

# LEIGH ON MENDIP PARISH COUNCIL

## VOLUNTEER POLICY

Adopted: - 15<sup>th</sup> May 2023

This policy sets out the principles for voluntary involvement in activities authorised by Leigh on Mendip Parish Council. The council acknowledge that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves.

The policy applies to volunteers working on behalf of the parish council, not those employed by the council or members of the council.

Volunteers shall be required to note that only volunteers work that has been authorised by the council will be covered by the council's insurance.

The council may decide to set-up a volunteer database that records volunteers and some basic contact details.

### **Volunteer Activity**

Volunteers should satisfy themselves that they are fit and able to carry out the duties for which they are volunteering.

All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer (s) carrying out the proposed work.

All volunteers must have due regard to the fact they are carrying out authorised work on behalf of Leigh on Mendip Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.

Volunteers will be covered to carry out authorised activities through Leigh on Mendip's Parish Council's public liability insurance. Insured persons are Councillors, trustees, volunteers and employees. The Council will provide health and safety information and undertake a risk assessment of all assignments. Volunteers may also provide their own risk assessments but a copy is required to be forwarded to the Parish Council.

A copy of this policy will be provided to all volunteers.

I, \_\_\_\_\_ (Print Name), volunteering for Leigh on Mendip Parish Council, acknowledge that I have read, accept and adhere to the Volunteer Policy.

Signed \_\_\_\_\_

Dated \_\_\_\_\_