

# Slyne with Hest Parish Council

## Volunteer Policy and Procedures

### Introduction

This document outlines the policy and procedures for engaging and managing volunteers in activities authorised by Slyne with Hest Parish Council. The council recognizes that volunteering benefits both the community and the volunteers themselves.

### Policy

- The Parish Council maintains a list of volunteers, including their names, addresses, telephone numbers, and/or email addresses. Volunteers are requested to promptly notify the Parish Council of any changes to their details. If a volunteer no longer wishes to participate, they should contact the Clerk to have their information removed from the Volunteer List.
- Volunteers must possess the necessary competence to carry out their assigned roles, with skill requirements varying based on the specific activity.
- When necessary, appropriate training will be provided to volunteers before they begin working on-site. This training ensures the health and safety of volunteers and others affected by their work.
- Prior to starting work, volunteers should receive information about the task, its purpose, and relevant health and safety measures.
- All volunteer activities adhere to the Health & Safety at Work Act.
- Volunteers working exclusively at the request and under the control of the Parish Council are covered by the council's Public Liability and Employers Liability insurance.
- Volunteers should only perform tasks assigned to them that they are capable of.
- Before work begins, a visual site inspection must identify and address any obvious hazards. These inspections should be documented.
- Emergency communication methods should be established.
- Volunteers represent the Parish Council while carrying out authorized work, emphasizing both work quality and interactions with the public.
- If a volunteer raises an unresolved complaint, they should follow Slyne with Hest Parish Council's Complaints Procedure. Volunteers receive a copy of this policy when they start working for the Parish Council. Any significant policy changes will prompt re-issue.

## **Procedures**

1. A risk assessment must occur before work commences. The Parish Clerk receives a copy of the risk assessment.
2. Volunteers receive an induction / briefing tailored to their specific tasks. This briefing covers work descriptions, known issues, and associated risks.
3. Volunteers sign the briefing sheet, acknowledging their understanding of the work's nature, associated risks, and compliance with instructions during the induction. This document does not form a contract but ensures safety. Volunteers also confirm their fitness for the tasks.
4. Upon completing the work, the supervisor submits the completed induction brief to the Parish Clerk, along with a summary of the work performed. Retaining these briefs acknowledges volunteers' contributions to the community.

An example Induction Brief and volunteer sign-up sheet can be found in Appendix A

## **Appendix A**

### **Slyne with Hest Parish Council – Volunteer List**

The Slyne with Hest Parish Council Volunteer List is maintained by the Parish Clerk. All information will be kept safe and confidential.

A volunteer must advise the supervisor of an activity or the Parish Clerk of any illness or ailment that could put themselves or other volunteers at risk of 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 from list at the earliest opportunity

### **Your Contact Details**

Name:

Address:

Home phone:

Mobile:

Email:

Signature:

Date:

These details will only be kept during your volunteer involvement.