



# WENDOVER PARISH COUNCIL

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## VOLUNTEER POLICY

This policy sets out the principles for voluntary involvement in activities authorised by Wendover Parish Council (WPC). The WPC 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 volunteer's personal possessions.

1. Volunteers must inform the Parish Clerk of work they intend to carry out before commencing such work, in writing to the Parish Clerk. This notice must include:
  - The names & contact details of all persons engaged in the works
  - A description of the planned task
  - The date & time that works will take place
  - The duration of the works
  - The location of the works
2. A safe system of work will be followed at all times.
3. It is the responsibility of the organisers of voluntary work to ensure that volunteers have the information, equipment and leadership required to ensure that tasks are completed safely.
4. Volunteers must be adequately experienced and 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.
5. A risk assessment will be undertaken in order to identify any risks that might be faced and how they will be managed. The Clerk of the council can offer advice on this process. A copy of the risk assessment will be deposited with the clerk 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 (eg the degree of supervision)
- The tools and/or equipment being used
- Training requirements.

6. The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.
7. 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 for by Wendover Parish Council.
8. 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.
9. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Wendover Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.
10. A copy of this policy must be given to all volunteers.

I confirm that I have received, read and agree to comply with this policy.

Signed ..... Date .....

Name .....

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