

GODMANCHESTER TOWN COUNCIL

Volunteers Policy

This policy was formally adopted by the Town Council at the Town Council meeting held on 17 March 2022

.....
Cllr Clifford Thomas
TOWN MAYOR

Volunteers working within Town Council owned land and property, excluding the Nursery

Introduction

Godmanchester Town Council welcomes the practical assistance of volunteers - this improves our engagement with and understanding of our communities. Volunteering can improve volunteers' employment prospects, helping them gain new skills, knowledge and experience. It can increase volunteers' self-esteem, provide opportunities to meet new people, help them get to know their local community and make a difference.

1. For volunteers working on a regular and ongoing basis on Town Council owned land and property the Town Council requires the following conditions to be in place:

- a) All regular volunteering must be authorised in advance by the Town Council. The Council should be kept informed of activity on at least a six-monthly basis.
- b) A nominated Town Councillor or member of staff will coordinate any volunteering activity.
- c) The Town Clerk or Deputy Town Clerk must be informed in advance when volunteering activity is happening.
- d) All volunteering activity will have appropriate health and safety assessments in place following the Town Council's Health and Safety policy, including safeguarding children and adults. Risk assessments should be regularly reviewed. (Health and Safety Executive standard risk assessment template attached).
- e) All appropriate permissions and agreements must be in place and appropriate paperwork shared with Town Clerk or Deputy Town Clerk before work commences, including planning approvals, licencing, risk assessments etc.

2. For volunteers working on an ad hoc one-off basis on Town Council owned land and property, such as litter picking, the Town Council requires the following conditions to be in place:

- a) Ad hoc volunteering activity should wherever possible be authorised in advance by the Town Council. In circumstances where this is not practical, such as dealing with an urgent problem, the Council should be made aware and be supportive of the activity.
- b) The Town Clerk or Deputy Town Clerk must be informed in advance when volunteering activity is happening.
- c) A nominated Town Councillor or member of staff will coordinate any such volunteering activity.
- d) Volunteers must complete the appropriate risk assessments for the session using the Health and Safety Executive template.

- 3. Voluntary activity by any individuals or groups on Town Council owned land or property that has not been authorised in advance by the Town Council is not allowed.**

Amendment History:

Paragraph	Detail	Approval Date
Original	Initial Version	January 2019
Reviewed		March 2022
Review Due		March 2025

Risk assessment template

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/