

Sundridge with Ide Hill Parish Council

VOLUNTEER POLICY

Approved: 18 September 2023
Review due: September 2024

Volunteer Policy

This policy sets out the principles for voluntary involvement in activities authorised by Sundridge with Ide Hill Parish Council.

This policy applies to volunteers working on behalf of the Parish Council, not persons employed by the Parish Council. Only volunteer work that has been authorised by the Parish Council will be covered by the Parish Council's insurance.

1. The Parish Council must be satisfied that volunteers are adequately trained or experienced to be able to carry out the role required. To that end, volunteers will need to provide evidence of competency or qualifications to undertake those tasks requiring specific skills, driving or equipment such as chainsaws, etc. Where necessary they will be trained in accordance with paragraph 3 hereof. The exact nature of the training and evidence of competency 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 (e.g. the degree of supervision)
 - The tools and/or equipment being used
2. All works undertaken by volunteers shall have regard to the Health & Safety at Work Act. Volunteers should abide by any rules, guidelines or advice that is given by any relevant authority, such as a Local Authority, or the Health and Safety Executive and notified to the Volunteers by the Parish Council or by such authority. Volunteers should comply with any medical restrictions imposed by a medical professional or detailed on any medication.
3. The Parish Council will provide training where it thinks necessary. The Parish Council will keep written records of volunteer training. For example, manual handling training, or for use of tools and machinery.
4. 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. The Parish Council should keep written risk assessments for the key activities
5. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Sundridge with Ide Hill Parish Council and as such are representing the Council, both in quality of work and any interaction with the public.
6. All volunteers are covered under the Parish Council's insurance policy when undertaking work on behalf of the Parish Council. 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.
7. A copy of this policy and risk assessments must be given to all volunteers.