

## **PUNCKNOWLE AND SWYRE PARISH COUNCIL (PSPC)**

### **VOLUNTEER POLICY AND PROCEDURES. September 2025**

Volunteering can benefit the Council, the Community and the Volunteers themselves. This policy sets out the parish council's approach to reducing the risk of accidents and managing health and safety in its engagement and management of volunteers in activities authorised by PSPC.

#### **Policy**

The nature of the skills required for a given activity will depend upon the task. Volunteers must be competent to carry out their role. Volunteers should be informed about the task and its purpose, health, safety and supervision arrangements before a task commences.

If required, training will be provided before the commencement of the task. All work undertaken by volunteers takes account of the Health and Safety at Work Act 1974.

Volunteers working under the sole request and under the sole control of the parish council will be insured under the parish council's Public Liability Insurance and Employer's Liability Cover.

Volunteers should only undertake tasks allocated to them. Prior to work commencing, a visual inspection of the site must be carried out to ensure that there are no obvious hazards. This inspection must be recorded on the task risk assessment sheet.

There should be a method of communication for emergency purposes.

Volunteers must pay regard to the fact that they are carrying out the work on behalf of the parish council; as such they are representatives of the council and must reflect this in the quality of their work and their interactions with members of the public.

If a volunteer raises a complaint that cannot be resolved at the time, then a complaint should be instigated in accordance with the parish council's complaints procedure.

A copy of this policy should be given to volunteers before they carry out any work for the council for the first time, and subsequently if it is substantially revised.

## **Procedure**

### **Discrete Events**

Before work commences, a risk assessment should be undertaken and a copy sent to the parish clerk. See Appendix A- C for examples of Risk Assessments. These are guidelines only, and the event organiser is expected to consider all relevant risks and modify their risk assessment as necessary.

Volunteers must undergo an induction briefing appropriate to the task to include a description of the work, the known issues and risks. Volunteers will be expected to sign that they have understood the briefing and to confirm that they do not have any medical issues that would put either themselves or others at risk. (See Appendix D, Induction Brief and Volunteer Acknowledgement).

When a volunteer is injured (e.g. serious cuts and grazes) when undertaking authorised work, the supervisor must be told as soon as possible.

In the case of serious injury, first aid must be administered and the supervisor informed immediately. Where necessary, emergency services must be called by the supervisor.

The completed induction brief should be returned to the parish clerk along with a summary of the work undertaken

### **Continuous Volunteer Work**

Certain volunteers are engaged in ongoing work throughout the year. These include those maintaining footpaths, cutting the grass verges, tending the war memorial, the Community Speed Watch Team, and those who repair street furniture.

Their work is an enormous benefit to the community and should be acknowledged with an annual message (Appendix E) which provides the opportunity to thank them at the same time as reminding them of the health and safety aspects of their work. Such messages should be sent out following the Annual Meeting, and recipients should be asked to acknowledge that they have received and read the message.

Appendix A

**Sample Maintaining footpaths, grass cutting, repairing street furniture, CSWT, litter picking- Risk Assessment for PSPC**

Hazard Description	Risk Ranking	Control Measures	Risk Ranking after control measures undertaken
Passing Traffic	H	<ul style="list-style-type: none"> <li>• Safety Briefing at start.</li> <li>• Only work on roads with safety verges.</li> <li>• Wear High Visibility Vests.</li> <li>• Face Oncoming Traffic., were possible</li> </ul>	M
Hazardous Waste	H	<ul style="list-style-type: none"> <li>• Safety Briefing at start to included warning against rubbing eyes/mouth and washing hands before eating, drinking, going to the toilet.</li> <li>• Wear Protective Gloves and clothing as appropriate</li> <li>• Syringes, liquids, gas cannisters, sharp objects, hazardous items, to be dealt with by supervisor.</li> <li>• First Aid kit for minor cuts (NB allergies)</li> </ul>	L
Dealing with aggressive behaviour	L	<ul style="list-style-type: none"> <li>• Adopt a calm approach,</li> <li>• Team work</li> <li>• Report appropriately</li> </ul>	L
Uneven terrain, Adverse Weather, slips, trips, falls and sprains.	M	<ul style="list-style-type: none"> <li>• Consider weather forecast before event</li> <li>• Wear weather appropriate clothing, especially footwear, (hot/wet/cold),</li> <li>• Take breaks and drink plenty of water</li> </ul>	L

Appendix B

**Sample Public Meeting in Village Hall - Risk Assessment for PSPC**

Hazard Description	Risk Ranking	Control Measures	Risk Ranking after control measures undertaken
Manual handling of chairs and tables during set-up and close-down	M	<ul style="list-style-type: none"> <li>• Councillors to manage set-up and close-down working in pairs</li> </ul>	L
Entry and exit obstruction	M	<ul style="list-style-type: none"> <li>• Ensure entries and exits are kept clear</li> </ul>	L
Trip hazard (e.g. cables laid across walkways)	M	<ul style="list-style-type: none"> <li>• Review after set-up and during event, ensuring all cables are covered</li> </ul>	L
Inclement weather	M	<ul style="list-style-type: none"> <li>• Agreement with Hall committee to provide adequate foot mats.</li> </ul>	L
Vulnerable groups e.g. elderly, young	M	<ul style="list-style-type: none"> <li>• Ensure wheel-chair access; consider escorts where necessary</li> </ul>	L

