

Volunteer Policy

1. Introduction

Alderbury Parish Council has adopted this policy to comply with Section 3 of the Health and Safety at Work Act, 1974.

2. The purpose of this policy

Alderbury Parish Council values volunteers and welcomes their contribution to community life in the village. This policy seeks to protect and support volunteers working for the Council and to set down the Council's responsibilities to comply with its own employment and insurance obligations. See appendix 5 for important advice from our insurers.

3. What we do

Alderbury Parish Council works to create a lively and happy community where people live long and healthy lives. We want to look after our beautiful local environment, encourage bio-diversity and reduce carbon emissions. We respect and celebrate diversity and we aim to include everyone and listen to what they have to say. We want to improve the economic, social and mental wellbeing of everyone and we want to provide the very best local facilities and services that we can all afford.

4. Valuing and supporting volunteers

Many of our activities involve working in partnership with community groups and volunteers. We will ensure that volunteers feel valued and supported and we will welcome their views. We will provide training, briefings and communications to recognise the central role they play. We acknowledge that volunteers want satisfying and rewarding work that contributes to their own sense of wellbeing and personal development.

5. Working alongside the Council

Alderbury Parish Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

6. Who are our volunteers?

Volunteers may come through community groups, direct from the community or be students from a local school or college (over the age of 16). Volunteers may give time regularly or on an occasional basis. Every volunteer has their own personal motivation and preference which we will respect.

7. How we work with our volunteers

The following guidelines deal with practical aspects of volunteering with the Parish Council. More information can be found on our website and in copies of policies mentioned here.

8. Volunteer leaders

Alderbury Parish Council generally works with volunteer leaders who are also volunteers. The volunteer leaders:

- Act as the point of contact with the Council
- Complete a risk assessment (appendix 2) and return it to the clerk before the event
- Ensure compliance with the risk assessment which may include a requirement to work in pairs
- Collect emergency contacts
- Must be advised of any medical conditions and will assume all volunteers have declared

themselves fit to do the proposed work

- Access funding allocated by the Council
- Organise the volunteer activities and plan the sessions
- Recruit the volunteers
- Provide training, equipment and tailored health and safety briefings
- Ensure PPE is worn, which may be provided by the Council when appropriate
- Maintain communication with volunteers and promote activities

9. Expenses

The Council believes that volunteers should not suffer financially by volunteering. Volunteer leaders will agree expenses that may be paid in respect of specific activities.

10. Training and Instruction

All volunteers will receive & must comply with training and instruction relevant to the roles they perform. This will be provided by the volunteer leaders or persons nominated by them in liaison with the Council. Volunteer leaders will be provided with enhanced training opportunities funded by the Council in areas relevant to their sphere of activity.

11. Volunteer Voice

Volunteers are encouraged to express their ideas and views about matters relating to their area of voluntary work through the volunteer leader. If a volunteer has concerns about actions of a volunteer leader or the safety or organisation of volunteer activities, they may report these direct to the Parish Clerk. We aim to identify and solve problems at the earliest possible stage and to treat all volunteers fairly, objectively and consistently. The Parish Clerk is responsible for handling problems regarding volunteers' conduct or complaints which will be handled in accordance with the Council's complaints and grievance policies.

12. Insurance

All volunteers are covered by Alderbury Parish Council's insurance policy whilst they are engaged in any work on our behalf. It should be assumed that insurance is not provided unless that Council has explicitly authorised the activities to be undertaken. Appendix 1 of this policy shows the ongoing volunteer activities the Council has authorised. Others may be approved on a case-by-case basis relevant to the activity undertaken. Appendix 5 shows specific advice from the insurers.

13. Health and Safety

Volunteers are regulated by this policy a copy of which will be provided to each volunteer upon request & which is available on our website

14. Equal Opportunities

Alderbury Parish Council operates an Equality Policy in respect of both paid staff and volunteers. A copy will be provided upon request. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

15. Safeguarding

In appropriate circumstances volunteers will be made aware of the Council's Safeguarding Policy and Procedures and where necessary DBS checks and training will be undertaken. Primarily this applies where volunteers may be working with children or vulnerable adults.

