

Marhamchurch Parish Council

Volunteer Policy

Introduction

This policy applies to volunteers undertaking work / duties on behalf of, but not directly employed by Marhamchurch Parish Council. (Relevant examples include litter picking, stewarding roles and clerical / administrative functions).

Marhamchurch Parish Council welcome volunteers of all ages to assist in the maintenance of the community spaces managed by Marhamchurch Parish Council, including (but not limited to) The Hele Valley Trail & Marhamchurch Playpark.

The benefit of volunteers cannot be underestimated, and in acknowledgement of that, there is a requirement to attend to all matters of health and safety in accordance with the Safety At Work Act 1976.

Whilst all steps are taken to ensure volunteer events remain without incident, the nature of risk cannot be removed, but reduced through specific measures in a proactive manner.

Volunteers are advised that the tasks to be carried out will vary, but some will require a certain level of health and fitness and it will be assumed those that come forward have no medical conditions that may put them at high risk. A disclaimer is provided for this.

Induction

Volunteers must undergo an induction appropriate for the task(s) being undertaken. This must include health and safety, what to do if there is a problem and an introduction to other relevant individuals. Responsibility for the induction rests with the individual to whom authority has been assigned by Marhamchurch Parish Council to undertake the work.

Risk Assessment

A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. If an area of activity presents a significant risk, consideration must be given to reducing or stopping the activity which gives rise to the risk. Marhamchurch Parish Council, through the office of its Clerk, or other person(s) as advised, must receive a copy of such risk assessment records. Responsibility for undertaking the risk assessment rests with the individual to whom authority has been assigned by Marhamchurch Parish Council to undertake the work. Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation.

Each volunteering event will commence with the discussion of the required tasks and the associated risks.

Full risk assessments are available to view, and it is advised that all volunteers are aware of those in order to familiarise themselves with them.

At least one member of Marhamchurch Parish Council will be present at all volunteer activities and represent the officer/s responsible for the recording of any accident or incident that may occur. An accident reporting book will be available at each event.

Inspections

Volunteers may only carry out less hazardous work involving non powered hand tools; for example, path maintenance, sand clearance, tree planting etc. Minimum levels of PPE (suitable footwear, gloves, safety goggles etc.) must be worn when undertaking such activities.

Prior to work commencing, a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass, or stones. Responsibility for undertaking the inspection rests with the individual or group to whom authority has been assigned by Marhamchurch Parish Council to undertake the work. Remedial action must be taken immediately, and these inspections are to be recorded.

Marhamchurch Parish Council cannot be held liable for any injury caused by the use or misuse of tools or faulty equipment. The use of cleaning materials must not be stronger than those available on shop shelves; however, no chemicals can be mixed. No weed killers can be used. High visibility vests or other appropriate clothing must be worn where appropriate.

The use of strimmers, chainsaws or other power-tools are not permitted by volunteers.

Workwear and Accessories

Jewellery, necklaces, watches, and the like must not be worn where they compromise the safe working environment for the volunteer.

Trainers, open-toed shoes, heeled shoes, or sandals must not be worn if the safe working environment for the volunteer is compromised.

Long hair must be tied up if it is deemed that it could compromise health and safety requirements. Health & Safety Policies.

All work undertaken by volunteers shall have regard to the Health and Safety at Work Act 1974 and all other Health and Safety Legislation.

Activity Updates

Volunteers wishing to provide Marhamchurch Parish Council with an update on their activities can do so during the informal public participation session of any Parish Council meeting.

Expenses

Out of pocket expenses will not be paid to any volunteer / group.

Insurance

On condition that volunteers are working at the sole request of, and under the sole control of Marhamchurch Parish Council Volunteer Policy, they will be insured under the Council's Public Liability cover.