**NORTH HILL PARISH COUNCIL**

**VOLUNTEER POLICY**

INTRODUCTION

1. This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by North Hill 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 (names and addresses, 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.

3. Volunteers must be competent to carry out a role and under the age of 75. The nature of skills required will depend upon 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 safety of the 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 purposes, health, safety, and supervision arrangements before commencement of work.

6. All works undertaken by volunteers take account of the health and 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.

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 the possible interaction with the public.

12. If a volunteer raises a complaint that cannot be resolved at the time then the complaint should be instigated in accordance with North Hill Parish Council 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

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 recognise the risk 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.

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| **Review date** | **Reviewed by** | **Amendments** | **Minute number** |
| 6th October 2025 | Full Council | N/a | 2025/53 |

**North Hill Parish Council – Volunteer Declaration**

The Volunteer Declaration is maintained by the Parish clerk. All information is kept safe and confidential.

It is essential that a volunteer advised 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 at the earliest opportunity.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone number |  |
| Email |  |
| Signature and Date |  |

North Hill Parish Council **– Induction brief and volunteer acknowledgement**

Date: start time:

Finish time:

Location:

Description:

Tools to be used:

Hazards and Safety measures:

* All work undertaken by volunteers shall have regard to the Health and Safety at Work etc. Act 1974 and related health and 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 to 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 ideally should not be worn – wearing them presents 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 heal) 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 that 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 | Signature |
|  |  |