



SOUTH NORMANTON PARISH COUNCIL VOLUNTEER POLICY – 2026

This Policy applies to Volunteers working 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 'adequate' as requirements may vary according to :

- a) The job or activity
- b) The existing competency of volunteers
- c) The circumstances of the work (eg : 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 individual to whom authority has been provided by the Parish Council to undertake the work.

2. Volunteers, if only working for a few hours to help at an event or similar, must still be informed about the task and its purpose, health & safety and supervision arrangements. Responsibility for this rests with the individual to whom authority has been provided by the Parish Council to undertake the work.

3. Volunteers will be from all sections of the community. Volunteers must be treated equally, regardless of their gender, race, age, faith/religion, disability or sexual orientation. Volunteers must 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 the individual to whom authority has been provided by the Parish Council to undertake the work.

5. Minimum details will be kept on volunteers. This will include the application form (including emergency contact/s) and any other relevant information in accordance with the Parish Council's data protection policy.

6. Volunteers and staff will work in accordance with the Parish Council's equal opportunities policy and will prevent discrimination on any grounds.



South Normanton

Parish Council

01773 861444 

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The Post Mill Centre, Market Street, South Normanton,
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Office Hours: Tuesday, Wednesday & Thursday - 10am to 1pm 

7. 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 individual to whom the authority has been provided by the Parish Council to undertake the work. Risk Assessments and their associated paperwork must comply with current Health & Safety at Work legislation.

8. 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 Employer Liability cover. Reporting to the Parish Council in respect of work which is of ongoing nature is not necessary on each occasion and does not require formal approval of the Parish Council on each occasion.

9. Other than in exceptional circumstances volunteers must carry out less hazardous work, for example, path maintenance and grass cutting with non -powered tools, other than lawnmowers, strimmers and cutting equipment, when appropriate footwear must be worn and safety goggles in the case of strimmers. If there are serious issues with regard to trees, this work must be carried out by a qualified tree surgeon with their own public liability cover. Prior to work commencing, a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass or stone. Responsibility for undertaking the inspection rests with the individual to whom authority has been provided by the Parish Council to undertake the work. Remedial action must be taken immediately and those inspections are to be recorded. If volunteers use their own equipment, 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 any stronger than those available on shop shelves (non industrial). High visibility vests or other appropriate clothing must be worn where appropriate.

10. Jewellery, necklaces, watches and similar items must not be worn if they might compromise the safe working environment for the volunteer.

11. 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.

12. Long hair must be tied up if it is long enough to compromise Health & Safety requirements.

13. All work undertaken by volunteers shall have regard to the Health & Safety at Work Act and all other Health & Safety legislation.



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14. If the Parish Council is required to make a decision, a detailed and fully costed proposal must be submitted to the Clerk by no later than the Monday of the week preceding the Parish Council meeting.

15. Volunteers must inform the Parish Council of the work they intend to undertake before commencing such work, preferably to the Clerk or at the public participation session of the Parish Council meeting. A Parish Councillor will be appointed to monitor the work and report the outcome at the appropriate Parish Council meeting.

16. Volunteers wishing to provide the Parish Council with an update on their activities can do so during the public participation session of any Parish Council meeting.

17. Travel expenses will be paid at the current Parish Council mileage rate and will only be paid with the prior approval of the Parish Council.

18. Expenses will be paid only with 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.

Review DateFebruary 2026.....

Signed by Chairman

Signed by Parish Clerk.....

Date.....

Next Review date.....February 2027.....



South Normanton
Parish Council

Proudly serving the people of South Normanton