

West Lavington Parish Council

VOLUNTEER POLICY

The Parish Council acknowledges and values the support that volunteers provide to the local

community. This policy sets out the broad principles for voluntary involvement in activities

overseen by the Parish Council. It will be reviewed annually to ensure that it is relevant to

the needs of the Parish Council and its volunteers.

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

Volunteers are unpaid and of their own free will contribute their time, energy and skills to

benefit the community.

Parish Council volunteering opportunities are advertised through Parish media, including

Community News, Parish Council notice boards and the Parish Council website

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All volunteering on behalf of the council must be authorised by the council and the clerk informed.

Volunteers are requested to respect neighbours and residents when carrying out voluntary

work. If the nature of the work is such that it is potentially disruptive to others, it should only be carried out during sociable daylight hours, unless agreed with the council.

Volunteers should not act in any way likely to be detrimental to the reputation of the council.

Volunteers can expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.

Health and Safety

The council has a legal obligation to comply with health and safety legislation, it has a duty of care to avoid exposing volunteers to risks to their health and safety and to make sure that volunteers are aware of this. A copy of the council Health and Safety Policy is available on request

Volunteers must be adequately trained to be able to carry out the role. The training must be sufficient to ensure their health and safety and, as far as reasonably practicable, that of anyone who may be affected by the work.

The Parish Council will if necessary work with the individual authorised to undertake work

to assess training needs and provide appropriate training as required.

Volunteers must undergo a briefing appropriate for the task being undertaken. This should

include health and safety, what to do if there is a problem and an introduction to other relevant individuals.

A risk assessment of the activity must be undertaken in order to identify risks that might be faced and how they will be managed. The Clerk must receive a copy of such risk assessments records and retain in line with the retention policy.

The Parish Council will work with the individual authorised to undertake the appropriate risk assessments

Equal Opportunities

The council operates an Equality Policy for both paid staff and volunteers and it is available on request.

Protection of Children and Vulnerable Adults

If a volunteer is to work in a regulated activity within the council proof of a DBS check will be required. The council has a Child and Vulnerable Adult Protection Policy which WILL be made available to the volunteer.

Insurance

Volunteers that are working on behalf of the Parish Council and at their direct request,

will be insured under the Parish Council’s Public Liability and Employer’s Liability cover. However, the Council does not insure the volunteer’s personal possessions

against loss or damage and if volunteers use their own tools or equipment the Parish Council cannot be held liable for any injury loss or damage arising from a fault or defect with these.

Safety clothing/equipment

Volunteers will normally carry out less hazardous work involving use of non-powered tools.

However, if using powered lawn mowers or other grass cutting equipment or involved in litter picks sensible and appropriate protective equipment should be worn including stout footwear, safety goggles (strimmers), high visibility vests and gloves.

Appropriate safety clothing/equipment must be worn at all times by volunteers when acting on behalf of the council and a first aid kit provided by the council should be available.

Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Parish Council.

Expenses

Expenses will be paid with the approval of the Parish Council and after receipt by the Parish Council of paper receipts.

Problems

If volunteers are dissatisfied with any aspect of their work or wish to resolve a problem, contact should be made in the first instance with the Clerk or Chairman of the council.

Date Adopted: 04.04.19

Date for Review: April 2021