

# The Lee Parish Council

## Management of Volunteers on Minor Works

History:

| Date       | Version | Updated By      | Status  | Comment                       |
|------------|---------|-----------------|---------|-------------------------------|
| April 2016 | 3       | Cllr R Chinnery | Adopted | First adopted version         |
| May 2021   | 4.1     | Cllr R Chinnery | Draft   | Minor changes                 |
| June 2021  | 4.2     | Cllr R Chinnery | Draft   | Following initial review      |
| July 2021  | 4.3     | Cllr R Fowler   | Adopted | Approved for adoption 22/7/21 |
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# The Lee Parish Council

## Management of Volunteers on Minor Works

### Introduction

The Lee Parish Council (PC) has addressed the requirements for use of volunteer workers to carry out minor works on the Parish Council's property and assets.

The PC has adopted a schedule of allocated responsibilities which identifies:

- a lead Councillor (s) responsible for the overall management of volunteer work, the risk assessment process, the briefing and recording of requirements to councillors and volunteers, and records
- support Councillors who identify work and brief volunteers on specific tasks, monitor work and submit records

To address the risks the PC has adopted a **Schedule of General Principles** which identifies issues and limits risk (Table 1).

The identified resulting risks are then listed in a **Schedule of Risks**, which indicates where these are addressed and managed (Table 2).

The PC has identified the following broad categories of work suitable for volunteer work located either within the Parish Playground / allotment field or on verges adjacent to public highways:

- minor hedge, tree trimming and growth clearance
- maintenance and minor replacement of PC hard assets

Specific requirements for each work type in each location / environment are addressed in Table 3.

The following forms are used in managing the process.

- **Form A** – Record of assessment and induction of volunteers and briefing of Councillors and volunteers.
- **Form B** – Job Specific work sheet.

Should the work type extend beyond the Principles, then the risks and specific requirements will be reviewed by the Lead Councillor(s).

Volunteers will be provided with a copy of this document to read and complete with offered activity and experience details. The responsible councillor will review the submission and check understanding and supervision required. Volunteers will work under councillor supervision until competence is confirmed.

Records including Forms A and B to be kept by the Parish Clerk.



Signed as adopted for The Lee Parish Council

Chairman

22 July 2021

Date

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**Table 1- General Principles for volunteer work**

| <b>Principle</b>  |
|---|
| Volunteers to be aware they are working in public spaces  |
| All work to be planned, organised, documented and recorded (in accordance with these documents and in particular Forms A and B)                 |
| Volunteers to be assessed and briefed into the General Principles and Specific Requirements before undertaking any work for the Council         |
| Job specific briefing of the volunteer(s) also required by a Councillor for each job  |
| Cllr to sign work sheet on completion of task and add any advisory action required  |
| No 'lone-working' unless specifically agreed (other than inspection)  |
| Daylight working only   |
| Suitable tools to be provided by the volunteer who must be familiar with their use.<br>Volunteer to confirm familiar with using required tools. |
| No power tools unless agreed in specific requirements or a separate risk assessment is carried out  |
| No working at heights over 1.2m unless agreed after risk assessment.  |
| No work in inclement weather, unless specifically agreed as necessary   |
| Appropriate Personal Protective Equipment to be used and provided by volunteer – determined by risk assessment                                  |
| No hazardous materials to be used without specific permission   |
| Transport provided by volunteer   |
| No children present or within work affected area  |
| All work to be complete or left safe when vacating work site  |
| Any accidents / injuries, however minor, to be reported to Cllr and Clerk   |
| All complaints received to be reported to Cllr and Clerk  |
| Work to cease if public enter work area   |
| If work content changes significantly Cllr to be advised and instruct   |
| If work incomplete, work site to be made safe for public access   |
| Appropriate safety measures to be provided when working next to the public highway  |
|   |
|   |

