

# EASTON ROYAL PARISH COUNCIL VOLUNTEER POLICY AND PROCEDURES

## Introduction

1. This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Easton Royal 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 (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 Volunteer List. The details in the Volunteer List are presented at Annex A.
3. Volunteers must be competent to carry out a role. The nature of skills required will depend on 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 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 purpose, health, safety and supervision arrangements before commencement of work.
6. All works undertaken by volunteers take account of the Health & 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 possible interaction with the public.
12. 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

13. A risk assessment should be undertaken before commencement of work. The Parish Clerk is to receive a copy of the risk assessment. See Annex B.
14. 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.
15. 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 recognize 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 them or other volunteers at risk.
16. 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.
17. An example induction Brief and the sign-up sheet is at Annex C.

## ANNEX A

### TO EASTON ROYAL PARISH COUNCIL VOLUNTEER POLICY AND PROCEDURES

#### Easton Royal Parish Council – Volunteer List

The Easton Royal Parish Council Volunteer List is maintained by the Parish Clerk. All information will be kept safe and confidential.

It is essential that a volunteer advises the supervisor of an activity of 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 the 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 at the earliest opportunity.

<b>Your Contact Details</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Home phone:</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>Signature:</b>	<b>Date:</b>

# ANNEX B TO EASTON ROYAL PARISH COUNCIL VOLUNTEER POLICY AND PROCEDURES - RISK ASSESSMENT FORM

Prepared by :

Date:

Task:

## General

Ensure the Personal Protective Equipment, where provided, is suitable for use, that it does not restrict the volunteers or create any additional hazards. It is also advisable to wear long trousers and long sleeve tops to protect from injury, suitable footwear and to protect the sole and top of your foot and provide suitable grip for the site in which you are working.

*Delete contents as applicable and or add further details where necessary. To be completed with Annex C*

Hazard	Nature of Risk	Control Measures
Manual Handling – Moving large objects, reaching, bending or twisting	Stooping, twisting, top heavy bending (bending from the waist using the back), can lead to strained pulled muscles, general backache. Cuts and grazes from sharp objects, leading to infection, as well as from handling contaminated items	Lift and move items using your legs to bend, not your back. Do not handle large items. Assess items before you move them for hazards such as unknown substances, sharp edges. Wear appropriate footwear that has suitable tread and ankle support, so that you are less likely to slip whilst carrying out the activity. Always wear protective gloves.
Environmental hazards Ground surfaces (un-even, poor, slippery)  Steep banks, shrubs, brambles, tree branches etc  Weather, sun and hot temperatures  Wet and cold weather	Slips, trips, leading to cuts, bruises, sprains  Cuts leading to infection  Sun and heat, leading to dehydration, sun burn  Cold and wet leading to general ill health	Be aware of surfaces walked on, wear appropriate footwear. Do not handle any tools with which you are not familiar. Do not handle items you suspect could be contaminated with a hazardous substance.  Take regular breaks out of the sun, at least every 2 hours and more frequently in extreme temperatures. Water should be carried and drunk regularly. A sun hat and sun cream should be used. Keep covered up as much as possible.  Suitable waterproof and warm clothing, trousers, coat, hat should be worn.
Soil	Infection from bacteria	All volunteers should wear gloves. Hand washing to be advised at end of session.
Hand tools	Injury to self or others	Volunteers to be responsible for the safety of their own tools. Safety briefing at start of the session to outline safe working practice.
Powered tools eg. strimmer, chainsaw	Injury to self or others	Powered tools to only be used by those qualified to do so or at the individuals own risk. Personal Protective Equipment to be worn at all times. Powered tools should not be used in isolation (a second person should always be on site to maximise safety of self and others around). Working area to be cordoned off.
Moving vehicles	Injury to self or others	Any on site vehicles to be aware of members of the public and volunteers. Driver of vehicle to adhere to highway code at all times. A maximum, speed limit of 10 mph to be maintained.


