

Ingleby Village Parish Council
Health and Safety Policy and Procedures
for the Employment of Volunteers to Maintain the Recreation Area Equipment and Environment

Policy

- 1 Ingleby Village Parish Council regards the Health and Safety of all parishioners and visitors to the parish as its highest priority.
- 2 All work will be risk assessed before being allocated to any volunteer, taking into account the Health & Safety at Work Act.
- 3 Volunteers must be competent to carry out a role and should only carry out the tasks allocated to them. The nature of skills required will depend on the activity.
- 4 If required, appropriate training/guidance will be provided in advance of the volunteer working on the Recreation Area. The minimum level of training will 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 reasonably practicable.
- 5 Volunteers shall be informed about the task and its purpose, health, safety and supervision arrangements before commencement of work.
- 6 Volunteers working at the sole request of, and under the sole control of, the Parish Council will be insured under the Parish Council's Public Liability and Employers Liability cover.
- 7 Communication for emergency purposes will be by mobile phone direct to the emergency services followed by the Parish Councillor who organised the work party if the latter is not present on site.
- 8 Children assisting with work on the Recreation Area shall be under the direct control of a parent, relation in loco parentis, or guardian, who will at all times be responsible for their safety and activities.
- 9 A copy of this policy shall be given to volunteers the first time they undertake work on behalf of the Parish Council and it will be re-issued if any material changes are made to the policy.

Procedures

- 1 The generic Risk Assessment shall be given to volunteers the first time they undertake work on behalf of the Parish Council and it will be re-issued to volunteers if any material changes are made. Consideration shall be given to job-specific risks prior to the commencement of the work and any mitigating actions required shall be determined and followed by the volunteers.
- 2 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.
- 3 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, agree to comply with the risk mitigation actions and that they do not have any medical issues that would put either them or other volunteers at risk.
- 4 On completion of the work, the supervisor will forward the completed induction brief to the Parish Clerk with a summary of the work undertaken. Retention of induction briefs will allow the Parish Council to record work and ultimately acknowledge the contributions to the community made by volunteers.
- 5 This Policy and Procedures and the generic Risk Assessment will be reviewed annually by the Parish Council.