



# **Kelvedon Parish Council**

## **VOLUNTEER POLICY**

This policy sets out the principles for voluntary involvement in activities authorised by Kelvedon Parish Council, who 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 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 volunteer's personal possessions.

1. Volunteers must inform the Parish Clerk of work they intend to carry out, preferably by email.
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, as requirements will vary according to:
  - The job or activity.
  - The existing competency of volunteers
  - The circumstances of the work (eg the degree of supervision)
  - The tools and/or equipment being used
3. A risk assessment will be undertaken in order to identify any risks that might be faced and how they will be managed. 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 carry out only less hazardous work involving, for example, path clearing and litter picking. Work requiring the use of powered machinery, e.g. petrol mowers, strimmers or chain saws must not be undertaken by volunteers. If volunteers use their own tools, then the Parish Council cannot be held liable for any injury caused by faulty equipment or tools. High visibility vests and appropriate clothing must be worn by volunteers.
5. Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and purpose, health & safety and supervision arrangements. Responsibility for this rests with the individual, or group, to whom the authority has been provided by the Parish Council to undertake the work.
6. 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 Parish 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.

7. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Kelvedon Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.
8. Any person who undertakes work on Parish Council property without the permission of the Parish Council is not covered under this policy and the Parish Council cannot be held responsible for any consequences of such action.
9. A copy of this policy and risk assessments must be given to all volunteers.

**END**