## Appendix C

### Sample Risk Assessment:

#### Playing Field gardening/cleaning/renovations - Risk Assessment for PSPC

Hazard Description	Risk Ranking	Controls Measures	Risk Ranking after control measures undertaken
Using caustic cleaning materials	M	<ul style="list-style-type: none"> <li>• Safety Briefing at start to included warning against rubbing eyes/mouth and wash hands before eating, drinking, going to the toilet.</li> <li>• Wear Protective Gloves and suitable clothing including footwear and eye protection.</li> <li>• First Aid kit for minor cuts (NB allergies).</li> </ul>	L
Injury from Trips, Strains and sprains	M	<ul style="list-style-type: none"> <li>• Safety Briefing at start.</li> <li>• No heavy lifting.</li> <li>• No working at height without support</li> <li>• No power tools unless agreed by supervisor.</li> <li>• Wear Protective Gloves. and suitable clothing including footwear</li> <li>• First Aid kit for minor cuts (NB allergies).</li> </ul>	L
Cuts, bites and stings.	M	<ul style="list-style-type: none"> <li>• Wear appropriate protective clothing.</li> <li>• Ensure disclosure of known anaphylactic shock reaction.</li> <li>• First Aid kit for minor cuts (NB allergies)</li> </ul>	L
Hazardous Waste	H	<ul style="list-style-type: none"> <li>• Wear Protective Gloves and clothing as appropriate.</li> <li>• Syringes, liquids, gas cannisters, sharp objects, hazardous items to be dealt with by supervisor</li> <li>• Any litter/waste to be disposed of safely by supervisor.</li> <li>• Safety Briefing at start to included warning against rubbing eyes/mouth and washing hands before eating, drinking, going to the toilet</li> </ul>	L
Adverse Weather	M	<ul style="list-style-type: none"> <li>• Consider weather forecast before event</li> <li>• Wear weather appropriate clothing (hot/wet/cold)</li> <li>• Take breaks and drink plenty of water</li> <li>• Use suncream in hot weather</li> <li>• Consider deferring until weather improves</li> </ul>	L

Appendix D

**PSPC INDUCTION BRIEF AND VOLUNTEER ACKNOWLEDGEMENT**

<b><u>Supervisor Name:</u></b>	<b><u>TASK</u></b>	<b><u>DATE</u></b>
		<b><u>START TIME</u></b>
<b><u>LOCATION</u></b>		<b><u>END TIME</u></b>
<b><u>SUMMARY OF ACTIVITY</u></b>		
<b><u>TOOLS TO BE USED:</u></b>		
<p><b><u>HAZZARDS AND SAFETY MEASURES:</u></b></p> <ul style="list-style-type: none"> <li>• All work undertaken by volunteers shall have regard to the Health and Safety at Work Act 1974 and related health and safety legislation.</li> <li>• You should not undertake the work defined if you have either an injury or illness that could increase risk of further injury or illness either to you or fellow volunteers.</li> <li>• You will not be asked to work at height</li> <li>• Jewellery and watches ideally should not be worn as they present a risk of injury.</li> <li>• Appropriate footwear must be worn, ideally sturdy and providing support on uneven ground. Open toes shoes, sandals and trainers must not be worn.</li> <li>• Long hair should be tied back</li> <li>• Gloves and if necessary other appropriate protective clothing should be worn</li> <li>• Sun screen should be used in hot weather</li> </ul>		





## Appendix E

### **SAMPLE FOR ANNUAL MESSAGE FOR ONGOING VOLUNTARY ROLES**

Dear (NAME)

The Parish Council wishes to express its appreciation for the ongoing voluntary work which you undertake in your capacity as:

*Footpaths officer/ Speed Watch Team member/ repair and maintenance of furniture/ cutting grass/repair and maintenance of the war memorial.*

This work benefits our community and the parish, for which we are extremely grateful.

Volunteers working under the sole request and under the sole control of the parish council are insured under the parish council's Public Liability Insurance and Employer's Liability Cover. All work undertaken by volunteers must therefore be approved by the parish council and **must always abide by the Health and Safety at Work Act 1974**. If you require any further information in this regard, training or protective clothing, please contact us before undertaking any work. You can read more about Health and Safety at work here: [Risk assessment: Common workplace risks - HSE](#).

If at any time you are at increased risk of injury due to injury or illness, please ensure that you do not undertake any work.

Always wear appropriate protective clothing and high visibility jackets if necessary.

If you undertake tasks on your own, please carry a mobile phone and/or tell a trusted person where you are working and when you should be back.

If you have any concerns about the safety of the task, please contact the parish council before proceeding at (CONTACT DETAILS).

We would appreciate your acknowledgement that you have received this message and agree to follow the directions given.

With sincere thanks

Clerk for PSPC