

ALLITHWAITE AND CARTMEL PARISH COUNCIL



VOLUNTEER GUIDANCE

Approved and adopted: February 2024
TO BE REVIEWED: March 2026 and every two years
thereafter.

Allithwaite and Cartmel Parish Council

Guidance for Volunteers

1. INTRODUCTION

1.1 Individuals and groups acting as volunteers for the Parish Council can be exposed to a number of easily avoidable hazards. This guidance has been produced to help volunteers identify these hazards, making their involvement safe and enjoyable and should be followed by volunteers. This guidance is there to compliment any risk assessment which will be completed for any task a volunteer is about to undertake, a volunteer should always familiarise themselves with this guidance and risk assessments for the task they are about to undertake.

1.2 While this guidance has been written for volunteers working in the quarry and orchard areas with the assistance of the Council, the contents are applicable to all volunteers assisting **Allithwaite and Cartmel Parish Council**.

1.3 To contact the Council about items raised in this guidance please contact the Parish Clerk at: clerk@allithwaiteandcartmel-pc.gov.uk.

2. PROTECTIVE CLOTHING & EQUIPMENT

2.1 The following items/tasks should be used at all times by volunteers undertaking tasks for the Council.

- a) Reflective hi-vis waistcoats to clearly highlight volunteers to traffic and pedestrians where applicable.
- b) Volunteers to avoid direct contact with items
- c) Gloves to minimise contact with noxious or dangerous materials
- d) Suitable footwear and clothing, including eye protection where necessary for the task undertaken.
- e) Minimum Bending

2.2 Reflective hi-vis waistcoats, gloves and safety glasses will be provided by the Council subject to budgetary provision and availability.

3. NOXIOUS & DANGEROUS MATERIALS

3.1 The following items may be encountered during volunteering tasks and should be treated with care:

- a) Broken Glass- Remove with a shovel or similar, avoiding contact by hand and dispose of in a sturdy container.
- b) Drug related litter/hypodermics- These **should not** be moved under any circumstances. Note the location and report to the Parish Clerk for specialist removal.
- c) Suspect materials – Items that are possibly dangerous such as unknown liquids in containers and asbestos **should not** be moved by volunteers. Note the location and report to the Parish Clerk for specialist removal. **If in doubt**, report to the Parish Clerk.

4. GENERAL SITE SAFETY & INSPECTION

- 4.1 Activities beside roads should be carried out with extreme caution, due to the risk of being struck by vehicles. Volunteers should be restricted to only where there are wide verges or pavements suitable for pedestrians and should be carried out facing oncoming traffic. Hi-vis waistcoats must be worn and the task undertaken in clear daylight. Items should not be cleared from a carriageway.
- 4.2 Avoid reaching into hedges and undergrowth in such a way as to expose the face and eyes to scratches from thorns and branches. Wear safety glasses.
- 4.3 Avoid working close to rivers and always be aware of uneven ground as the risk of slips, trips and falls will be increased. Wear suitable footwear at all times.
- 4.4 Be mindful of wildlife. Avoid disturbing animals and birds that may be nesting and be wary of wasp and bee nests. Do not enter areas that are restricted or where works are already taking place or where the public do not have a right to entry including private land/property.
- 4.5 The level of risk will vary for each location and task, it is recommended that a visual site inspection and risk assessment is carried out to establish any risks and to identify and note possible hazards. Volunteers have a duty towards their own safety and that of the general public to work in a safe manner. If there is any doubt about the safety of a site or material then it should be avoided.

5. LIFTING & HANDLING OF MATERIALS/ITEMS

- 5.1 Volunteers should be aware of the risk of injury by carrying bags/items/boxes of collected rubbish etc. and attempting to lift and carry heavy materials. To avoid injury, the following basic principles of manual handling should be applied.
- a) Use equipment to prevent constant bending and stretching where possible.
 - b) Make sure an item is safe to handle with no sharp edges or noxious contents.
 - c) Decide if an item can be safely moved either by one or two people.
 - d) Only try to move an item if this can be done so without straining
 - e) When lifting an item, bend the legs and keep the back straight.

6. YOUNG VOLUNTEERS

- 6.1 While it is beneficial to get young people involved in volunteering, age plays a big part in the ability to recognise and avoid risk. Accordingly, volunteers under the age of 18 should be supervised by an adult and permission for their participation should be gained from the parent or guardian (unless the parent or guardian is present for the whole period). In the interest of safeguarding children, adults supervising or working with volunteers under the age of 18 should be DBS checked.

7. COLLECTION, DISPOSAL & RECEIPT OF ITEMS

- 7.1 Volunteers should familiarise themselves with the procedure put in place by the council for the task they are about to undertake. It may be that volunteers are collecting rubbish and placing in bags/skips for disposal, or are receiving materials to complete a set task, say receiving a large amount of soil for planting.
- 7.2 The council will have a procedure in place to complete the task in hand in a safe and timely manner.

8. LONE WORKING

- 8.1 When and if a volunteer is working alone, they should be sure that a third nominated party is aware of their activities and the time they intend to spend on the site. A personal mobile phone should be carried and when finishing the activity, they should call the third party to state they are leaving the site to continue with their next activity. E.g. Returning home.

9. DISCLAIMER

- 9.1 Volunteers should not participate in tasks unless they understand and accept that participation is entirely at their own risk and is unpaid. Volunteers are not working for, or on behalf of Allithwaite & Cartmel Parish Council and therefore the Council will not be held responsible for any loss, damage, injury or inconvenience caused as a result of the actions and omissions caused as a result of the actions and omissions of volunteers or this guidance. Volunteers should assess their own fitness to undertake the task they are about to start. If in doubt **SAY NO!**

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Prepared by	Cllr Steve Sim
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