

HELMINGHAM PARISH COUNCIL

VOLUNTEER POLICY AND PROCEDURE

Document Control		
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Helmingham Parish Council recognises that volunteering can benefit the Council, the community and the volunteers themselves. This document sets out the principles for voluntary involvement in activities authorised by Helmingham Parish Council (HPC).

This policy applies to volunteers working on behalf of the Parish Council, not those employed by the Parish Council. The Council may decide to set-up a volunteer database that records volunteers and some basic contact details.

Insurance

Volunteers will be covered by the Parish Council's public liability insurance provided that the work has been authorised by the Council and a risk assessment completed.

Any volunteers working on behalf of the BPC will be covered under our insurance for Public Liability once confirmed that they are competent and capable both physically and mentally for undertaking the tasks. Any relevant training and personal safety equipment must be provided, and a risk assessment carried out.

Volunteers must notify the Parish Clerk by email before commencing any work on behalf of the Parish Council and a record of volunteer activity will be kept.

Risk Assessment

Risk assessment templates are available from the Parish Council and should be completed by the person organising any volunteer activity.

The Parish Clerk is to 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. The risk assessment should include as a minimum

- The job or activity

- The existing competency of volunteers
- The circumstances of the work (e.g. the degree of supervision)
- The tools and/or equipment being used, and
- Training requirements

Training

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.

A lack of adequate skills should not preclude volunteers from taking part in an activity. Appropriate training can be provided in advance of the volunteer starting work 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. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for providing appropriate training rests with the individual to whom authority has been given by the Parish Council to undertake the work.

Volunteers will only carry out tasks which are not considered to be hazardous, for example path maintenance or litter picking. Volunteers will not be authorised to carry out work that the Council considers hazardous or would contravene the principles of the Health and Safety at Work Act 1974.

A copy of this policy will be provided to all volunteers. Volunteers will be asked to sign a Volunteer Agreement Form prior to carrying out a task (appended).

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VOLUNTEER AGREEMENT FORM

I _____ [print name], volunteering for Helmingham Parish Council, acknowledge that I have read, accept and will adhere to the Volunteer Policy.

My emergency contact is _____

Tel: _____

Signed _____

Dated: _____