

## **OAKINGTON & WESTWICK PARISH COUNCIL**

### **Volunteer Policy and Procedures 2022**

#### **Introduction**

1. This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Oakington & Westwick Parish Council. The Parish Council recognises that volunteering can benefit the council, the community and the volunteers themselves.

#### **Policy**

2. The Parish Council maintains a list of volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the Parish Council of any 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.
3. Volunteers must be competent to carry out a role. The nature of skills required will depend on the activity.
4. If required, appropriate training will be provided in advance of the volunteer working on site. 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 reasonably practicable.
5. Volunteers should be informed about the task and its purpose, health, safety and supervision arrangements before commencement of work.
6. All works undertaken by volunteers take account of the Health & Safety at Work Act.
7. Volunteers working at the sole request of and under the sole control of the Parish Council will be insured under the Parish Council's Public Liability and Employers Liability cover. <sup>[1]</sup><sub>[SEP]</sub>
8. Volunteers should only carry out tasks allocated to them.
9. Prior to work commencing, a visual inspection of the site must be carried out to ensure that there are no obvious hazards. These inspections are to be recorded.
10. There should be a method of communication for emergency purposes.
11. Volunteers must have due regard to the fact that they are carrying out authorised work on behalf of the Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.
12. If a volunteer raises a complaint that cannot be resolved at the time, then a complaint should be instigated in accordance with Oakington & Westwick Parish Council's Complaints Procedure.
13. 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**

14. A risk assessment should be undertaken before commencement of work. The Parish Clerk is to receive a copy of the risk assessment. An example Risk Assessment is at Annex B.
15. Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken.

This should include a description of the work to be undertaken and known issues and risks associated with the site.

16. 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. This document is not intended to form a contract. Volunteers will also be expected to confirm that they do not have any medical issues that would put either them or other volunteers at risk.

17. 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.

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

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This policy was adopted by Oakington & Westwick Parish Council at its meeting held on 10 February 2020.

Reviewed by Personnel Committee at its meeting held on 24 October 2022

### **Oakington & Westwick Parish Council – Volunteer List**

The 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.

<b>Your Contact Details</b>	
Name:	
Address:	
Home phone:	
Mobile:	
Email:	
Signature:	Date:

**EXAMPLE RISK ASSESSMENT – TO BE ADAPTED ACCORDING TO NEED**

<b>OAKINGTON &amp; WESTWICK PARISH COUNCIL – VOLUNTEERS RISK ASSESSMENT</b>						
<b>NAMES OF VOLUNTEERS:</b>						
<b>LOCATION OF WORK TO BE CARRIED OUT:</b>						
<b>TYPE OF WORK TO BE CARRIED OUT:</b>						
<b>DATE:</b>						

<b>Hazard</b>	<b>Potential harm</b>	<b>Persons at risk</b>	<b>Seriousness of harm</b>	<b>Mitigation and controls</b>	<b>Likelihood of occurrence</b>	<b>Risk Category</b>
X driving mechanical digger	High	Driver	High	Volunteers should not work in vicinity of mechanical equipment, otherwise to wear hard hat, solid boots/shoes (Toe-tectors) gloves, and high-viz jackets/clothing	Medium	High
Volunteers near Digger	High	All	High	One person to set up guard fence and watch out for all while digger is operating	Medium	High

Danger to from traffic /other volunteers using tools	Medium	All	High	Wear High Viz Clothing take extra care. 'Be bright, be seen': Be aware of colleagues at all times	Medium	High
Danger from use of stake thumper: only X to use	High	All	High	All to keep well away except person initially holding stake: that person to take great care	Medium	High
Tetanus	Medium	All	Medium	Check vaccination certificate is up to date	Low	Medium
Sunburn (working outside)	High	All	Medium	Use SPF 30 Sun block	Low	Medium
Hypothermia (Cold weather)	Low	All	Low	Wear waterproof, thermal clothing, Stout boots. Cool but no rain forecast.	Low	Low
Trips, slips and falls Lifting – tree root balls, stakes, compost	Medium	All	Low	Wear sensible footwear pay attention to paving and kerbs, take care.	Low	Low
Lifting – tree root ball, stakes, compost	High	All lifting	High	4 people to lift root-balls off lorry; Lift correctly with straight back, bending from knees, take care.	High	High
Handling bark chips, tree root ball bags, fabric	Low	All	Low	Wear gloves and eye protection. If susceptible to respiratory problems wear a face mask.	Low	Low
Lone working	Low	All	Low	Where possible work in pairs.	Low	Low

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**RISK ASSESSMENT CARRIED OUT BY:**

**Signature:** .....

**Date:**

**OAKINGTON & WESTWICK 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 should 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 supervisor aware of any changes to my contact details or health.

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

**POST ACTIVITY COMMENTS**