



Aston Clinton Parish Council

Volunteer Policy

Introduction

This policy sets out the principles for voluntary involvement in activities authorised by Aston Clinton Parish Council (ACPC). ACPC acknowledge that volunteers contribute in many ways, and that volunteering can benefit the Council, local communities and the volunteers themselves. This policy applies to volunteers working on behalf of ACPC, not those employed by the Council or members of the Council.

Volunteers shall be required to note that only volunteer work that has been authorised by the council will be covered by the council's insurance. The Council may decide to set-up a volunteer database that records volunteers and some basic contact details.

Policy and Procedure

1. Aston Clinton Parish Council shall ensure the health and safety of all volunteers, as far as reasonably practicable and that of any people who might be affected by their work.
2. Volunteers will be treated equally regardless of their gender, race, age, faith disability or sexual orientation.
3. Volunteers must carry out only the less hazardous work involving use of non-powered tools, where possible. However, appropriate protective equipment should be worn including stout footwear, safety goggles (if appropriate), and high visibility vests.
4. Volunteers working on behalf of the Council, at their direct request, will be insured under the 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 Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.
5. Volunteers must inform the event supervisor (The Parish Clerk or a person appointed to the role by the Clerk) of work they intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session. The record will be retained.
6. Volunteers must only carry out tasks allocated to them.
7. Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.

8. A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing. The risk assessment should include as a minimum:
 - The job or activity
 - The existing competency of volunteers
 - The circumstances of the work (e.g. the degree of supervision)
 - The tools and/or equipment being used
 - Training requirements: the training standard must be sufficient to ensure the health and safety of volunteers and any people who might be affected by the work.
9. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the Council.
10. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.
11. Expenses will be paid only with the prior approval of the Council and after receipt by the Council of paper receipts in respect of same. Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Council.
12. If a volunteer raises a complaint that cannot be resolved at the time then a complaint should be instigated in accordance with Aston Clinton Parish Council's Complaints Procedure.

This policy will be reviewed every two years.

Approved by Aston Clinton Parish Council: October 2021: Next Review: October 2025