



**SHERBURN IN ELMET
TOWN COUNCIL**

Council Office,
Eversley Park Centre,
Low Street,
Sherburn in Elmet
LS25 6BA

Safe Working Practice for Volunteers

This Safe Working Practice does not constitute a contract between volunteers and Sherburn in Elmet Town Council

This document is intended to provide information on what Volunteers are to do to ensure that they remain safe while undertaking voluntary work for the Council, as well as general information.

1. You must not commence any work until it has been shown that an assessment of the risks has been undertaken and it is safe for you to undertake the work asked of you.
2. If you are working alone, you must ensure that the Clerk or another officer is aware of your location, and check in with the clerk or nominated person at least every two hours. The Clerk's mobile number is 07588 437512
3. When assisting any employee of the Council or undertaking any work requested by the Clerk to the Council, you must adhere to the instructions given to you on what you can and cannot do.
4. DO NOT undertake any work if you are either unsure of what to do or if you consider it beyond your ability to undertake the task safely.
5. If the work requires two persons to be present, you must never leave that person alone. Should you have to leave someone alone, all work is to stop until you return or another person takes your place.
6. DO NOT undertake to make any payments on behalf of the Council without confirmation from the Clerk or RFO that such payments made will be reimbursed on production of the receipt.
7. All necessary protective clothing will be provided free of charge to you for the duration of the time that you are on the Sherburn in Elmet Town Council volunteer register.
8. All necessary PPE must be worn as required when undertaking work.
9. Should you no longer wish to remain a volunteer, all PPE issued is to be returned to the Council Office (see address above).
10. Safety training will be provided as required by the Council and recorded by the Clerk on the Council's Training Record System.
11. As a volunteer, you are **NOT** committed to any specified hours; however, for insurance purposes you are required to inform the office when you commence any undertaking on behalf of the Council.
12. The Council currently employs an Asset Maintenance Manager (AMM) and one other member of staff who undertakes litter picking in certain areas of Sherburn. The AMM may, at times, oversee any work that you are undertaking on-site.
13. Should you have any concerns or grievances for any reason, please bring these directly to the Clerk of the Council.