

Adopted on 10 October 2023.  
Minute Ref: 6.2., page 58-2023.

This policy applies to volunteers undertaking activities on behalf of, but not employed, by Ruskington Parish Council (RPC). Volunteers from all backgrounds may apply and must be treated equally, regardless of their gender, race, age, faith/religion, disability, or sexual orientation.

1. General Induction Briefing. Prior to the commencement of any activities, Volunteers will attend the RPC office for a general briefing. This briefing will be applicable to all volunteers for the duration of the assignment.

Risk Assessments. Before the commencement of any Volunteer activity, a risk assessment must be undertaken to identify risks and to detail how they will be safely and adequately managed. Responsibility for undertaking the risk assessment rests with the individual to whom authority has been provided by the Parish Council to undertake the activity. Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation. The Parish Council, through the office of its Clerk or other person(s) as advised, must receive a copy of such risk assessment (for its?) records.

4. Task-Specific Induction Training. Volunteers must undergo induction training appropriate for the activity/activities 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 provided by the Parish Council to undertake the work.

2. Specific Induction Briefing. Volunteers must be adequately trained to be able to carry out the specific role determined by:

- the activity
- the existing competency of volunteers
- the circumstances of the activity (e.g. the degree of supervision);
- the tools and/or equipment being used
- the need for PPE

The training standard, however, must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work, as far as reasonably practicable. Responsibility for providing training rests with the individual to whom authority has been provided by the Parish Council to undertake the activity.

6. Insurance. Volunteers engaged in authorised activities as outlined in this Policy will be insured under the Parish Council's Public Liability and Employers' Liability cover.

7. Scope of Duties. Volunteers may only carry out less hazardous activities involving non powered hand tools; for example, path maintenance, sand clearance, tree planting etc. PPE (suitable footwear, gloves, safety goggles etc.) identified in the risk assessment must be worn when undertaking such activities, as directed by the individual or group to whom authority has been provided by the Parish Council to undertake the activity. Prior to activity 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 provided by the Parish Council to undertake the activity. Remedial action must be taken immediately, and these inspections are to be recorded.

Disclaimer. The Parish Council cannot be held liable for any injury caused by the use or misuse of tools or equipment. Only 'unaltered' domestic grade cleaning materials, agreed or issued by the RPC, may be used and always in accordance with manufacturers guidelines. No weed killers can be used in or around any Parish Council owned or managed properties.  
Personal Safety

8. Volunteers must inform the Parish Council of the activities they intend to undertake before commencement; this can be done in two ways:

- a) At the beginning of a Council meeting
- b) In writing to the Parish Clerk

In both instances, written approval must be received prior to the undertaking of any work / activities on Parish property.

Volunteers wishing to provide the Parish Council with an update on their activities can do so during the informal public participation session of any Parish Council or relevant Committee meeting, or directly to the Clerk.

9. Jewellery, necklaces, watches, and the like must not be worn where they compromise the environment for the volunteer whilst carrying out the activity/activities.

10. Only footwear and other items of Personal Protective Equipment, identified as 'safe' within the risk assessment is to be worn

11. Long hair must be tied up if it is deemed that it could compromise health and safety requirements.

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

12. 13. Out of pocket expenses. Out of Pocket expenses will not be paid to any volunteer / group without prior permission being granted (receipts to be produced / claim form to be completed and submitted).