

## **Hartley Wintney Parish Council**

### **Volunteers Policy**

#### **1. Introduction**

We have sites which we own and where regular maintenance is carried out by contractors, including the Burial Ground and the hedge around the allotments at Vicarage Hill.

Examples of maintenance work required, which may be suitable for volunteers to undertake, include benches and some work on ponds and in particular Hatten's and Causeway Farm ponds which we will be leasing from Hart District Council.

The Environment & Amenities Committee will decide what maintenance work is suitable for volunteers to undertake, when this will be carried out and by whom.

Health and Safety is a primary concern and consideration will to be given to not only the safety of volunteers but of the general public, whose safety might be affected by any work undertaken. For each task there will be a Risk Assessment prepared and volunteers with the necessary skills sought. Where appropriate, suitable training will be provided before any work is undertaken. Volunteers will be required to sign a contract setting out the precise terms on which they will undertake work for us.

#### **2. Additional Information**

For further information, please contact the Parish Council Office on 01252 845152 or [admin@hartleywintney-pc.gov.uk](mailto:admin@hartleywintney-pc.gov.uk)

#### **Amendment Record**

Version 1: 03.07.2023 Full Council - Initial issue