

# Pennard Community Council

## Volunteers Policy

Reviewed 16 Nov 2020

The council engages volunteers to help with a wide-range of activities. The volunteers perform a valuable and much needed service however there is a need to ensure they are aware of their health and safety responsibilities, are aware of the councils health and safety obligations toward them and are given sufficient information to enable them to work safely without putting themselves and others at risk.

### **1 Aim of Procedure**

- 1.1 To allow Pennard Community Council to fulfil its statutory duties under the Health and Safety at Work Act 1974 and related legislation.
- 1.2 To ensure that all Volunteers receive suitable information to enable them to understand the Council's responsibilities towards them, their responsibilities to act in a responsible manner and to take care of their own health and safety and what to do in the event of a problem.

### **2 The Law**

- 2.1 The Health and Safety at Work Act 1974 places a responsibility on the Council to conduct their undertaking so as not to compromise the health and safety of non-employees.
- 2.2 The Management of Health and Safety at Work Regulations 1999 a risk assessment is carried out identifying risks, who may be harmed and ensuring suitable and sufficient control measures are in place. This requirement to assess and control risks applies to employees and others.

### **3 Provision of Information to Volunteers**

- 3.1 Volunteers must be given general health and safety information prior to commencing their activities. This would include: -
  - emergency/fire evacuation procedures, fire exits, fire assembly points, fire wardens and any additional emergency arrangements
  - information on risk assessments and safe systems of work
  - workplace specific hazards e.g. reversing vehicles
  - accident reporting procedures

- first aiders and location of first aid box/room
  - welfare facilities – canteen, toilets, drinking water
  - who to contact in the event of a problem
  - details of the health and safety co-ordinator.
- 3.2 Risks associated with specific activities must be assessed and information provided on risks prior to the volunteer commencing the activity concerned.
- 3.3 Volunteers must sign to say they have received and understood the information.

#### **4 Risk Assessment**

- 4.1 Risk Assessments must be undertaken on the work activities and work place of any volunteers engaged. The assessment should take into account the experience, qualification and abilities as well as specific risks. The assessment must take place prior to the volunteer commencing any activity.
- 4.2 Risk Assessments must be recorded and information on the risks, control and any safe systems of work in place must be made available to the volunteer concerned.
- 4.3 If the risk assessment identifies the need for personal protective equipment, this must be suitable for the individual and fit correctly. They should also be provided with information on the action to take in the event of loss or defect.

#### **5 Training**

- 5.1 Volunteers must be provided with the necessary training to enable them to perform their tasks safely without putting themselves or others at risk.
- 5.2 Volunteers should receive basic health and safety information and training prior to commencing work.
- 5.3 Where individuals are subject to specific risks e.g. Manual Handling, Chemical Hazards, Work Equipment then job specific training will be required.
- 5.4 Training must be completed prior to volunteers commencing the work activity.
- 5.5 Records of any training provided must be maintained.

## **6 Additional Information**

- 6.1 The level of supervision necessary will be based on a risk assessment. Higher levels of supervision will be required if volunteers are inexperienced or have not proved competence of the required tasks.
- 6.2 Volunteers who work with children or vulnerable adults will be subject to the vetting and barring check requirements.
- 6.3 It will be the responsibility of the Volunteer Organiser to maintain records on the Volunteers e.g. health and safety training provided
- 6.4 Volunteers who drive as part of their voluntary activities should have no serious driving convictions.
- 6.5 Volunteers will be expected to comply with the Council's health and safety policies and guidelines as appropriate.