

Weston in Gordano Parish Council

Volunteer Policy and Procedures

Introduction

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

Policy

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 Active Volunteer List and for complete removal at the appropriate date of retention expiry and at the earliest opportunity. The retention period will enable the Council's insurance cover for the volunteering activity.

The details included in the Volunteer List are presented at Annex A.

Volunteers must be competent to carry out the role they are volunteering to do. The nature of skills required will depend on the activity.

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 safety of volunteers and any people who might be affected by the work, as far as reasonably practicable.

Volunteers should be informed about the task and its purpose, and about health, safety and supervision arrangements, before commencement of work.

All works undertaken by volunteers must take account of the Health & Safety at Work Act.

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. However, the Council does not insure volunteers' personal possessions against loss or damage, and if volunteers use their own tools or equipment, the Parish Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.

Volunteers should only carry out tasks allocated to them.

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.

There should be a method of communication for emergency purposes.

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 any interaction with the public.

If a volunteer raises a complaint that cannot be resolved at the time, then a complaint should be instigated in accordance with the Parish Council's Complaints Procedure.

A copy of this policy must be made available to volunteers the first time they undertake work on behalf of the Parish Council. Volunteers will be notified if any material changes are made to the policy.

Procedures

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.

Volunteers must undergo an induction briefing appropriate for the specific session, location and task(s) being undertaken. This should include a description of the work to be undertaken and known issues and risks associated with the site.

For work on Middle Hill Common, volunteers will need to have with them a properly charged mobile phone in order to maintain contact with the session/location supervisor and to notify the supervisor of any change of their location on the Common.

Volunteers will be expected to sign the briefing sheet, showing that they have received an induction brief, understand the nature of the work, recognise 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 themselves or other volunteers at risk.

A volunteer “site/session day book” will be kept for all volunteers to sign into and out of the session/site. This will also include the volunteer’s name and mobile phone number, and contact details of a next of kin or nominated person to be informed that day if the volunteer requires medical attention. There will be an on-site supervisor identified for each volunteering session who will keep this record and who will be responsible for ensuring that everyone who has signed onto site is accounted for and has safely left the site at the end of the session, and that no volunteers are inadvertently left behind and unaccounted for.

On completion of the work, the supervisor is to forward the signed and 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.

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

ANNEX A**Volunteer List / Session Day Book**

The Weston in Gordano Parish Council Volunteer List is maintained by the Parish Clerk. All information will be kept safe and confidential and comply with the Council's Data Protection and Privacy Policies.

We need to know who is volunteering with us, and need some information to be able to ensure the volunteers safety, this will only be used for the purposes relating the volunteering activities. Our Privacy Notice can be found on our website. Website address www.wig-pc.gov.uk

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 the list of active volunteers and for complete removal at the appropriate date of retention expiry and at the earliest opportunity.

Volunteer Contact Details	
Name:	
Address:	
Home phone:	
Mobile:	
Email:	
Any medical conditions or physical restrictions (eg no heavy lifting) that we should know about?	
Emergency Contact Person Name / Relationship to yourself and Tel Number By supplying this information you are confirming that you have their consent for WiG PC to hold their data.	
Name & Signature:	Date:

ANNEX B Litter Pick Risk Assessment for Parish Council

	A possibility of death, major injury, major damage or loss of property or equipment.	B	C minor injury or minor damage to property or equipment
1 Extremely Likely			
2 Likely			
3 May but unlikely			

Identified Hazards	Who's Exposed	Risk Rating	Mitigation Measures	Final Risk Rating	Additional Mitigation
Passing Traffic	Participants	A1	Safety briefing before work; restrict participants to pavements/footpaths; provide high-visibility vests; deploy traffic warning signs if needed	A3	None
Hygiene (Cuts, grazes, germs)	Participants	C2	Safety briefing: gloves provided; first aid kit; advice to avoid touching face; wash hands before eating/drinking/toilet	C3	None
Slips, Trips and Falls	Participants	B2	Safety briefing: uneven/stEEP areas identified; heavy objects not moved record and report to Council	B3	None
Hazardous Waste (syringes, liquids, gas canisters)	Participants	A2	Safety briefing; identify and report hazardous items; no handling by volunteers; gloves provided	A3	None
Fly-tipping (waste too heavy or large)	Participants	B2	Do not move heavy items; identify and report to Council	C3	None
Adverse Weather	Participants	B3	Check weather forecast; appropriate clothing/footwear; hydration; rest breaks	C3	None
Giant Hogweed (skin irritation, blisters)	Participants	B2	Safety briefing: photo provided for ID; record and report locations; gloves supplied	C3	None

RISK ASSESSMENT CARRIED OUT BY: Signature:

Date:

ANNEX C**INDUCTION BRIEF AND VOLUNTEER ACKNOWLEDGEMENT**

WiG PARISH COUNCIL – [TASK NAME]

Supervisor:

Date: Start Time:

Finish Time:

Location: (To be defined by supervisor)

Description of Activity: (To be summarised by supervisor)

Tools to be Used: (To be listed by supervisor, taking note of the risks associate with using these tools (for instance cuts and grazes))

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 an injury or illness that could increase the risk of further injury or illness either to yourself or fellow volunteers. If you are unsure of the likelihood of increased risk due to injury or illness, you should contact the supervisor before starting work.
- You will only be asked to work at height if you have indicated that you are willing to do so and have received the appropriate training to undertake the task at height, e.g. from a ladder.
- Jewellery, necklaces and watches should not be worn – wearing them presents a 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, and 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.
- Personal Protective Equipment should be worn where appropriate.

First Aid:

- A suitably trained and qualified First Aider and First Aid Kit will be present at each WiG PC volunteering session.
- When a volunteer is wounded (serious cuts or grazes) while 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 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