



BISHOPSTOKE PARISH COUNCIL

POLICY

on

VOLUNTEERS

**This Policy on volunteers was adopted
by the Parish Council at its meeting on 24 October 2017**

D Hillier-Wheal
Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

POLICY

on

VOLUNTEERS

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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VOLUNTEER POLICY

This policy sets out the principles for voluntary involvement in activities authorised by Bishopstoke Parish Council, who acknowledges that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves.

This policy applies to anyone volunteering on behalf of the Parish Council.

1 Volunteer Work

- 1.1** Any volunteer work being undertaken must be agreed in advance by the Parish Council and can only be approved following the completion of a risk assessment. If the activity has been undertaken before then the existing risk assessment – if still appropriate – can be used again. The risk assessment must identify not only potential hazards but also any training requirements necessary to complete the task. Proof of completion of any training identified as needed will be required before any activity can go ahead.

2 Recruitment

- 2.1** Any volunteer under the age of 16 must be closely supervised by an appropriate, DBS checked, adult volunteer who will be responsible for the young person's safety.
- 2.2** Each volunteer will be required to become familiar with the risk assessment, and to complete and sign the Volunteer Agreement (Appendix A).

3 Volunteer Management

- 3.1** The Parish Council will appoint a named person to manage the activity being undertaken. This person will be responsible for ensuring that all volunteers are familiar with the risk assessment. In addition, this person has the responsibility of ensuring that before the task begins the volunteers are fully informed of the task, its purpose, and the health, safety and management arrangements.

4 Health and Safety

- 4.1** All involved are expected to comply with the risk assessment and the instructions of the Council appointed manager. The Clerk is responsible for ensuring that the risk assessment complies with the Bishopstoke Parish Council Health and Safety Policy, and the current Health and Safety at Work legislation, as well as any other appropriate legislation or policies.
- 4.2** Any volunteer choosing to ignore the risk assessment, the instructions of the manager, or undertaking any activity outside of the original agreed task does so at their own risk. The Parish Council accepts no liability in these circumstances.
- 4.3** Appropriate Personal Protective Equipment may be required for a task to be undertaken. This will be specified on the risk assessment and may include such items as goggles, gloves, ear-defenders, stout footwear, a hard hat (with or without visor), face mask and/or hi-vis

clothing. Any volunteer choosing to ignore these requirements does so at their own risk. The Parish Council accepts no liability in these circumstances.

4.4 Volunteers bringing tools do so at their own risk and must obtain permission from the manager first. The Parish Council accepts no liability for any injury or incident caused as a result.

4.5 Prior to any task being carried out an inspection must be carried out to ensure that there are no new obvious risks in addition to those identified on the risk assessment. Any identified hazards or risks must be noted, and then either be safely nullified, or a decision taken that the work cannot be safely completed. Responsibility for the inspection, making the area safe, and the decision to carry on with the task or otherwise, lies with the appointed manager.

5 Data Protection

5.1 Any data collected about a volunteer will be limited to date of commencement, contact details for the volunteer, emergency contact details, task volunteered for, support and management notes, any correspondence between the Parish Council and the volunteer, and any other relevant information. All information kept will comply with the current Data Protection legislation.

6 Expenses

6.1 Agreed expenses will be paid upon the production of a receipt.

7 Insurance

7.1 On the condition that volunteers are working at the request of the Parish Council and under the management and control of the Parish Council, and are complying with all the necessary guidelines, policies and legislation, then they will be insured under the Parish Council's Public Liability and Employer's Liability cover. Individuals are responsible for insuring their personal possessions.

8 Discipline and Grievance

8.1 The Council reserves the right to end the service of any volunteer at any time.

8.2 If a volunteer has a complaint then they should contact their manager. If the complaint is against the manager, then the volunteer should contact either the Clerk or the Chair. If the complaint is not resolved satisfactorily then the volunteer can request a hearing with the Chair of the Council, the Clerk, and two other Councillors. The person about whom the complaint is being made has the right to be made aware of the complaint, and may also be invited to attend such a hearing.

9 Confidentiality

9.1 Volunteers will be bound by the same requirements for confidentiality as paid staff.

**Bishopstoke Parish Council
Sample Volunteer Agreement**

Bishopstoke Parish Council agree to accept

as a volunteer

The Parish Council will:

1. Provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position
2. Ensure management of the volunteer
3. Treat the volunteer with respect and without discrimination

I, _____, agree to volunteer and will:

1. Familiarise myself with the risk assessment for the task, and comply with it
2. Follow the instructions of the manager
3. Have regard for the health, safety and wellbeing of any other volunteers or members of the public

Signed _____

Signed _____

Date _____

Date _____

On behalf of
Bishopstoke Parish Council

Volunteer

This agreement can be cancelled at any time at the discretion of either of the parties, but will expire automatically on the resignation, whether voluntarily or involuntarily, of the volunteer. This document is not intended to form a contract.

**Bishopstoke Parish Council
Risk Assessment**

Task description:			
Task date		Manager	

Date of site inspection		Were any hazards identified?	Yes / No
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List of identified hazards and actions to be taken to mitigate any risk:

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Bishopstoke Parish Council Risk Assessment

Is any PPE required for the task (tick all that apply)

Required?	
Goggles	
Gloves	
Ear-Defenders	
Stout Footwear	
Hard Hat (no visor)	
Hard Hat (visor)	
Face Mask	
Hi-vis Jacket	
Other (details)	

Distributed	Returned

Are any tools required for the task (tick all that apply)

Required?	
Hand Tools (bladed)	
Hand Tools (non-bladed)	
Cleaning Products	
Paint and brushes	
Wood Treatment	
Glue	
Other (details)	

Distributed	Returned

Please list any skills needed for the task that might require training for volunteers?	
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I, _____, in the role of appointed contact and manager, understand my responsibilities and will undertake them to the best of my abilities. Signed: Date:
