

Management Guidance for Volunteer Involvement (Health and Safety Application Packs 1-3)

Process

Bradford Council has a duty to ensure that the health, safety and welfare of all our volunteers are maintained. Any manager approached by a volunteer, voluntary group or organisation must follow the Bradford Council Volunteering Framework Guidance and with regard to health and safety must follow the process outlined below.

These forms should be completed for first time activities; if your activity is a regular occurrence they should only need to be completed once, and not at every volunteer intake. These forms should be reviewed on a regular basis to ensure they are valid.

1. Complete the appropriate application pack below. See notes below.
2. Seek advice and support from the Council's Occupational Safety Team and or Insurance Services as appropriate.
Some volunteering projects may require consultation on safety matters with other Council services e.g. Community Safety Officers.
3. Send the completed pack with the comments and advice from Occupational Safety team, Insurance Services and other input, to the Head of Service for approval.

Voluntary groups should allow 28 days for applications to be approved.

Documentation

Which Health and Safety Application Pack should you complete?

It is important to identify the type of "volunteer" to ensure the correct health and safety application pack is completed.

Volunteer Types

Individuals:

- Volunteers working under the direct/indirect supervision of a Bradford Council Manager (e.g. Countryside Services)

Businesses:

- Volunteers who are employees of a private company doing voluntary work for the Council. No direct supervision from the Council manager.

Groups:

- Volunteers working outdoors on Bradford Council premises without any supervision or management from the Council employees (e.g. members of the public or named voluntary group restoring a feature in a park)
- Volunteers working in a Bradford Council Building with or without supervision.