16. Data Protection

Personal information recorded about volunteers is stored and maintained in accordance with our Data Protection Policy, a copy of which is available on our website. All volunteers agree to allow their photographs, motion pictures, and voice media taken during the volunteer activity to be used in Alderbury Parish Council publications, public relations broadcasts and in digital media unless the council is otherwise notified in advance.

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Volunteer Activities – Authorised activities

Schedule of volunteer activities authorised by the Alderbury Parish Council

The following activities have been authorised by the Council as described below. Where the use of power tools is required for volunteer activities, the Council will wish to see evidence of risk assessments and any necessary operation certificate to ensure the safe operation of such equipment and the safety of operators and volunteers. Risk assessments should be submitted by activity leads for each of these projects. An example risk assessment can be found at Appendix 2.

- **Alderbury Footpaths**
Regular inspection and maintenance of footpaths within the parish boundary. This includes cutting back vegetation using manual tools only. Power tools such as strimmers, hedge trimmers, brush-cutters or chainsaws shall only be used by qualified personnel with appropriate qualifications.
- **Gardening Volunteers**
Planting and cultivation of flowerbeds and planters within the village using manual tools only. Use of powered tools such as strimmers, hedge trimmers, brush-cutters or chainsaws shall only be used by qualified personnel with appropriate qualifications.
- **Winter Weather Volunteers**
Clearance of snow and ice using manual tools. Transporting and use of salt and grit.
- **Wildlife Volunteers**
Undertaking projects approved by Alderbury Parish Council – tree planting, meadow maintenance, hedge laying, erecting wildlife homes such as bird, bat and hedgehog boxes and associated activities using manual tools only. Use of powered tools such as strimmers, hedge trimmers, brush-cutters or chainsaws shall only be used by qualified personnel with appropriate qualifications.
- **Litter Volunteers**
Picking up litter from paths, open spaces, woodlands and play areas. Gloves, hi-vis tabards, litter pickers, bags and hoops can be provided by the Council.
- **Ditch clearance**
The removal of accumulated debris from watercourses to prevent flooding. Use of powered tools such as strimmers, hedge trimmers, brush-cutters or chainsaws shall only be used by qualified personnel with appropriate qualifications.

Volunteer Activities – Generic Risk Assessment

Date Raised:

Proposed Date of Activity:

Activity to be undertaken:

Leader:

Proposed Participants:

Landowner Consent (Reference, if applicable):

All activities:

- If there is more than one person, a leader must be identified who **must** submit this risk assessment to the clerk BEFORE any activities begin
- All participants must sign the attendance record (Appendix 4) confirming they have received a task brief, have viewed this risk assessment and applied appropriate mitigation and have appropriate PPE available for the specific task/equipment in use (Appendix 3).
- Must start with a safe working briefing
- In column 3, volunteers, councillors and Council employees are deemed included
- A first aid kit should be available

Risk	What could happen?	Who additionally could be hurt?	Action needed
1. Slips, trips, falls	An individual could slip, trip or fall during activities causing injury		Sensible clothing, boots, shoes.
2. Strains and muscular injury	An individual could suffer strains and muscular injury while undertaking tasks.		Maintain good posture when lifting. Seek assistance if necessary
3. Cuts and bruises	An individual could suffer cuts and bruises while undertaking tasks.		Wear appropriate clothing – avoid shorts and short sleeves. Wear gloves.
4. Serious injury caused by unsafe operation of machinery	An individual could suffer serious injury.	Members of the public	Users must report any maintenance requirements to the Clerk who will arrange next steps. Machinery operated by approved individuals. Licenses, certification and training for operatives. Always shut down to clear snagging or blockage, replenish cord etc. Supervision during operation – exclusions zones, PPE, WIP signage etc.
5. Contact with	An individual might		Wear Protective clothing – long

