

G25 - AUTHORISED VOLUNTEERS

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1. INTRODUCTION

An 'authorised volunteer' is someone who has been appointed by Lincolnshire County Council to volunteer in its services. As with employees, the County Council's aim in relation to volunteers is to:

- ensure that they are fit and suitable to carry out their activities
- ensure their health, safety and welfare .

The Volunteer Engagement Policy and relating documents can be found on George at [Volunteers](#).

2. APPLICATION

All County Council Authorised Volunteers

3. RESPONSIBILITIES

Directors and Assistant Directors

To ensure that volunteers are fit and suitable for the activities in which they are involved the Volunteer Health Form must be completed. This should be repeated when there is a change in the volunteer's circumstance or when a

volunteer does not undertake volunteering activities for a period of one year or more.

To ensure the health and safety of volunteers a risk assessment must be undertaken for every volunteer role. The risks to young volunteers (under 18 years old) must be assessed taking account of the young person's needs. Detailed arrangements will depend on individual circumstances and will be based on an assessment of the risks. The main areas for consideration are:

- the provision of suitable tools and equipment
- the provision of suitable training and supervision
- the consideration of special measures to cater for young volunteers
- the provision of protective clothing
- ensuring that a volunteer's vehicle is suitably insured, and that the vehicle is in a road worthy condition.

To make authorised volunteers aware of the LCC insurance arrangements that apply to them a Volunteer Indemnity Form, see appendix 1, must be provided to a volunteer and signed copy must be retained on file.

Corporate Health and Safety Team

Review and Revision of the Policy

4. FURTHER INFORMATION

- Indemnity Form for Authorised Volunteers – click here or see [appendix 1](#).
- Health and Safety – Brief for Volunteers & Acknowledgement- click here or see [appendix 2](#)
- [Health and Safety Manual Index](#)
- [G1 Health and Safety Policy](#)
- [G10 Occupational Health Provisions](#)
- [G21 Employment of Young Persons \(under 18 Years of Age\)](#)
- [Health and Safety Executive](#)

5. ADVICE AND SUPPORT

Please contact [The Corporate Health and Safety Team](#) or your HR Advisor on recruitment issues.

6. LEGISLATION

The Health and Safety at Work, etc Act 1974

The Management of Health and Safety at Work Regulations 1999

Created: 01/04/02

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APPENDIX 1 - VOLUNTEER INDEMNITY FORM FOR AUTHORISED VOLUNTEERS – [click here for web version](#)

I write to offer you the insurance indemnity as an authorised volunteer for Lincolnshire County Council. To give you peace of mind, volunteers are automatically covered by our basic accident cover but by signing this document you will also be covered against any claims made against you, subject to the exceptions set out below.

The contents of this letter are prescribed by the County Council's insurers. I would ask that you read it carefully and sign below before returning to your supervisor.

This letter is to confirm that I have given authorisation for you to volunteer for Lincolnshire County Council. As part of this authorisation process the County Council will, subject to the exceptions set out below, indemnify authorised volunteers against all claims (including payment of costs) made against them, and will not itself make claims against them for any loss or damage (other than claims falling within the cover provided to its volunteers under any policy of insurance taken out by the County Council, or any motor vehicle policy taken out by the volunteer) occasioned by any neglect, act, error or omission committed by volunteers in or about the pursuit of their duties on behalf of the County Council whilst acting as authorised volunteers.

The indemnity will not extend to loss or damage directly or indirectly caused by or arising from:

- Fraud, dishonestly or a criminal offence on the part of the volunteer
- Any neglect, error or omission by the volunteer otherwise than in the course of his/her authorised activities as a volunteer
- Liability in respect of surcharges made by the County Council's auditors

The indemnity will not apply if a volunteer, without the written authority of the County Council, admits liability or negotiates, or attempts to negotiate, a settlement of any claim falling within the scope of this indemnity.

I realise that these provisions are written in legalistic terms, but simply put they mean that you will be indemnified against claims, other than exceptions mentioned, as long as you do not admit liability or negotiate, or try to negotiate, a settlement.

If you have any queries about this letter, please speak to me in the first instance. Otherwise, please sign both copies of the letter below return one copy to me.

