

## BILBROOK PARISH COUNCIL

### Corporate Social Responsibility (CSR) Volunteer Policy & Risk Assessment

**Purpose of CSR volunteer policy** - The help of CSR volunteers is greatly appreciated and will make a difference to Bilbrook by sharing the CSR volunteer's enthusiasm, skills and ideas. CSR not only helps the community, but it can help the CSR volunteer to get experience, keep active and get to know their work colleagues better.

**CSR Opportunities** - Bilbrook Parish Council (BPC) has a range of opportunities for CSR volunteers, mostly involving working outside. The Parish Clerk will provide the CSR volunteer with information on specific opportunities so together they can decide which tasks best match the CSR volunteer's interests, skills and time availability with the needs of the Community.

**Induction, training, health & Safety** - The health & safety of the CSR Volunteer is BPC's main priority therefore information will be provided in advance of the CSR:

- Directions to the site where the volunteering will take place
- A copy of all the relevant risk assessments & policies including
  - This CSR volunteer policy & Risk Assessment,
  - the Health and Safety Policy
  - the Lone Worker Policy.

On the day of the CSR, a brief verbal induction will be delivered by a Parish Councillor or employee of the Parish Council which will remind the CSR volunteer of the Health and Safety Policy and give simple instructions on how to perform each task safely. BPC has a valid insurance policy that covers CSR volunteers.

**Support** - The Parish Clerk will offer support to the CSR volunteer(s) and they will be the key contact throughout the time the CSR volunteer is with us.

**Equipment & facilities** - BPC will provide the CSR volunteer with equipment and safety wear if required. CSR Volunteers should wear clothing suitable for doing manual work outdoors and be prepared for all types of weather (hats, sunscreen, waterproofs, drinking water, high-energy snacks) The CSR Volunteer will have access to toilet facilities during their time with BPC, however, this may be some distance from the site where the CSR is taking place.

**Confidentiality** - BPC expects all CSR volunteers to adhere to confidentiality guidelines which will be explained to the CSR volunteer as part of the induction.

**Equality, Diversity and Inclusion** - BPC is committed to embracing diversity and promoting equality and inclusion and expects CSR volunteers to support their commitment to promoting equality.

**Environment** - BPC is committed to reducing our direct impact on the environment and asks the CSR Volunteer to support this, in particular, BPC encourages car sharing or active travel (walking, cycling) to the CSR Site.

| Date of Review | Description of Revision |
|----------------|-------------------------|
| Sept 2024      | No Changes              |

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| <b>Hazards</b><br>(anything that has the potential to cause harm)  | <b>Risk Level</b><br>(Low, Medium, High) | <b>Control measures</b>   |
|--|--|---|
| <b>Manual Handling</b><br>General from litter, carrying bags, moving large objects, reaching, bending, twisting “        | Low                                      | <ul style="list-style-type: none"> <li>• Lift by bending knees</li> <li>• Do not overload bags, trolleys, wheelbarrows etc.</li> <li>• Take regular breaks</li> <li>• Assess hazards before you move them eg sharp edges. (Litterpickers will be provided)</li> <li>• Take regular breaks</li> <li>• Report heavy or bulky items to the Parish Clerk.</li> </ul>  |
| <b>Physical hazard</b><br>Ground surface, Shrubs, tree branches, brambles etc.<br>Weather – too hot or too cold<br>Water | Low                                      | <ul style="list-style-type: none"> <li>• Activity not to be carried out in high-risk areas (Avoid rivers/streams/roads)</li> <li>• Appropriate clothing for the weather conditions to be worn</li> <li>• Understand how to use any equipment</li> <li>• Wear sunscreen, drink plenty of water, and eat high-energy snacks.</li> <li>• Wear appropriate footwear for the terrain and the job to be undertaken</li> <li>• Take a first aid kit for small cuts and grazes.</li> <li>• Ensure a mobile phone is accessible to call for help if necessary</li> </ul> |
| <b>Biological Hazards</b><br>Dirty water in ditches, Faeces, Vomit<br>Used condoms/sanitary items, Used syringes         | Low                                      | <ul style="list-style-type: none"> <li>• Suitable clothing and footwear to be worn.</li> <li>• Use litter pickers at all times.</li> <li>• Do not pick up any unidentified hazardous waste. Report to Parish Clerk.</li> <li>• Gloves should be worn (The Parish Council will supply gloves)</li> <li>• Ensure a mobile phone is accessible to call for help if necessary</li> </ul>  |
| <b>Sharp Objects</b><br>Glass, syringes, nails etc   | Medium                                   | <ul style="list-style-type: none"> <li>• Suitable clothing and footwear to be worn</li> <li>• Use litter pickers at all times</li> <li>• Ensure a mobile phone is accessible to call for help if necessary</li> </ul>   |
| <b>Contaminated Waste/Litter</b>   | Low                                      | <ul style="list-style-type: none"> <li>• Any unidentified cans, canisters, oil drums, poisons, insecticides, clinical waste, and dead animals are to be reported to the Parish Clerk.</li> </ul>  |
| <b>Vehicle movements, cyclists, horses, pedestrians</b>  | Low                                      | <ul style="list-style-type: none"> <li>• work should not be done on or within 1 metre of the highway, stay on pavements &amp; paths.</li> <li>• Wear high visibility clothing (The Parish Council will supply hi-viz jackets)</li> <li>• Do not wear earphones when undertaking work as you may not hear people/vehicles approaching</li> </ul>   |
| <b>Lone working</b>  | Low                                      | <ul style="list-style-type: none"> <li>• Avoid working alone if possible. Ensure someone is aware of your route</li> </ul>  |