

Willington Parish Council

Volunteer Policy and Procedure

Introduction

This document sets out the policy and procedure relating to the engagement and management of volunteers in activities authorised by Willington Parish Council. The Parish Council recognises that volunteering can benefit the council, the community and the volunteers themselves.

Policy

1. The Parish Council will maintain an up-to-date list of volunteers (name, telephone number and/or email). See Appendix A - Volunteer List.
2. Prior to each activity, a supervisor for the activity will be appointed. The supervisor can be a councillor or a volunteer.
3. The supervisor will complete a risk assessment for the volunteer activities. The risk assessment will be shared with the volunteers prior to the work beginning.
4. Volunteers will be briefed about the tasks and their purpose, health and safety, first aid and supervision arrangements before the work starts. The briefing document will be shared with the volunteers prior to the work beginning.
5. Volunteers should confirm that they are competent and capable of carrying out the activity.
6. If required, appropriate training will be provided in advance of volunteers beginning work. The minimum level of training should be sufficient, as far as is reasonably practical, to ensure the health & safety of volunteers and of any people who might be impacted by the work.
7. All works undertaken by volunteers take account of the Health & Safety at Work Act.
8. Volunteers should only carry out tasks allocated to them.

Volunteers should supply their own tools and equipment. Any power tools should be maintained and used as per manufacturers' recommendations.

9. 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.
10. A method of communication between members of the working party will be put in place for emergency purposes.
11. If a volunteer raises a complaint that cannot be resolved at the time, the complaint will be managed in accordance with Willington Parish Council's Complaints Procedure.
12. This policy will be published on the Parish Council website. It will be reviewed and approved on an annual basis or as a result of experience of volunteer activities.

Procedures

1. Prior to work commencing, the supervisor will carry out a visual inspection of the work sites to ensure that there are no new, obvious hazards. These inspections will be recorded on the Briefing Sheet (Appendix B).
2. The supervisor will complete a risk assessment (Appendix C)
3. The supervisor will complete a briefing sheet before any work begins (Appendix B).
4. The supervisor will share the risk assessment and briefing document with the volunteers prior to the work commencing.
5. The supervisor will provide their mobile phone number to the volunteers, and ensure that their phone is on their person, switched on and charged.
6. The supervisor will complete a verbal induction briefing for all the volunteers prior to the work beginning. This should be based on the information contained in the briefing sheet (Appendix B).
7. The volunteers will sign the briefing sheet to confirm that they understand the task(s), are capable of completing the task(s) and do not have any medical issues that may put themselves or others at risk.
8. Volunteers will complete the tasks as defined taking due regard to the safety of themselves, fellow volunteers and members of the public both during the task and as a result of completing the task (e.g. safe disposal of rubbish).
9. Completed briefing sheets and risk assessments will be given to the Parish Clerk by the supervisor after the tasks are complete and will be retained securely as a record of the activity.

VERSION 1.0 – APPROVED AT MEETING 21st July 2020, Minute – 20/054

REVIEWED AT MEETING 27TH JULY 2021 – No changes required.

REVIEWED AT MEETING 26TH JULY 2022 – changes to correct page numbering approved.

REVIEWED AT MEETING 1st AUGUST 2023 Minute 23/050 – changes to minor typo approved.

REVIEWED AT MEETING 30TH JULY 2024 – Appendix D relating to COVID removed.

APPENDIX A - WILLINGTON PARISH COUNCIL VOLUNTEER LIST TEMPLATE

The Willington Parish Council Volunteer List is maintained by the Parish Clerk. Volunteer details will be kept safe and confidential in line with council policies and will not be publicly displayed.

Where a volunteer no longer wishes to take part in volunteering activities, they will contact the Parish Clerk requesting their details are removed from list at the earliest opportunity.

