



Peacehaven Town Council



Volunteer Handbook

Welcome!

Thank you for volunteering your time to support Peacehaven Town Council.

Peacehaven Town Council is committed to using community volunteers to support with leisure, amenities and civic events in the town.

Peacehaven Town Council is committed to treating everyone with dignity and respect, will ensure the safety and wellbeing of all volunteers and abides by the legal requirements of the Equality Act 2010.

This document sets out how we work with volunteers around the town, how they will be kept safe and other useful information for volunteers.

We also value feedback, so please do let us know your experiences with Peacehaven Town Council.



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 has many opportunities to volunteer both in our green spaces and at community events.

There are a number of community groups in Peacehaven who can assist the Town Council in the care of our parks and open areas. This can include litter picking, tree planting and maintaining the Community Garden.

Peacehaven Town Council organises a number of civic events throughout the year which provide many volunteering opportunities to ensure their success such the Summer Fair held in Centenary Park.

Volunteers may be supervised on occasions by Council Officers or by experienced volunteers from Community Groups and Organisations. On such occasions a Team Leader will be identified. Each Team Leader will be approved by an Officer of Town Council and will have the necessary training, experience or expertise to fulfil the role. The Team Leader is responsible for ensuring that Health and Safety Policy is followed.

Health and Safety

1. A risk assessment will be provided for all volunteer activities to ensure adequate control of the health and safety risks.
2. Each volunteer will receive health and safety information at the start of each activity.
3. To ensure that volunteers are competent to complete their tasks and where necessary to provide information, supervision or training to allow this.

Responsibilities of Volunteers

1. A Team Leader or Council Officer will be identified for each volunteering activity.
2. Volunteers remain responsible for their own safety within direction, supervision and guidance given by Team Leaders or PTC Officers. Volunteers will
 - Cooperate with colleagues and team leaders.
 - 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 the team leaders.
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 activities 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 and agreed prior to volunteering activities around the Town.
2. Risk assessments will include
 - Area in which the work is to be completed.
 - Activities to be completed by the volunteers.
 - Risks posed to the volunteers and the public both during and after the activity.
 - Precautions and Control Measures to be put in place
3. Volunteers are responsible for identifying any maintenance requirements of equipment they are using.
4. Team Leaders are responsible for ensuring that equipment is maintained and safe to use before commencement of the work. Any problems are reported to PTC as appropriate.
5. Accidents and illness will be reported to Team Leaders as soon as is practicable. Accidents and illness are to be reported to Officers of PTC. Accidents and illness should be reported to HSE in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
6. Volunteers must complete a volunteer application form. When possible, this should be completed before work is commenced. Team leaders should have blank copies available.

Agreement

By completing the attached form "Peacehaven Town Council Volunteer Application Form" you agree to abide by the information in this Handbook.

Peacehaven Town Council also reserves the right to remove a volunteer during an activity 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.

Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the Data Protection Act 2018. We collect and use your personal data only for the purpose that you have provided it to us. We will not disclose your personal data to any third parties unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or Councillors, Lewes District Council, and/or East Sussex County Council. The Councils' Privacy Policy sets out how we collect, use, and securely hold your data, and can be viewed on the Council website.



Peacehaven Town Council Volunteer Application Form

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:	
Are you happy for us to publish any photos/video taken on the day that might include you?	YES / NO
Are there any physical or mental health issues we should be aware of? Please list below.	YES / NO
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.

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

Office Use Only

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