hazardous materials	be affected by hazardous materials, chemicals or bio-hazards (viral and bacterial).		sleeves and trousers, gloves, stout footwear. Use litter pickers and bags to avoid directly handling litter. Beware venomous insects and reptiles - maintain situational awareness and check work areas for adders, wasp nests etc before entering. Beware toxic and hazardous vegetation; thorns like brambles and blackthorn are widespread. Hemlock is toxic. Giant hogweed sap could cause blistering on skin contact.
6. Loss of property	An individual could lose property or items may be stolen		Safe storage of valuables.
7. Road accidents	An individual may be involved in a collision with a vehicle		Only inside village 30/20 mph
8. Damage to third party property	Accidental damage to property	Third party property owners	Site assessments and third-party property identification.
9. Violence and intimidation, victimisation or harassment	Volunteers subjected to intimidation and violence or racial, sexual or gender related abuse.		Reporting procedure to Parish Clerk. Equality statement.
10. Safeguarding	Vulnerable volunteers subject to physical or psychological abuse		Parents must be present for under-18s
11. Working near water	Drowning		Participants to be roped
12. Medical emergency			Leader to know where the defibrillator is. Leader to carry a mobile phone
13. Fire or explosion	Injury or damage to property caused by ignition of fuel or vapour, or sudden release of stored energy from a battery	Members of the public. 3 rd Party property owners	Store fuel only in approved containers. Use funnels to prevent/minimise accidental spillage during fuel transfer. Replace lids immediately. Avoid using equipment with internal combustion engines where practicable. Always charge batteries using the approved chargers and ensure plenty of air circulation during charging. Do not charge near flammable materials. Remove from the charger when fully charged. Avoid forming a short circuit by allowing metal contact with the battery terminals.

Please submit completed form to the Parish Clerk – clerk@alderburyparishcouncil.gov.uk

Volunteer Activities – Personal Protective Equipment

The following table identifies the Personal Protective Equipment to be worn when operating various items of equipment.

The requirements vary slightly between older petrol-driven machinery and newer battery powered equipment, which is much quieter.

The most stringent PPE requirements within a 'working party' apply to all members of that party; eg if any equipment could fling stones about you should all wear hard hats.

	Polycarbonate Eyeguard	Long Trousers	Work Boots	Gloves	Ear Defenders	Helmet/ Hard Hat	Face dust mask Advisable when dry/dusty	Chainsaw boots, trousers and gloves
Mower	Always	Always	Always	Always	Petrol only	Yes	Optional	No
Brushcutter (blade)	Always	Always	Always	Always	Petrol only	Yes	Optional	No
Hedgecutter	Always	Always	Always	Always	Petrol only	Optional	Optional	No
Strimmer	Always	Always	Always	Always	Petrol only	Yes	Optional	No
Pruner/ polesaw	Always	Always	Always	Always	Petrol only	Yes	Optional	Yes
Chainsaw	Always	Always	Always	Always	Petrol only	Yes	Optional	Yes

Volunteer Activities - ATTENDEE SIGN UP

To be completed/captured by the volunteer leader on the day
Activity Lead to sign confirming delivery of briefing to participants

Activity Leader Name	
Activity Leader Signature	
Date	
Emergency Contact	

Briefing to include tasks, safety aspects, precautions, actions in event of an emergency

Circle approved activity type:

Footpath Maintenance	Gardening	Winter Weather	Wildlife Projects	Litter Picking	Ditch/Gutter Clearance
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Participant details and signature.

PARTICIPANT NAME	EMERGENCY CONTACT NAME	EMERGENCY CONTACT PHONE	ANY MEDICAL CONDITIONS TO BE NOTED	SIGNATURE Signature confirms: 1) You were briefed on the Task and are satisfied you have the necessary skills and training. 2) You are aware of the Risks and Mitigation identified at Appendix 2. 3) You have access to appropriate Personal Protective Equipment in accordance with Appendix 3

From: Clear Councils Enquiries <councils@thecleargroup.com>

Sent: 05 March 2025 09:16

To: clerk@alderburyparishcouncil.gov.uk

Subject: RE: Alderbury PC LCO03068

Good Morning Liz

We can confirm that providing all employees and volunteers will be working at the **sole request** of and under the sole control of the Parish Council, then the existing Public and Employers Liability Sections of the policy would apply. Please also ensure that risk assessments are carried out.

