



# HAUGHLEY PARISH COUNCIL

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## Volunteer Policy

Adopted 15 October 2019

This policy sets out the principles for voluntary involvement in activities authorised by Haughley Parish Council, which acknowledges 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 the Parish Council, not those employed by the Parish Council.

Only volunteer work that has been authorised by the Council will be covered by the Parish Council's insurance, however the Council does not insure volunteers' personal possessions.

1. Volunteers must inform the Parish Clerk in writing of work they intend to carry out before commencing such work.
2. Volunteers must be adequately trained to be able to carry out the role required. The exact nature of the training will depend on the role and the findings from the required risk assessment.
3. A risk assessment will be undertaken by a member of the Council or the Clerk, in order to identify any risks that might be faced and how they will be managed. The Clerk is to receive a copy of the risk assessment prior to the 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.

4. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the individual to whom authority has been provided by Haughley Parish Council.
5. All works undertaken by volunteers shall have regard to the Health & Safety at Work Act. 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, taking into account the competence of the volunteer(s) carrying out the proposed work.
6. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Haughley Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.
7. A copy of this policy must be given to all volunteers.