



Volunteer Policy

Duston Parish Council





DUSTON PARISH COUNCIL

Document Version Control

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Volunteer Policy and Procedures

This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Duston Parish Council (DPC).

Introduction

1. DPC pledges to offer volunteer opportunities to all sectors of the community; local organisations, groups and individuals to work together in partnership.
2. This engagement seeks to increase contact with the community we serve and help build strong connections to ensure the relevance of the services we provide in addressing the needs of our community.
3. DPC recognize the positive health & wellbeing benefits of volunteering and as such, supports all staff in encouraging inclusivity of volunteers, where appropriate, to assist in the ongoing development of DPC.
4. DPC does not aim to introduce volunteers to replace paid staff.

Policy

1. DPC will maintain a list of volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the DPC of any changes to those details or to request removal of those details from the database if they no longer wish to volunteer. This info will not be shared to any third party. **Appendix A**

Volunteer Data Capture Form

2. Volunteers should be competent to carry out a role. The nature of skills required will depend on the activity.
3. Where the volunteer is under the age of 18 they must be accompanied by a responsible adult, parent/guardian or the leader of the relevant organisation or scheme.
4. Where appropriate, relevant training will be provided in advance of the volunteer working on site.
5. Volunteers will be briefed regarding the task and its purpose, health, safety and supervision arrangements before commencement of work.
6. Volunteers are expected to advise the DPC lead if they have any medical issues that would put either them or other volunteers at risk relevant to the task.
7. Volunteers working at the sole request of and under the sole control of the DPC 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. Should it be necessary for groups to split off, a 'lead' volunteer should be appointed and given the mobile phone number of the primary point of contact should a situation arise.

10. Prior to work commencing, a visual inspection and or risk assessment of the site will be carried out to ensure that there are no obvious hazards. These inspections are to be recorded. **Appendix C Risk Assessment**

11. Volunteers should 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 and read by volunteers along with a data capture form the first time they undertake work on behalf of the DPC. The policy will be re-issued to volunteers if any material changes to the policy are made.

Procedures

1. The appropriate risk assessment document must be referred to before commencement of work or a risk assessment undertaken prior to commencement of work where a new project arises. The Parish Clerk is to receive a signed and dated copy of the risk assessment.

2. 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.

13. Volunteers will be expected to sign the induction 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. **Appendix B Induction Brief and Volunteer Acknowledgement**

14. On completion of the work, the completed induction brief is to be kept on file with the Risk Assessment sheet. Retention of induction briefs will allow the DPC to record work and ultimately acknowledge the contributions to the community made by volunteers.



Appendix A: Duston Parish Council Volunteer Data Capture Form

These details will be 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 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 from list at the earliest opportunity.

Your Contact Details	
Name:	
Address:	
Home phone:	
Mobile:	
Email:	
Signature:	Date:
Next of kin details:	
Medical requirements or allergies in case of emergency:	
Details of any ailments or illnesses:	

Appendix B: Duston Parish Council Volunteer Induction Brief & Acknowledgement List

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 associate with using these tools (for instance cuts and grazes)

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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, watches and ideally should not be worn – wearing them present 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 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.

VOLUNTEER ACKNOWLEDGEMENT LIST

- 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 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 (Printed)	Contact Details Unchanged (Tick to confirm)	Signature

POST ACTIVITY COMMENTS (For evaluation and ongoing development use by DPC)

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What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		

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Review date:		Signature of person completing the risk assessment:	
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Notes:	
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Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION – Improve within specified timescales
3-6	MONITOR – Look to improve at the next review or if there is a significant change
1-2	NO ACTION – No further action but ensure controls are maintained and reviewed