

# CHALFONT St. PETER PARISH COUNCIL

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Clerk: Mrs Debbie Evans

Deputy Clerk: Nick Stayt

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## Volunteer Policy (2013)

**Applies to volunteers (not including Councillors) working with /on behalf of, but not employed by, the Parish Council**

1. Volunteers must be adequately trained to be able to carry out the role. The exact nature of the training will depend on the role. It is not possible to detail what constitutes 'adequacy' as requirements will vary according to:

- a) the job or activity
- b) the existing competency of volunteers
- c) the circumstances of the work (e.g. the degree of supervision)
- d) the tools and/or equipment being used

The training standard, however, must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work, as far as reasonable practicable. Responsibility for providing training rests with the Parish Council.

2. Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and its purpose, health and safety and supervision arrangements. Responsibility for this rests with Parish Council.

3. Volunteers can expect to be treated equally, regardless of their gender, race, age, faith/religion, disability or sexual orientation. Volunteers should be accommodated from all walks of life.

4. Volunteers must undergo an induction appropriate for the task(s) being undertaken. This must include health and safety, what to do if there is a problem and an introduction to other relevant individuals. Responsibility for the induction rests with Parish Council.

5. A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. If an area of activity presents a significant risk, consideration must be given to reducing or stopping the activity which gives rise to the risk. The Parish Council, through the offices of its Clerk or other person(s) as advised, must receive a copy of such risk assessment records. Responsibility for undertaking the risk assessment rests with the Parish Council. Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation.
6. So far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of the Parish Council,( then) they will be insured under the Parish Council's Public Liability and Employers' Liability cover. Reporting to the Parish Council in respect of work which is of an ongoing nature is not necessary on each occasion and does not require formal approval of the Parish Council on each occasion.
7. Volunteers must only carry out less hazardous work and will not be supplied with powered tools. If volunteers use their own tools (powered or not), then the Parish Council cannot be held liable for any injury caused by them through the use of faulty equipment/tools. Cleaning materials must not be stronger than those available on shop shelves. High visibility vests or other appropriate clothing must be worn where appropriate.
8. Jewellery (necklaces, watches and the like) must not be worn if they might compromise the safe working environment for the volunteer.
9. Generally, trainers, open-toed shoes, heeled shoes or sandals must not be worn if by so doing, the safe working environment for the volunteer is compromised.
10. Long hair must be tied up if it is long enough to compromise health and safety requirements.
11. All work undertaken by volunteers shall have regard to the Health and Safety at Work etc. Act 1974 and all other Health and Safety Legislation.

12. Volunteers wishing to provide the Parish Council with an update on their activities can do so during the public session of any Parish Council meeting or to the Clerk.
13. No Travel expenses will be paid to volunteers.
15. Under exceptional circumstances, expenses will be paid only with the prior approval of the Parish Council and after receipt by the Parish Council of paper receipts in respect of same. They will not include safety equipment or clothing.
16. Volunteers must inform the Parish Council if they are to start work without supervision from the Parish Council, either in writing or by attending the public session of the Main Council Meeting, prior any work taking place.
17. Information on volunteers will be kept in a confidential file. Data collected will include date of commencement, emergency contact, position held and duties agreed, and support and supervision notes
18. Volunteers who have a complaint against another volunteer, a staff member, or a member of staff from a partner organisation should, in the first instance, contact the member of staff or parish councilor supervising that volunteer. If this is not possible or the outcome is not satisfactory, the volunteer should contact the Clerk at the CSP Office during working hours.