Yours sincerely

(Insert Supervisor Name)

I acknowledge that I am authorised to volunteer for Lincolnshire County Council as an authorised volunteer and also that I understand the provisions of the County Council's scheme of indemnity as set out above.

Name	
Signature	
Date	

APPENDIX 2 – HEALTH & SAFETY – BRIEF FOR VOLUNTEERS & ACKNOWLEDGEMENT – [click here for web version](#)

HEALTH & SAFETY

BRIEF FOR VOLUNTEERS



Health and safety is all about awareness, so this brief is designed to help you find out about the Health and Safety laws and policies that affect you and about steps you can take to ensure your own health and safety, along with that of other people.

HEALTH AND SAFETY LAW

Organisations have a duty to take account of the health and safety of volunteers. This arises from the common law Duty of Care and section 3 of the Health and Safety at Work Act 1974.

The Act sets out the general duties which employers have towards their employees and individuals that are not employees, such as volunteers and members of the public, who may be affected by their work activities.

The common law Duty of Care has been developed by the courts and it applies to all individuals and organisations. The duty sets out the legal obligations to take reasonable care to avoid causing harm to others.

Lincolnshire County Council has to take reasonable steps to ensure that the likelihood and potential seriousness of injury to volunteers is reduced. Depending on the circumstances, this might include giving

volunteers adequate information, training, the use of safety clothing or equipment, and supervision.

HEALTH AND SAFETY POLICY

A health and safety policy is the foundation on which H&S procedures and practices are developed. It also outlines the Council's commitment towards good health and safety standards.

Lincolnshire County Council's general policy is to prevent accidents and cases of work-related ill health by:

- ✚ eliminating hazards from work activities where possible
- ✚ where not, assessing and ensuring adequate control of the associated risks

This simply means we will ensure a safe working environment where levels of risk have been reduced to a minimum. Your Volunteer Supervisor will carry out a risk assessment for your role to identify potential hazards involved with the activity and assess the degree of harm the hazard could cause against the likelihood of it occurring. The assessment will say what measures will be put in place to reduce the risk to an acceptable level.

Your Volunteer Supervisor will alert you to our Health and Safety policy and procedures, including the fire escape routes, the location of the first aid box and who the first aider or appointed person is.

WHAT WE EXPECT FROM YOU

When representing LCC as a volunteer we expect you to support our commitment to Health and Safety and co-operate with us to enable us to comply with the law.

You have a legal duty to:

- Take reasonable care for your own Health and Safety, and that of others who may be affected by your actions.

- Co-operate with LCC by correctly using equipment, such as personal protective equipment, in accordance with the training or instruction that you have been given.

Any incidents or hazards must immediately be reported to the Volunteer Supervisor or a member of staff.

Appendix 1 – The Health & Safety Acknowledgement for Volunteers must be read and signed by each volunteer.

FURTHER INFORMATION AND RESOURCES

- For more information about all aspects of health and safety you can call the H&S Executive Infoline on 0845 345 0055 or check the website at www.hse.gov.uk, where you will find useful publications, many of which are free of charge.
- You can also access LCC H&S manual index <https://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/health-and-safety-manual-index/> for further information and guidance.

H&S ACKNOWLEDGEMENT

(APPENDIX 1 TO HEALTH & SAFETY BRIEF FOR VOLUNTEERS)

With respect to volunteers Lincolnshire County Council has a general duty to ensure their health and safety, including providing them with information.

Everyone who volunteers with the Lincolnshire County Council has a personal responsibility for Health and Safety both for themselves and for others who may be affected by their activities.

A risk assessment is undertaken for every volunteer role. The aim of the risk assessment is to demonstrate that potential problems were identified, and importantly, that steps were taken to lower any risk. The

results of the risk assessment determine what information and training (if any) should be given to the volunteer.

Volunteers are provided with the Health & Safety briefing and receive the appropriate information and/or training to match the role they are given by the specific service area.

As part of the Health and Safety Briefing please sign below to confirm that you have read and understood Risk Assessment document/s applicable to your role.

I have read and understood the Health and Safety Briefing and the risk assessment document/s and I agree to work in my volunteer role in accordance with Lincolnshire County Council's policies and values.

<i>Name of Volunteer:</i>	
<i>Signature:</i>	
<i>Date:</i>	