Garsington Parish Council Council

**Volunteer Policy**

**The activities covered in this Volunteer Policy are as detailed below and refer to the works**

**within the parish of Garsington, South Oxfordshire**

1. **Construction and maintenance of public footpaths and bridleways including;-**

**Styles, Field Gates, Steps, Walkways, Raised Banks, Small Footpath Bridges, Paved and Stone Dressed Surfaces.**

1. **Clearance of existing ditches.**
2. **Trimming of hedges, trees and vegetation.**
3. **Building paths, trimming of trees, and removing root growth within the grounds of St Marys Church.**
4. **Removal of overgrowth and remediation to play areas within the playground facility at the Garsington Sports field.**
5. **Trimming of overgrown hedges and removal of overgrowth around the area of the Green and The Hill**

This policy applies to volunteers working on behalf of, but not employed by, the Parish Council. Volunteers must be over the age of 16. Anyone under the age of 16 accompanying a volunteer must be closely supervised by an appropriate adult volunteer who will be responsible for the young person's safety.

1. All Volunteers will be issued with a copy of the WORKING SAFELY ON OUTDOOR CONSERVATION TASKS leaflet. Volunteers must sign an acknowledgement receipt to demonstrate that they have received and understood the contents of the leaflet before undertaking any work on behalf of the Parish Council.
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. It is not possible to detail what constitutes "adequacy" as requirements will vary according to

• The job or activity

• The existing competence of volunteers

• The circumstances of the work (e.g. the degree of supervision)

• The tools and /or equipment being used

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

1. 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 to whom the authority has been provided by the Parish Council to undertake the work. This delegation of authority will be recorded in the PC minutes.
2. Volunteers should expect to be treated equally and accommodated from all walks of life.
3. Volunteers must undergo an induction appropriate for the task being undertaken. This must include Health & Safety requirements, 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.
4. For any works activity which is not included in this documents, a Risk Assessment will be carried out to identify any risks that may occur and how they will be managed. If an area of activity presents a significant risk, consideration must be given to reducing the risk or stopping the activity. The Parish Council, through the offices of the Clerk or other person(s), as advised, must receive a copy of such risk assessment record. Responsibility for undertaking the risk Assessment rests with the individual to whom authority has been provided by the Parish Council to undertake the work. Risk assessments and their associated paperwork must comply with current Health & Safety at Work legislation.
5. So far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of the Parish Council’s appointed supervisor then they will be insured under the Parish Council's Public Liability and Employers' Liability cover. Reporting to the Parish Council in respect of work which is of an ongoing nature is not necessary on each occasion and does not require formal approval of the Parish Council on each occasion.
6. Volunteers may work with their own personal protective equipment/tools and for which the individual is responsible for the maintenance and upkeep of those items to a safe standard of repair and condition.
7. When any personal protective equipment is provided. It must be worn.
8. Cleaning materials used by volunteers must not be stronger than those available on shop shelves.
9. Trainers, opened toed shoes, heeled shoes or sandals must not be worn by volunteers if it would compromise the safe working environment.
10. All volunteers shall have regard to the Health & Safety at Work Act 1974 and all subsequent Health & Safety Legislation
11. If the Parish Council is required to make a decision regarding work to be undertaken by volunteers then a detailed and fully costed proposal must be submitted to the Clerk no later than 14 days prior to the next Parish Council meeting.
12. Volunteers must inform the Parish Council of any work they intend to undertake prior to commencement of that work. They should inform the Clerk or Designated Councillor, preferably by email or in writing.
13. Residents or other persons who undertake work on Parish Council property or a public footpath / bridleway without the permission of the Parish Council are not covered under this policy and the Parish Council cannot be held responsible for any consequences of such action. Anyone who undertakes unauthorised work on Parish Council property could be liable for prosecution for criminal damage.
14. The Parish Council will, when it gives approval for the work, appoint a competent Parish Councillor to monitor the work of the volunteers and report the outcome to the next Parish Council Meeting.
15. Any accidents that occur will be reported and recorded by the Parish Clerk in the Parish Councils Accident Book. If any injury results in a volunteer not being able to attend their place of work, this will be reported to meet the requirements of the Health and Safety Act 1974 and all subsequent Health and Safety Legislation.

**Revised Oct 2018**