

**Volunteer Handbook**

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| **Welcome!**  Thank you for volunteering your time to support Peacehaven Town Council.  Peacehaven Town Council is committed to using community volunteers to help with leisure and amenity activities in and around our town.  PTC is committed to the Health and Safety of our volunteers.  This document sets out how we may use volunteers around the town, how they may be kept safe and well, and any other useful information for volunteers.  We also value feedback, so please do let us know your experiences with Peacehaven Town Council. |  |
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| **Contacting us**  By phone: 01273 585493  By email: info@peacehaventowncouncil.gov.uk  By post: Community House, Meridian Way, Peacehaven. BN10 8BB | |

**Introduction**

Peacehaven Town Council (PTC) is committed to using Community Volunteers to help with Leisure and Amenity Activities in and around Peacehaven.

PTC is committed to the Health and Safety of our volunteers.

This Policy sets out how PTC may use volunteers around the Town and how they may be kept safe and well.

**General Policy**

Peacehaven is a busy South Coast Town and has a number of areas of open land and parks that require maintenance and repair.

There are a number of Community Groups in Peacehaven who wish to assist the Town Council in the repair and maintenance of our parks and open areas.

Peacehaven Town Council organises a number of civic events during the year. It is necessary to seek assistance from volunteers to help with these events.

There is general maintenance and repair that is required throughout the Town. There are a number of community groups who wish to assist with this.

Volunteers may be deployed by Officers of Peacehaven Town Council on Community Projects. Deployment of volunteers must be for the benefit of the Community and should not involve any payment, remuneration or inducement.

Volunteers may be supervised by Officers of PTC.

On occasions it will be necessary that supervision of volunteers be completed by other members from Community Groups and Organisations. On such occasions a Team Leader or Supervisor will be identified. Each Team Leader or Supervisor is to be approved by an Officer of PTC. Each Team Leader or Supervisor is to be assessed to ensure they have the necessary training, experience or expertise to fulfil the role. The Team Leader or Supervisor will ensure that PTC Volunteer health and safety Policy is followed.

**Health and Safety**

1. To provide adequate control of the health and safety risks arising from our work activities.

2. To consult with volunteers, members and partners on matters affecting their health and safety.

3. To provide and maintain safe work environments, plant and equipment.

4. To ensure safe handling of hazardous substances, such as weed killer

5. To ensure that volunteers, members and partners are competent to complete their tasks and where necessary to provide information, supervision or training to allow this.

**Responsibilities**

1. A Team Leader or PTC Officer will be identified for each deployment of volunteers within the Town.

2. Volunteers, members and partners remain responsible for their own safety within direction, supervision and guidance given by Team Leaders or PTC Officers. Volunteers will

Cooperate with colleagues, mentors and supervisors.

Not interfere with anything provided to safeguard health and safety.

Take reasonable care of their own and others health and safety

Report all concerns in relation to health and safety to supervisors or mentors.

3. Volunteers will adhere to Health and safety Policies and direction given by Team leaders or PTC Officers.

4. Whilst PTC has a duty of care to those volunteering to complete work on behalf of the Council it remains the responsibility of each volunteer to act in a way that ensures their safety and the safety of those around them. PTC reserves the right to remove volunteers from specific tasks, areas or situations where it is felt necessary for safety reasons.

**Arrangements**

1. Risk assessments will be completed prior to the deployment of volunteers around the Town.

2. Where tasks are being carried out with Supervision by Peacehaven Town Council Officers a risk assessment will be completed by PTC Officers.

3. Where tasks are to be completed without direct supervision by Officers of PTC then a risk assessment will be completed by the team leader and submitted to PTC either verbally or in writing.

4. Risk assessments will include

* Areas in which the work is to be completed.
* Activities to be completed by the volunteers.
* Risks posed to the Public as a result of the work being completed.

5. Volunteers are responsible for identifying any maintenance requirements of plant or equipment which they are using.

6. Supervisors and Team Leaders are responsible for ensuring that maintenance procedures are followed and that any problems are reported to PTC, as appropriate.

7. Supervisors will satisfy themselves, as far as is practicable, that all plant and equipment is safe and suitable for its intended use before the commencement of work.

8. Accidents and illness will be reported to Supervisors and Team Leaders as soon as is practicable. Accidents and illness are to be reported to Officers of PTC where they shall be documented. Accidents and illness should be reported to HSE when required under current legislation and guidance.

9. The names of volunteers are to be recorded and passed to PTC Officers. When possible this should be completed before work is commenced. If this is not possible names are to be supplied as soon as is possible after the work is completed.

**Agreement**

By completing the attached form “Volunteer to Peacehaven Town Council” you agree to abide by the information in this Handbook.

Peacehaven Town Council reserves the right at any time to refuse participation in an event or project entirely at their discretion.

Peacehaven Town Council also reserves the right to withdraw any person during an event or project at any time should the Volunteer not conform to the standards set by the Town Council policies or procedures – all of which are available on the Peacehaven Town Council website.

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| Logo  Description automatically generated | **Volunteer to Peacehaven Town Council** |

**Your Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name: |  | | |
| Your Address: |  | | |
|  | | Postcode: |  |
| Your Phone Number: |  | | |
| Your Email Address: |  | | |

**Emergency Contact Details**

|  |  |
| --- | --- |
| Emergency Contact Name: |  |
| Relationship: |  |
| Phone Number: |  |

**Consent**

|  |  |  |
| --- | --- | --- |
| I would like to be registered as a Volunteer of Peacehaven Town Council | | **YES / NO** |
| I would like to Volunteer for **one event only** and then be removed as a Volunteer | | **YES / NO** |
| If yes, name of Event Volunteering for: |  | |
| I would like to be contacted when Volunteering opportunities arise | | **YES / NO** |
| I would like to be added to the email distribution list for the monthly eNews | | **YES / NO** |

*I agree that subject to the above stated conditions, Peacehaven Town Council may register me as a Volunteer until such time as I request to be removed as a Volunteer, which can be done at any time by writing to the Town Clerk.*

*I agree to represent Peacehaven Town Council to the best of my ability, not for political or financial gain, and will adhere to the conditions set out in the Volunteer Handbook.*

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Office Use Only**

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| --- | --- | --- | --- |
| Date Received: |  | Form Checked By: |  |
| Added to database: |  | Added to eNews: |  |
| Volunteer Badge Issued: |  | Badge Returned: |  |