STAUNTON COLEFORD PARISH COUNCIL

PART R – VOLUNTEERING POLICY

(adopted 2020)

This policy sets out the principles for voluntary involvement in activities authorised by Staunton Coleford Parish Council, which acknowledges that volunteers contribute in may ways and that volunteering can benefit the council, local community and the volunteers themselves.

This policy applies to volunteers working on behalf of the Parish Council, not those employed by the Parish Council.

1. Authorised work and insurance
   1. Only volunteer work that has been authorised by the Council will be covered by the Parish Council’s insurance, however the Council does not insure volunteer’s personal possessions.
   2. Volunteers who are 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.
2. Training etc
   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 ‘adequacy’ as requirements will vary according to:
      1. The job or activity
      2. The existing competency of volunteers
      3. Circumstances of the work (e.g. the degree of supervision)
      4. The tools and / or equipment being used.
   2. Volunteers must undergo an induction appropriate to the tasks being undertaken. This must include Health & 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 the authority has been provided by the Parish Council to undertake the work.
3. Nature of work, tools, clothing etc
   1. Volunteers must carry out only less hazardous work involving, for example, path maintenance and grass cutting with the use of non-powered tolls only, other than lawn mowers / grass cutting equipment and strimmers. Stout footwear and safety goggles must be worn when using strimmers.
   2. If volunteers use their own tools, the Parish Council cannot be held liable for any injury caused by them through the use of faulty equipment / tools.
   3. Personal protection equipment must be worn appropriate to the task being carried out. High visibility vests or other appropriate clothing must be work where appropriate
4. Risk
   1. A Risk Assessment must be undertaken in order to identify the 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.
   2. The Parish Council Clerk must receive a copy of the completed risk assessment.
   3. Responsibility for undertaking the Risk Assessment rests with the individual to whom authority has been provided by the Parish Council to undertake the work.
   4. Risk Assessments and their associated paperwork must comply with current health & Safety legislation.
   5. All work undertaken by volunteers shall have regard to the Health & Safety At Work Act 1974 and all other Health & Safety.
5. Ongoing work
   1. Reporting to the Parish Council in respect of work which is of an ongoing nature is not necessary on each occasion and does not require formal approval of the Parish Council on each occasion
6. Hazardous work not to be undertaken
   1. If there are serious issues with regard to trees, this work must be carried out only by a qualified contractor with their own public liability cover of no less than £5,000,000.
7. General
   1. Volunteers expect to be treated equally, regardless of their gender, race, age, faith / religion, disability or sexual orientation.
   2. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Staunton Coleford parish Council and as such are representing the Council, both in quality of work and possible interaction with the public
   3. If any volunteer is dissatisfied with any aspect of their work they must, in the first instance, report it to the Parish Council Clerk.
   4. A copy of this policy must be provided to volunteers.