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Table 2- Identified Risks

| Risk                                     | Managed by         |                       |
|--|--------------------|-----------------------|
|  | General principles | Specific Requirements |
| Struck by falling and / or flying object | Yes                | Yes                   |
| Struck by moving vehicle                 | Yes                | Yes                   |
| Cause traffic accident                   | Yes                | Yes                   |
| Handling materials or arisings           | Yes                | Yes                   |
| Use of hand tools                        | Yes                | Yes                   |
| Use of power tools                       | Yes                | Yes                   |
| Risk to pedestrians inc children         | Yes                | Yes                   |
| Slips trips and falls                    | Yes                | Yes                   |

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**Table 3- Specific Requirements**

|  |   |
|--|---|
| <p><b>Hedging and tree trimming and growth clearance</b><br/>All cyclic work is contracted. Additional heavy work is also contracted out.</p> <p>Only minor work by volunteers</p> | <p>Check for wires, cables and other hazards and work clear of them<br/>Check for and identify trip, slip or fall hazards<br/>Volunteer work generally non power tool work<br/>Suitable gloves to be worn<br/>Overhead loppers – Hard hat and goggles required<br/>Use of hedge trimmer acceptable only if approved by Lead Cllr. Ear and eye protection must be worn<br/>Brush cutters, strimmers, chain saw not to be used<br/>Only minor low level work alongside public roads; power tools not to be used in these locations<br/>No hazardous materials to be used without specific approval<br/>Remove any projection hazards<br/>All arisings to be cleared and safely disposed of.</p> |
| <p><b>Maintenance of hard assets</b><br/>Fort, timber climbing frame, gates, notice boards, benches and seats, Jubilee well, water troughs, play tunnel etc.</p>                   | <p>Use of power drill drivers only permitted<br/>Hand eye etc. protection as appropriate<br/>Ensure no hazards remain that could injure others<br/>No hazardous materials to be used without specific approval</p>  |
| <p><b>Working alongside highways</b><br/>The requirements adopted are to suit the road class and traffic volume and speed</p>  | <p>Provide safe area of work. e.g. parked vehicle, warning indicators, cones etc as protection<br/>Lookout / watchman<br/>No lone working<br/>Wear high visibility clothing</p>   |
| <p><b>Working in Playing Field / Allotments</b></p>  | <p>Ensure general public / children are kept a safe distance from the work. If needed tape off area.</p>  |

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**Form A- The Lee Parish Council- Record of Assessment Induction and Briefing**

I confirm that I have been inducted into the process for volunteer work within The Lee Parish Council and understand the limitations and requirements. I have experience of and am competent to carry out the activities I have listed below and am prepared to work supervised or unsupervised as indicated. I understand that working outside these requirements is not permitted without further assessment.

| <b>Name - Volunteer</b>     |                   | <b>Signature</b>              | <b>Date</b> |
|-----------------------------|-------------------|-------------------------------|-------------|
| <b>Activity / work type</b> | <b>Experience</b> | <b>Supervised (yes or no)</b> |             |
|                             |                   |                               |             |
|                             |                   |                               |             |
|                             |                   |                               |             |
|                             |                   |                               |             |
|                             |                   |                               |             |

I confirm the above person has been inducted and briefed into volunteer working requirements and has been assessed as capable to carry out the above activities

|                          |                  |             |
|--------------------------|------------------|-------------|
| <b>Name - Councillor</b> | <b>Signature</b> | <b>Date</b> |
|--------------------------|------------------|-------------|

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|   |           |      |
|---|-----------|------|
| <b>Form B – The Lee Parish Council – Volunteer Task Sheet</b>   |           |      |
| Location of Task -  |           |      |
| Work Type / activity  |           |      |
| Description of work ( <b>reference and attach any documentation</b> )   |           |      |
| Tools / materials required  |           |      |
| Task Specific risks / issues not covered by General Principles, assessed risks or Specific Requirements and additional risk mitigation. |           |      |
| Councillor responsible: Name  | Signature | Date |
| Volunteer(s) names  |           |      |
| Work satisfactory and complete  |           |      |
| Councillor  | Signature | Date |
| Comments and matters to consider further  |           |      |