



RHAYADER TOWN COUNCIL VOLUNTEER POLICY AND PROCEDURES

Introduction and Scope

This document sets out the policy and procedures relating to the engagement and management of volunteers in authorised activities organised by Rhayader Town Council.

The Council recognises that volunteering can benefit both the council and the community. The volunteers themselves benefit from opportunities to learn new skills, share their knowledge and experience, meet new people and help improve their town.

Policy

- The Health and Safety of volunteers is paramount therefore all works undertaken by volunteers will be guided by the Health & Safety at Work Act 1974.
- Volunteers must be competent to carry out a role. The nature of skills required will depend on the activity and if required, appropriate training will be provided in advance of the volunteer working on site. The minimum level of training should be sufficient to ensure maintenance of the health and the safety of volunteers and any people who might be affected by the work, as far as reasonable practicable.
- Volunteers should be informed about the task and its purpose, health, safety and supervision arrangements before commencement of work.
- Volunteers working at the sole request of and under the sole control of the Council will be insured under the Council's Public Liability and Employers Liability cover.
- Volunteers should only carry out 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 in addition to those already recorded in the Risk Assessment.
- There should be an agreed method of communication for emergency purposes.
- Volunteers must have due regard to the fact that they are carrying out authorised work on behalf of the Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.
- If a volunteer raises a complaint or concern that cannot be resolved at the time then they should contact the Clerk or the Chair for the matter to be resolved.
- A copy of this policy will be given to volunteers the first time they undertake work on behalf of the Council. The policy will be re-issued to volunteers if any material changes to the policy are made.

Procedures

- A risk assessment should be undertaken before commencement of work.
- Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken. This should include a description of the work to be undertaken and known issues and risks associated with the site.
- Volunteers will be expected to sign the briefing sheet, showing that they have received an induction brief, they understand the nature of the work, they recognize the risks associated with the task and agree to comply with instructions provided during the induction brief. This document is not intended to form a contract. Volunteers will also be expected to confirm that they do not have any medical issues that would put either them or other volunteers at risk.
- On completion of the work, the organiser is to forward the completed induction brief and any other documentation to the Clerk with a completed summary of the work undertaken. Retention of induction briefs will allow the Council to record work and ultimately acknowledge the contributions to the community made by volunteers.

Expenses

- Volunteers will not be excepted to cover any out of pocket expenses derived directly from pre-planned activities such as refreshments or travel expenses.
- The payment of any expenses must be agreed with Volunteers in advance, expenses cannot be claimed without prior agreement
- The payment method for expenses will be agreed in advance.
- Claims should be forwarded to the Clerk.

Review

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation or any changes made by the Council
- Following any issues or concerns raised with the Council
- In all other circumstances, annually.