

**THORNER PARISH COUNCIL**  
**VOLUNTEER POLICY**

# THORNER PARISH COUNCIL VOLUNTEER POLICY

## Introduction

This policy sets out the principles for any voluntary involvement authorised under the auspices of Thorner Parish Council.

Volunteers may participate through community groups or direct from the community/residents of Thorner. The Thorner Parish Council acknowledges that volunteers contribute in many ways, bringing benefit to the Council, local communities and the volunteers themselves.

This policy seeks to protect and support volunteers working on its behalf and sets down the Parish Council's responsibilities which comply with its insurance obligations.

## Volunteer Activity

1. Volunteers must inform the Clerk to the Parish Council by email [thornerparishcouncil@gmail.com](mailto:thornerparishcouncil@gmail.com) of work they wish to carry out prior to starting any work. This will be presented to the Parish Council for approval via an agenda item at its next meeting for it to be approved and the relevant Councillors appointed to oversee the work.
2. A risk assessment must be completed by the group or individuals participating in order to identify any risks which may be faced and how they can be managed.  
The Parish Council should receive a copy of the risk assessment ahead of any work undertaken.  
The risk assessment should include as a minimum:
  - Details of the Work or Activity.
  - The existing competency of volunteers.
  - The circumstances of the work (e.g. the degree of supervision required).
  - The tools and equipment being used.
  - The training requirements. The training standard must be sufficient to ensure the Health & Safety of volunteers and any others who might be affected by the work being carried out.
  - See Appendix 1 for an example risk assessment form.
3. Volunteers will be given a named person as point of contact before any work is carried out to discuss progress and any concerns raised. The named contact may need to carry out a visual inspection before any work is carried out

Volunteers will be expected to comply with existing policy and procedures as set out within Thorner Parish Council Website.

Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking sufficiently to ensure their health and safety. Responsibility for this rest with the individual to whom authority has been given by Thorner Parish Council to undertake the work agreed, taking into account findings within the completed risk assessment.

## **Insurance Cover**

For Thorner Parish Council to provide the insurance cover to comply with the current Parish Council Insurance requirements, a risk assessment and volunteer registration and consent form (Appendix 2) must be completed and submitted. Work will then fall under the auspices of the Parish Council and be covered by Public Liability Insurance.

## **Data Protection**

Personal information recorded about volunteers is stored and maintained in accordance with our Data Protection Policy, a copy of which can be found on the Thorner Parish Council [website](#).

All volunteers agree to allow their photographs, motion pictures, and voice media taken during the volunteer activity to be used in Thorner Parish Council publications, public relations broadcasts and in digital media unless the council is otherwise notified in advance.

## Volunteer Activities – Example Risk Assessment Form

Activity undertaken:

Conducted by:

Date:

Risk	What could happen?	Who is at risk?	Risk Rating 1-5	Severity Rating 1-5	Action needed
1. Slips, trips, falls	An individual could slip, trip or fall during activities causing injury	Volunteers, councillors			Safe working briefings before activity commences. Sensible clothing, boots, shoes. Site assessment - avoidance of dangerous sites. Working in pairs. First aid kit made available Emergency numbers and procedure. Named contact person.
2. Strains and muscular injury	An individual could suffer strains and muscular injury while undertaking tasks.	Volunteers, councillors			Safe working briefings before activity commences. Volunteer fitness declaration. First aid kit made available Emergency numbers and procedure. Named contact person.
3. Cuts and bruises	An individual could suffer cuts and bruises while undertaking tasks.	Volunteers, councillors			Safe working briefings before activity commences. First aid kit made available Emergency numbers and procedure. Named contact person.
4. Serious injury caused by unsafe operation of machinery	An individual could suffer serious injury.	Volunteers, councillors			Safe working briefings before activity. Annual machinery inspection and maintenance. Machinery operated by approved individuals. Licenses, certification and training for operatives. Supervision during operation – exclusions zones, etc. First aid kit made available. Emergency numbers and procedure. Named contact person.

