



Health and Safety Policy - Volunteers

Responsibility: Personnel committee

Review Cycle: Every two years, or earlier in the event of legislative changes

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>
31 January 2012	6395
27 May 2014	7180
2 July 2019	8827
22 nd June 2021	9439
25 th July 2023	10220

CROWBOROUGH TOWN COUNCIL

HEALTH and SAFETY POLICY FOR VOLUNTEER WORKERS

Health and Safety Statement

1. The Council recognises and accepts its responsibility for the health, safety of volunteer workers carrying out various activities on council owned property.

The council also recognises that every accident, however slight, is a matter for concern and will actively promote health and safety at all times.

2. It is recognised that all volunteer workers are not bound by the Health and Safety at Work Act.

The Health and Safety Executive however do recommend that volunteers comply with their regulations to prevent unnecessary accidents and to specifically manage the risks to people under 18.

3. To this end it has been decided that the requirements for Health and Safety of volunteer workers shall be as follows:

- 3.1 Where a team of volunteers are working together a competent person in charge must be appointed.

The role of the person in charge will be to ensure all volunteers work safely by identifying potential hazards and removing or minimising them whenever practicable.

The person in charge or their representative must seek authorisation from the Town Clerk or Operations Manager prior to any work being carried out on council owned land/property a written plan of work must be provided

The person in charge must complete a volunteer risk assessment form which must be submitted to the Town Clerk or Grounds Operations Manager before the work commences.

- 3.2 The appointed person in charge must assess the competence of any volunteer to carry out their allotted activity before they commence work. Risk assessments must take into account that volunteers with disabilities or learning difficulties will have to be specially assessed against any relevant foreseeable hazards.

- 3.3 No children under the age of 8 years old will be allowed to work with volunteers. Children between 8 and 18 must be supervised at all times by an appropriate adult and have the written consent of a parent/guardian to carry out volunteer work. Children under 18 will not be allowed to use edged tools at any time.

- 3.4 The appointed person in charge will issue clear instructions to any volunteer before they commence work and give a clear limit to the task being undertaken.
- 3.5 All volunteers will wear personal protection equipment (PPE) at all times. The protection will be appropriate to the activity being carried out. If any doubt arises as to the PPE required, volunteers must consult with the responsible person for instructions. CTC will provide all required PPE free of charge to any volunteer.
- 3.6 No mechanical equipment shall be operated by a volunteer unless they have been trained in its safe operation and have proof of the training.

All mechanical equipment must be serviced by a qualified person and a certificate be available as proof of the equipment's safety.

Authority to use mechanical equipment must be sought from The Operations Manager prior to work commencing.
- 3.7 All volunteers will act responsibly and do everything they can to prevent injury to themselves and anyone who may be affected by their actions.
- 3.8 When a group of volunteers work together one of the team will have at least a basic level of first aid training. Regardless of the number of volunteers a first aid kit will be available at all times.
- 3.9 If any accident or near miss should occur, however minor, the Town Clerk or Grounds-Operations Manager must be informed. The accident must then be recorded for future reference.

4. **Implementation of the Health and Safety Policy for Volunteers**
The Town Clerk is ultimately responsible for compliance with statutory requirements with the Town Council being responsible for the Health and Safety Policy. This includes the Health and Safety of volunteers working in council owned property.