

Bolney Volunteer Policy

Adopted at the meeting held on Tuesday 21st January 2025

This policy sets out the principles for voluntary involvement in activities authorised by Bolney Parish Council. The council welcomes that volunteers contribute in many ways, and that volunteering benefits the local community, the Parish Council as well as the volunteers themselves.

The Parish Council has established a ‘volunteers focus group’ comprised of 2 members of the Parish Council. The composition of this group and number members may be changed from time to time as determined by the Parish Council. One of the focus group (or a non-Parish Council member) shall be designated as the ‘Volunteers Coordinator’ (the “Coordinator”).

The council uses a WhatsApp contact list that residents can join if they are willing to be asked to contribute to any job voluntarily.

Volunteers shall note that only volunteer work that has been authorised by the council will be covered by the council’s insurance. Authorisation shall be deemed to have been given once the activity has been approved (see below).

The approval of activities will depend on the activities planned to be undertaken. All volunteers should be dressed properly for the task and weather (e.g. high viz vest, gloves, sturdy footwear).

The Volunteers Focus group shall be responsible for the volunteers’ trailer and the serviceability of the trailer and the equipment contained in the trailer. The focus group shall seek approval from the Parish Council for expenditure on new items/servicing of this equipment. The coordinator shall have delegated authorisation to spend up to £50 per month on consumable items (petrol, items to repair equip etc.) and will be reimbursed on submission of receipts – where possible receipts shall be in the name of Bolney Parish Council in order that VAT can be reclaimed.

A supply of Hi Viz vests, gloves, rubbish sacks and basic tools shall be kept in the Volunteers’ trailer.

A risk assessment shall be maintained to cover the use of each piece of equipment.

Planned activity	Approval required
Basic Tasks: A straight-forward activity involving the use of simple hand tools or mowers can be carried out once posted on the WhatsApp group. Risk assessments shall be developed for a range of activities that volunteers may routinely undertake. If the coordinator assesses that the generic risk assessment does not sufficiently cover the planned activity, a specific risk assessment –shall be prepared. The coordinator shall be satisfied that volunteers are appropriately experienced or trained to be able to carry out the role or activity they are undertaking. If the volunteers are in any doubt as to whether they are sufficiently experienced they should either not participate in the voluntary work or seek guidance from the Coordinator prior to volunteering.	Coordinator The Parish Clerk to receive a copy of the risk assessment.
Complex tasks: For tasks requiring more complex equipment than simple hand-tools or mowers, a risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. Visual inspections of the work area must be carried out and recorded prior to work commencing. The risk assessment should include: • The task or activity: • The competency of volunteers • The circumstances of the work (e.g. the degree of supervision)	Volunteers Focus group The Parish Clerk to receive a copy of the risk assessment.

Tasks not to be performed by Volunteers: Tasks requiring the use of tools/equipment that require specific training or work in potentially hazardous locations such as: • Tree felling • Use of heavy motorised equipment (diggers, dumpers etc). • Work on public roads – (this is work on the highway itself – but does not preclude work on designated footpaths or verges)	Not to be approved as activities to be performed by volunteers
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Note: 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.