Risk	What could happen?	Who is at risk?	Risk Rating 1-5	Severity Rating 1-5	Action needed
5. Contact with hazardous materials	An individual might be affected by hazardous materials, chemicals or biohazards (viral and bacterial).	Volunteers, councillors			Safe working briefings before activity commences. Protective clothing – gloves, masks, litter pickers and bags. Site assessment - avoidance of dangerous sites. Visual inspection by named person if required. Volunteer briefing – Responsibility of the individual to whom authority has been given to carry out the work. Working in pairs. First aid kit made available. Emergency numbers and procedure. Named contact person.
6. Loss of property	An individual could lose property or items may be stolen	Volunteers, councillors			Safe working briefings before activity. Safe storage of valuables.
7. Road accidents	An individual may be involved in a collision with a vehicle	Volunteers, councillors			Safe working briefings before activity responsibility lies with the individual who has been given authority to carry out the work. No working alongside A and B Roads without necessary road signage and barriers approved by the Highway Authority. Named person may need to carry out visual inspections before work is carried out.
8. Damage to third party property	Accidental damage to property	Third party property owners			Safe working briefings before activity responsibility lies with the individual who has been given authority to carry out the work. Site assessments and third-party property identification. Named person may need to carry out visual inspections before any work commences.
9. Violence and intimidation	Volunteers subjected to intimidation and violence	Volunteers, councillors			Safe working briefings before activity responsibility lies with the individual who has been authorised to carry out the work, Emergency numbers and procedure. Named contact person.

Risk	What could happen?	Who is at risk?	Risk Rating 1-5	Severity Rating 1-5	Action needed
10. Victimisation or harassment	Volunteers subjected to racial, sexual or gender related abuse.	Volunteers, councillors			Safe working briefings before activity responsibility lies with the individual who has been given authority to carry out the work. Reporting of any incidents named person and to Parish Clerk.
11. Safeguarding	Vulnerable volunteers subject to physical or psychological abuse	Volunteers, councillors			Safe working briefings before activity responsibility lies with the individual who has been given authority to carry out the work. Safeguarding statement. No under 16s to be involved other than when supervised by a sponsor organisation.
12. Activity specific risk	Enter text	Volunteers, councillors			Enter text
13. Activity specific risk	Enter text	Volunteers, councillors			Enter text – Responsibility of the individual who has been authorised to carry out the work.
14. Activity specific risk	Enter text	Volunteers, councillors			Enter text -Responsibility of the individual who has been authorised to carry out the work.

Please submit the completed form to the Parish Clerk at: [thornerparishcouncil@gmail.com](mailto:thornerparishcouncil@gmail.com)

**Key to risk assessment severity:**

**1 = Negligible:** The Risk is so small that the team can ignore it.

**2 = Low:** The Risk is insignificant and can be managed with routine procedures.

**3 = Medium:** The Risk is significant but manageable with additional controls or mitigations.

**4 = High:** The Risk is severe and requires immediate attention and action.

**5 = Maximum:** The Risk is intense and needs to be addressed.

# Volunteer Consent Form

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	<b>DOB:</b>
<b>Tel:</b>	<b>Mobile:</b>
<b>Email:</b>	
<b>Emergency Contact Name &amp; Phone Number:</b>	

## Consent

By signing this form you consent to participate in any of the volunteer activities authorised in the Thorner Parish Council Volunteer Policy. You further agree to abide by the terms of the policy and follow any instructions and safety briefings provided by the activity leaders. You further agree to seek any medical advice before undertaking any activities you feel will be physically demanding for you.

Please tick this box to confirm you have read and understood these requirements.

## Your information

Thorner Parish Council will store the information you have provided in order for you to carry out your role as a volunteer. All data will be stored securely in accordance with our data protection policy which can be view [HERE](#) on the Thorner Parish Council Website.

If you are happy for Thorner Parish Council to keep a record of your information and contact details, please tick the box to give consent.

<b>Volunteer Signature:</b>	<b>Date:</b>
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