Parish Council, with the necessary risk management assessment in place, will be covered by the Parish Council's insurance.

The Parish Council may set-up a volunteer database that records volunteers and some basic contact details.

2. Volunteer activity

- a) Volunteers must inform the event supervisor (the Parish Clerk or a person appointed to the role by the Clerk) of work they intend to carry out before commencing such work. This can be in writing via email to the Parish Clerk or by signing in ahead of a session. The record will be retained by the event supervisor.
- b) Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.
- c) A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk will receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing.
 - a. The risk assessment should include as a minimum:
 - i. the job or activity

- ii. the existing competency of volunteers
 - iii. the circumstances of the work (eg the degree of supervision)
 - iv. the tools and/or equipment being used
 - v. training requirements - the training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.
- d) Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the Fivehead Parish Council.
- e) All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Parish Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.
- f) All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Fivehead Parish Council and as such are representing the Parish Council, both in quality of work and possible interaction with the public.
- g) A copy of this policy will be provided to all volunteers.
-

VOLUNTEER AGREEMENT FORM

I _____ [Print name],
in volunteering for Fivehead Parish Council, acknowledge that I have read, accept, and will
adhere to the above Volunteer Policy.

Signed _____

Dated: _____

(NB: Sign two copies – for Parish Council and volunteer to retain one)