

BINGLEY TOWN COUNCIL

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF



Volunteer Policy and Procedures

Date of review: 25th October 2022

Next review date: July 2025

Introduction

1. This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Bingley Town Council. The Council recognizes that volunteering can benefit the council, the community and the volunteers themselves.

Policy

2. The Council maintains volunteer lists for the volunteer activities it organises that are to be covered by the Council's Public Liability insurance and personal accident cover. Data collected includes name and address, telephone number and/or email). This data will be collected via a Volunteer Confirmation Form (see Appendix C).
3. Volunteers must be competent to carry out a role. The nature of skills required will depend on the activity.
4. Volunteers should be informed about the task and its purpose, health, safety and supervision arrangements before commencement of work.
5. All works undertaken by volunteers take account of the Health & Safety at Work Act.
6. Volunteers working at the sole request of and under the sole control of the Council will be insured under the Parish Council's Public Liability and Personal Accident insurance cover, providing they have supplied up to date personal details via the Volunteer Confirmation Form and have complied with all health and safety requirements as outlined in the relevant risk assessment.
7. Volunteers should only carry out tasks allocated to them.
8. Prior to work commencing, a work risk assessment will have been undertaken by the Council.
9. There should be a method of communication for emergency purposes.
10. 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.
11. If a volunteer raises a complaint that cannot be resolved at the time then a complaint should be instigated in accordance with Bingley Town Council's Complaints Procedure.
12. A copy of this policy will be shared with 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

13. A risk assessment should be undertaken before commencement of work. The Council is to receive a copy of the risk assessment. An example Risk Assessment is at Appendix A.
14. 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. Where volunteers are to work unsupervised, this induction briefing may be supplied in writing to the volunteer. An illustration on the content of an induction briefing can be found at Appendix B.

15. Volunteers will be expected to sign a Volunteer Confirmation Form (see Appendix C) indicating that they have received an induction briefing, 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.

16. Where the work is to be supervised, on completion of the work, the supervisor is to forward the completed Volunteer Confirmation Forms to the Council with a completed summary of the work undertaken. Retention of such information will allow the Council to record work and ultimately acknowledge the contributions to the community made by volunteers.

17. Where work is unsupervised, the volunteer must return a signed copy of the Volunteer Confirmation Form to the Council prior to commencement of the volunteering work.

18. Where the voluntary work is of an ongoing nature with no changes to the nature of the work anticipated, the Council may retain a volunteer register for that work. Volunteers will be expected to review and sign a Volunteer Confirmation Form on an annual basis.

Appendix A

BINGLEY TOWN COUNCIL VOLUNTEER POLICY & PROCEDURES

Litter Pick Risk Assessment for Bingley Town Council

No	ITEM	HAZARD	THOSE IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
				SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
1	Passing Traffic	Be aware of traffic on the roads and road safety	Participants	8	6	48	Briefing at the start of the Litter Pick by the supervisor. Participants access restricted to pavement and footpaths. High visibility vests to be supplied and appropriate traffic warning / controls to be utilised.	8	2	16 (A)
2	Hygiene	Cuts, grazes, germs	Participants	4	4	16	Briefing at the start of the Litter Pick by the supervisor Protective gloves to be worn. First Aid Kit to cover cuts however minor with tape following consultation as to allergies to tape etc. Warn re avoiding rubbing mouth and eyes whilst working. Wash hands and forearms before eating and drinking, etc or going to the toilet.	2	2	4 (A)
3	Slips, Trips, and Falls	Slips strains, trips and falls due to working on grass verges, lifting heavy objects, working near kerbs	Participants	6	4	24	Briefing at the start of the Litter Pick by the supervisor. Heavy items will not be moved but will be identified and details of location to be recorded then reported by the supervisor/staffing team.	6	2	12 (A)

No	ITEM	HAZARD	PERSONS IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
				SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
4	Hazardous Waste	Syringes, liquids in bottles and gas canisters etc	Participants	6	4	24	Briefing at the start of the Litter Pick by the supervisor and any items to be identified and details of location to be recorded then reported by the organiser. Gloves will be issued to participants	4	2	8 (A)
5	Fly Tipping	Waste too heavy or too high volume – unsuitable for manual handling	Participants	4	3	12	Briefing at the start of the Litter Pick by the supervisor and any items to be identified and details of location to be recorded then reported by the supervisor.	4	1	4 (T)
6	Adverse Weather	Risk of sunstroke and sunburn from hot weather. Risk of trips and slips in wet weather.	Participants	3	3	9	Consider weather forecast before confirming litter picking event. Wear appropriate clothing/hat/footwear. Drink plenty of water. Take suitable rest breaks.	2	1	2 (A)
7	Other Dangers	Giant Hogweed Skin irritation, rashes blistering	Participants	2	6	12	Briefing at the start of the Litter Pick by the Organiser a photograph shown of the plant to help with identification and any plants identified, details of the location to be recorded then reported by the organiser. Gloves issued to participants.	1	2	2 (A)

RISK ASSESSMENT CARRIED OUT BY:

Signature:

Date:

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1

Score	Priority	Action
1 – 16	LOW	Action is required to reduce the risk, although low priority.
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.
37 – 100	HIGH	Action required urgently to control risks. Unacceptable Immediate action required

BINGLEY TOWN COUNCIL – INDUCTION BRIEF

For supervised work, Induction Briefings should include the following information:¹

Supervisor:

Date:

Start Time:

Finish Time:

Location: (To be defined by supervisor)

•

Description of Activity: (To be summarised by supervisor)

•

Tools to be Used: (To be listed by supervisor, taking note of the risks associate with using these tools (for instance cuts and grazes)

-
-
-

Hazards and Safety Measures:

- All work undertaken by volunteers shall have regard to the Health & Safety at Work etc. Act 1974 and related health & safety legislation.
- 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. If you are unsure of the likelihood of increased risk due to either injury or illness, you should contact the supervisor before starting work.
- You will not be asked to work at height.
- Jewellery, necklaces, watches and ideally should not be worn – wearing them present risk of injury.
- Appropriate footwear must be worn. Ideally, sturdy boots covering the ankle and providing support on uneven ground should be worn. Open-toed shoes or sandals, trainers (footwear without a heel) must not be worn. Doing so increases risk significantly.
- Long hair must be tied up to avoid it getting caught in the activity.
- Gloves should be worn where appropriate.

First Aid:

- When a volunteer is wounded (serious cuts and grazes) undertaking authorised work, the supervisor should be notified as soon as possible. A first aid kit is held by the supervisor.
- In the case of serious injury, immediate first aid should be administered and the supervisor informed.
- The supervisor is expected to carry with them a mobile telephone. Where necessary, the emergency services will be called.

¹ For unsupervised work, reference to the supervisor will be removed and the volunteer will required to put in place arrangements to call for emergency assistance if needed.

Appendix C
BINGLEY TOWN COUNCIL VOLUNTEER POLICY & PROCEDURES

Volunteer Confirmation Form

Volunteer Activity	
Activity Date	

- I have received an induction briefing and I understand the scope of the work and recognise the risks associated with the task.
- I agree to comply with all instructions provided in the induction briefing.
- I agree that I am fit and healthy to undertake this work and do not have any medical conditions that would put either myself or other volunteers at risk.
- I agree to make the supervisor or contact at the Council aware of any changes to my situation (contact details or health).
- I consent to my details being held for the purpose of managing the volunteering arrangement.
- My current contact details are:

Name	
Address	
Phone number	
Email contact	

- Please note that Bingley Town Council’s insurers have requested that we record volunteers’ names and addresses if they are to be covered by the Council’s insurance.

Signed.....

Date.....