



## Heckington Parish Council

### VOLUNTEER POLICY

Heckington Parish Council's Volunteer Policy provides guidelines to ensure safe, fair, and organised volunteer activities. The Parish Council welcomes volunteers but places emphasis on safety. With this in mind, a general induction may be required as well as activity specific training. Volunteers must at all times adhere to the health and safety protocols to include the wearing of PPE. Activities will be limited to those deemed to be low risk.

Volunteers need prior approval to start activities without exception.

This policy applies to volunteers undertaking activities on behalf of, but not employed by Heckington Parish Council.

#### **1. General Induction Briefing**

Prior to any volunteer activity, the volunteers will see the Clerk or Caretaker for a general briefing. This briefing will be applicable to all volunteers for the duration of the assignment.

#### **2. Risk Assessments**

Before the 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 Clerk or Caretaker or where appropriate with the individual or group to whom authority has been provided by the Parish Council to undertake the activity.

#### **3. 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 Clerk and Caretaker or where appropriate, or group to whom authority has been provided by the Parish Council to undertake the activity.

#### **4. Specific Induction Briefing**

Volunteers must be adequately briefed/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
- 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 Parish Council.

## **5. 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 low risk 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 Clerk or Caretaker or 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.

## **8. 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 Parish Council, 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.

## **9. Personal Safety**

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 in the public forum.
- 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.

9.1. 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.

10. Jewellery, necklaces, watches or other adornments must not be worn if, in the opinion of the Authorised Supervisor, could compromise the safety of the volunteer whilst carrying out activities.

11. Only footwear and other items of Personal Protective Equipment, identified as suitable for the task within the risk assessment, may be worn.

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

13. 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.

14. Out of Pocket expenses will not be authorised without prior permission and only on receipt of correctly completed paperwork supported by dated and legible receipts issued by the service provider.

Confirmation that this Volunteer Policy is understood, and the measures will be followed:

Please note: If you do not understand any part of this policy please speak to the Clerk of Council.

Name of volunteer:	
Signature Date:	

Name of volunteer:	
Signature Date:	

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Signature Date:	

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### Version control and amendment history

<b>Date approved</b>	<b>Version Number</b>	<b>Revision/Amendments</b>	<b>Review</b>
25/10/2025	V1.0	New policy	May 2026
18.05.2026	V1.0	Re-adopted APCM with no amendments	May 2027