Name	E-mail address	Mobile #	Landline #	Role

APPENDIX B - WILLINGTON PARISH COUNCIL VOLUNTEER INDUCTION BRIEFING SHEET

Task(s) _____

Supervisor: _____

Date: _____ Start Time: _____ Finish Time: _____

Location(s): _____

Weather Conditions: _____

Additional Hazards identified (not covered by risk assessment)

Equipment to be Used: _____

Cleaning Products, Paints and other Materials to be used:

PPE to be worn (Check List):

Hi-vis Vest/Jacket	Y/N	Gloves	Y/N
Boots / Strong Footwear	Y/N	Ear Protection	Y/N
Hard Hat	Y/N	Safety Goggles / Visor	Y/N
Mask	Y/N	Other (specify) _____	Y/N

First Aid: Available Y/N Location: _____

Supervisor Mobile number provided to volunteers: _____

Volunteers briefed (Signature): _____

Participating Volunteers Names/Signatures:

This completed sheet is to be given to the Parish Clerk and retained on file as a record of the briefing.

APPENDIX C - WILLINGTON PARISH COUNCIL VOLUNTEERS – RISK ASSESSMENT

Risk Assessment for: *Activity name*

No	ITEM	HAZARD (examples)	THOSE IN DANGER	RISK SEVERITY 1-10 (S)	RISK LIKELIHOOD 1-10 (L)	OVERALL RISK SCORE (SxL)	MITIGATING MEASURES /COMMENTS (examples)
1	Passing Traffic	Be aware of traffic on the roads and road safety	Participants				Briefing at the start of the tasks by the supervisor. Participants access restricted to pavement and footpaths. High visibility vests to be supplied and appropriate traffic warning / controls to be utilised.
2	Injuries	Cuts, grazes, germs	Participants				Briefing at the start of the task by the supervisor Protective Gloves to be worn. First Aid Kit to cover cuts however minor with tape following consultation as to allergies to tape etc. Warn re avoiding rubbing mouth and eyes whilst working. Wash hands and forearms before eating and drinking etc
3	Slips, Trips, and Falls	Slips strains, trips and falls due to working on grass verges, lifting heavy objects, working near kerbs, working at height	Participants				Briefing at the start of the task by the supervisor. Heavy items will not be moved but will be identified and details of location to be recorded then reported by the supervisor/Clerk to the correct Unitary Council Department
4	Hazardous Waste	Syringes, liquids in bottles and gas canisters etc	Participants				Briefing at the start of the task by the supervisor and any items to be identified and details of location to be recorded then reported by the organiser/Clerk. Suitable protective gloves will be used by all participants
6	Adverse Weather	Risk of sunstroke and sunburn from hot weather. Risk of trips and slips in wet weather.	Participants				Review weather forecast before confirming event. Wear appropriate clothing/hat/footwear. Drink plenty of water. Take suitable rest breaks.
7	Other Dangers (specify)	Giant Hogweed Skin irritation, rashes	Participants				Briefing at the start of the task by the supervisor, a photograph shown of the plant to help with identification and any plants identified, details of the location to be recorded then reported by the organiser/Clerk and the necessary authority

No	ITEM	HAZARD (examples)	THOSE IN DANGER	RISK SEVERITY 1-10 (S)	RISK LIKELIHOOD 1-10 (L)	OVERALL RISK SCORE (SxL)	MITIGATING MEASURES /COMMENTS (examples)
		blistering					Gloves issued to participants.
8	COVID-19 Infection	Catching Covid-19 from volunteers, equipment and the public	Participants				Briefing at the start of the tasks by the supervisor regarding social distancing, use of PPE etc. as per Appendix D – Willington PC Volunteers Coronavirus Guidelines. - Staying Alert & Safe. Suitable signage displayed e.g. cones. .

RISK ASSESSMENT CARRIED OUT BY: **Name:**

Signature:

Date:

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1

Score	Priority	Action
1 – 16	LOW	Action is required to reduce the risk, although low priority.
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.
37 – 100	HIGH	Action required urgently to control risks. Unacceptable Immediate action required