We would only expect Employees and Volunteers to be involved with the less hazardous work involved in path maintenance, grass cutting or litter collection, with the use of non-powered tools only, other than lawnmowers/grass cutting equipment and strimmer's, when stout footwear should be worn and safety goggles in the case of strimmer's. Cleaning materials must be not stronger than those available on shop shelves.

Employees and Volunteers should be between the ages of 16-75 years and must be physically fit and able to carry out the work expected of them for them to be covered by the Personal Accident Section of the Policy. Anyone under the age of 16 will require an adult to be present and will require parental permission.

All other work should be undertaken by Contractors, who have their own Public Liability insurance with a Limit of Indemnity of not less than £5,000,000.

All hazardous works must be carried out professional contractors with their own Insurance.

All cover is subject to the terms, conditions and exclusions of the policy and the Limits of Indemnity.

Power Tools and Equipment

Councils are allowed to use proprietary power tools and equipment to carry out their day-to-day maintenance and repair duties. Our guidance is that such tools should be maintained in proper/safe working order and that training should be given, where appropriate, as well as relevant PPE. All jobs involving power tools should firstly be risk assessed.

Training/certification should be obtained by the operator, where more hazardous tools are used, for example, chainsaws. We don't require the Certificates to be sent in, these form a part of your risk assessment.

It is advisable to employ third party contractors to carry out specialist or higher risk tasks.

The Parish Council will also need to carry out risk assessments, and ensure the individual is competent person to carry out duties instructed by the Council.

Competent person

As an employer, you must appoint a 'competent person' to help you meet your health and safety duties. A competent person is not someone who simply has the competence to carry out a particular task safely. In general terms, the definition of a competent person is **someone who has the necessary skills, experience, and knowledge to manage health and safety**. For more details on appointing a competent person, go to

- [Decide who will help you with your duties.](#)

Some health and safety law describes the training, skills, and experience, that someone should have to be a competent person to perform a specific task in a particular industry or work environment.

A range of HSE guidance, including information that will help you to understand the competence required to work in specific industries or work environments, can be found here - [industry-specific guidance](#).

Information on the competence required for different industries and work activities can also be found at the [National Occupational Standards website](#) or at the [Federation for Industry Sector Skills and Standards](#) (previously known as the Alliance of Sector Skills Councils) which is the designated Certifying Authority for Apprenticeships in England..

Please note that the policy provides cover for the assets on a reinstatement basis. This is to put you back in the same position has before the claim “like for like” basis.

We trust this clarifies your situation, however, if you have any further queries, please do not hesitate to contact us.

Kind regards.

Clear Councils Enquiries

 [Web clearcouncils.co.uk](http://clearcouncils.co.uk)  **Direct** [0330 013 0036](tel:0330 013 0036)

 **Address** Clear Councils, AGM House, 3 Barton Close, Leicester, LE19 1SJ



Broker at **LLOYD'S**



clerk@alderburyparishcouncil.gov.uk

From: Clear Councils Enquiries <councils@thecleargroup.com>
Sent: 13 March 2025 09:29
To: clerk@alderburyparishcouncil.gov.uk
Subject: RE: LCO03068 Alderbury PC

Flag Status: Flagged

Good morning,

Thank you for your email.

We can confirm that the Personal Accident section of the policy will only be in place for people aged 16-75. Please note that this section of the policy also covers people aged 76-85, however the amount paid out if a claim is made, will be less. Please see below:

Personal Accident

Insured

Operative Time of Cover

Whilst carrying o

Scale of Compensation - Ages 16-75

1. Death	£100,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£100,000
3. Permanent Total Disablement	£100,000
4. Temporary Total Disablement	£200 per week
5. Temporary Partial Disablement	£100 per week

We can confirm that this cannot be extended to cover people above this age.

This age restriction only applies to the Personal Accident section of the policy and is not applicable to any other sections of cover. Please note that the Public and Employers Liability section of the policy covers people of all ages for injuries such as trips, slips, and falls.

If you have any further queries, please do not hesitate to contact us.

Kind regards

Clear Councils Enquiries