## ANNEX C

### TO EASTON ROYAL PARISH COUNCIL VOLUNTEER POLICY AND PROCEDURES

**Easton Royal Parish Council -  
Induction Brief and Volunteer Acknowledgement**

**(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 associated with using these tools)

#### **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 either an injury or illness that could increase risk of further injury or illness either to you or 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 and watches should ideally not be worn. – wearing them presents a risk of injury.
- Appropriate footwear must be worn. Ideally, sturdy shoes covering the ankle and providing support on uneven ground should be worn. Open-toed shoes or sandal, 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.
- 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.

#### **Volunteers' names and signatures: (continue overleaf if necessary)**


# What is a risk assessment?

In short, a risk assessment is an examination of a given task that you undertake at work, that could potentially cause harm to people.

The goal is to understand any potential hazards, before then outlining and undertaking reasonable steps to prevent harm. Therefore, a risk assessment can help you to understand and take precautions for such eventualities.

Finally, remember that some regulations will likely require certain control measures to be put in place, see step 3 for more information on this.

## The five steps to risk assessment

Below are the five steps to risk assessment, as outlined by the HSE. These steps should be adhered to when creating a risk assessment.

### Step 1: identify the hazards

Workplace hazards can come in many forms, such as physical, mental, chemical, and biological, to name just a few.

Hazards can be identified by using a number of techniques, although, one of the most common remains walking around the workplace to see first-hand any processes, activities, or substances that may injure or cause harm to employees.

Of course, if you work in the same environment every day, then you may miss some hazards, therefore, the HSE also recommend looking at and considering;

- Your accident and ill-health records
- Non-routine operations
- Long-term hazards to health.

### Step 2: Decide who may be harmed and how

Identifying who may be at risk extends to full and part-time employees, contract staff, visitors, clients, and other members of the public at the workplace.

You should also consider people that may not be in the office all the time or at different times, such as employees working night shifts for example, and lone workers.

For each hazard you will need to understand who may be harmed, this of course, will help you to identify preventive measures for controlling a given risk.

### Step 3: Evaluate the risks and decide on control measures

Once you've identified hazards, the next logical step is to completely remove the associated risks, however, where this is not possible, then certain control measures should be put in place.

For example, if an employee is a cleaner, then they'll inevitably come into contact with chemicals. The likelihood is that such a hazard cannot be removed, however, certain control measures, such as providing protective gloves, mops, and even training for safely storing and handling cleaning chemicals can and should be in place.

Below is an example of just some hazards, which can easily be applied to risk assessments.

- Contact with Cleaning Chemicals eg Bleach with risk of skin irritation or eye damage from direct contact with Cleaning chemicals Vapour from Cleaning Chemicals can cause breathing problems
- Dust and off-cuts will be produced with possible slip / spillage
- Electrical Tools Required to Carry out work with risk of potentially Fatal Shocks or Burns
- Falling objects from work area above which could be Fatal

- Lone Working with risk of injury or ill health while working alone
- Manual Handling - Materials will need to be carried to Work Area which if not done correctly can cause immediate or longer term injury
- Noise from nearby equipment or other Tradesmen which can cause discomfort and potential damage
- Possible Asbestos on site with risk of fibres in air inhaled when disturbed
- Possible disturbance of Water / Gas or Electrical Works
- Slips, Trips and Falls which can cause sprains, fractures etc if people fall over debris / offcuts / tools or slip on spillages
- Working at Height - with risk of potentially Fatal falls, or bruising / fractures

#### **Step 4: Record your findings**

The HSE **recommend** that you should record your significant findings. Such findings will include, the hazards, how people may be harmed by them, and essentially the control measures that you have implemented.

It's worth highlighting that currently only organisations with five or more staff are required to record in writing the findings of a given risk assessment, regardless, it's still good practice to have a reference.

Recording your findings does not need to be a lengthy exercise, in fact, the HSE currently states "*For most people this does not need to be a big exercise - just note the main points down about the significant risks and what you concluded*".

#### **Step 5: Review the risk assessment**

Last, but not least, reviewing the risk assessment. Over time workplaces will change, there may be new equipment, substances, and or tasks, that have been introduced since the last assessment took place. With this in mind, it's recommended that you look back on past risk assessments and consider if there have since been significant changes, and if so, are there new hazards, and or control measures that should be introduced?