

BURLESCOMBE PARISH COUNCIL VOLUNTEERS

SUPERVISOR TO COMPLETE

VOLUNTEER ROLE:

BRIEF DESCRIPTION OF DUTIES:

SUPERVISED BY:

EQUIPMENT / MACHINERY TO BE USED:

TRAINING / INDUCTION REQUIREMENTS:

RISK ASSESSMENT:

Protective clothing	Y/N
Hazardous materials	Y/N
High visibility clothing	Y/N
Traffic awareness	Y/N
Trip / fall hazards	Y/N
Lone working	Y/N
Heavy lifting	Y/N
Members of the public	Y/N
Other (please specify)	

BURLESCOMBE PARISH COUNCIL VOLUNTEER TO COMPLETE

Please can you complete and sign the form and return it to S McGeever, Clerk to the Parish Council, at Woodmans. Brithem Bottom, Cullompton EX15 1NB

YOUR NAME	
EMAIL ADDRESS	
POSTAL ADDRESS	
MOBILE NUMBER	

Whilst you are working as a volunteer for the specific duties identified above you will be covered by the Parish Council's Employers and Public Liability Insurance.

Please can you describe in this box any limitations or special considerations we should take into account with regard to the proposed volunteering works:

Do you need to tell us about any medication you are taking Yes/No
If `Yes` please detail below (all personal information will be treated confidentially)

In case of an emergency please give name and contact details of the person(s) you want us to contact

PREVIOUS EXPERIENCE

Please advise whether you have had previous experience of work similar to the Volunteer Role. If so, please provide brief details and dates of when these were undertaken

ANY OTHER INFORMATION RELEVANT TO THE VOLUNTEER ROLE

INFORMATION

All volunteers will be given clear instructions as to when and how the volunteer works are to be carried out which will be supervised by a member of the Council. The use of any machinery/items of equipment required in connection with the volunteer role will only be permitted if suitable training has been undertaken by that volunteer to operate such machinery/items of equipment. Particular attention will be paid to requirements that will ensure the health and safety of each volunteer. Each volunteer will be required to wear suitable clothing and footwear.

Volunteers must not carry out any works outside of those specified by the Council and must comply with instruction given by the supervising member of the Council.

The Council will complete a risk assessment for activities.

DECLARATION

I confirm that the information I have given is true and complete to the best of my knowledge and that I will adhere to the Volunteer requirements specified above. I understand that the information on this form will be:

- Collected and treated in confidence by BURLESCOMBE Parish Council.
- Not shared with a third party without my agreement.
- Processed in accordance with your rights and our data protection obligations.
- Used only for legitimate business purposes.

I confirm that I understand there is no Personal Accident insurance compensation cover for accidental bodily injury suffered by any person aged under 16 years old at the time of such injury, or aged greater than 75 years old at the time of such injury.

Signed..... **Dated**.....

If volunteer is under the age of 18 a signature is also needed by a parent/guardian

Signed..... **Dated**.....
(parent/guardian)