**Holyhead Town Council**

**Volunteer Policy**

## Introduction

This policy applies to volunteers undertaking work / duties on behalf of, but not directly employed by the Town Council. (Relevant examples include litter picking, stewarding roles and clerical / administrative functions.

## Training

1.1. Volunteers must be adequately trained to be able to carry out the role. The exact nature of the training will depend on the role. It is not possible to detail what constitutes 'adequacy' as requirements will vary according to: the job or activity; the existing competency of volunteers; the circumstances of the work (eg. the degree of supervision); the tools and/or equipment being used. The training standard, however, must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work, as far as reasonably practicable. Responsibility for providing training rests with the individual to whom authority has been assigned by the Town Council to undertake the work / duty.

1.2. Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and its purpose, health and safety and supervision arrangements. Responsibility for this rests with the individual to whom authority has been assigned by the Town Council to undertake the work.

## Equality

1.3. Volunteers expect to be treated equally, regardless of their gender, race, age, faith/religion, disability, or sexual orientation. Volunteers must be accommodated from all walks of life.

## Induction

1.4. Volunteers must undergo an induction appropriate for the task(s) being undertaken. This must include health and safety, what to do if there is a problem and an introduction to other

relevant individuals. Responsibility for the induction rests with the individual to whom authority has been assigned by the Town Council to undertake the work.

**Risk Assessment**

1.5. A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. If an area of activity presents a significant risk, consideration must be given to reducing or stopping the activity which gives rise to the risk. The Town Council, through the office of its Clerk or other person(s) as advised, must receive a copy of such risk assessment records. Responsibility for undertaking the risk assessment rests with the individual to whom authority has been assigned by the Town Council to undertake the work.

Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation. 1 of 2

**Insurance**

1.6. In so far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of the Town Council Volunteer Policy they will be insured under the Town Council's Public Liability and Employers' Liability cover. Reporting to the Town Council in respect of work which is of an ongoing nature is not necessary on each occasion and does not require formal approval of the Town Council on each occasion.

**Inspections**

1.7. Volunteers may only carry out less hazardous work involving non powered hand tools; for example, path maintenance, sand clearance, tree planting etc. Minimum levels of PPE (suitable footwear, gloves, safety goggles etc.) must be worn when undertaking such activities. Prior to work commencing, a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass, or stones. Responsibility for undertaking the inspection rests with the individual or group to whom authority has been assigned by the Town Council to undertake the work. Remedial action must be taken immediately, and these inspections are to be recorded. The Town Council cannot be held liable for any injury caused by the use or misuse of tools or faulty equipment. The use of cleaning materials must not be stronger than those available on shop shelves; however, no chemicals can be mixed. No weed killers can be used. High visibility vests or other appropriate clothing must be worn where appropriate.

**Workwear and Accessories**

1.8. Jewellery, necklaces, watches, and the like must not be worn where they compromise the safe working environment for the volunteer.

1.9. Trainers, open-toed shoes, heeled shoes, or sandals must not be worn if the safe working environment for the volunteer is compromised.

1.10. Long hair must be tied up if it is deemed that it could compromise health and safety requirements.

**Health & Safety Policies**

1.11. All work undertaken by volunteers shall have regard to the Health and Safety at Work etc. Act 1974 and all other Health and Safety Legislation.

**Activity Updates**

1.12. Volunteers wishing to provide the Town Council with an update on their activities can do so during the informal public participation session of any Town Council meeting.

**Expenses**

1.13. Out of pocket expenses will not be paid to any volunteer / group without prior permission being granted (receipts to be produced / claim form to be completed and submitted).

**Cyngor Tref Caergybi**

**Polisi Gwirfoddolwyr**

## Cyflwyniad

Mae'r polisi hwn yn berthnasol i wirfoddolwyr sy'n ymgymryd â gwaith / dyletswyddau ar ran y Cyngor Tref, ond nad ydynt yn cael eu cyflogi'n uniongyrchol gan y Cyngor. (Mae enghreifftiau perthnasol yn cynnwys casglu sbwriel, rolau stiwardio a swyddogaethau clerigol / gweinyddol).

## Hyfforddiant

1.1. Rhaid i wirfoddolwyr gael eu hyfforddi'n ddigonol i allu cyflawni'r rôl. Bydd union natur yr hyfforddiant yn dibynnu ar y rôl. Nid yw'n bosibl rhoi manylion penodol ar beth sy'n cyfrif fel 'digonol' gan y bydd gofynion yn amrywio yn ôl: y swydd neu'r gweithgaredd; cymhwysedd presennol gwirfoddolwyr; amgylchiadau'r gwaith ( e.e. graddfa'r oruchwyliaeth); yr offer a/neu'r cyfarpar sy'n cael eu defnyddio. Fodd bynnag, rhaid i'r safon hyfforddi fod yn ddigonol i sicrhau Iechyd a Diogelwch gwirfoddolwyr ac unrhyw bobl a allai gael eu heffeithio gan y gwaith, cyn belled ag y bo'n rhesymol ymarferol. Mae'r cyfrifoldeb am ddarparu hyfforddiant yn nwylo'r unigolyn y mae'r Cyngor Tref wedi rhoi awdurdod iddo i ymgymryd â'r gwaith / dyletswydd.

1.2. Os yw gwirfoddolwyr yn gweithio am ychydig oriau yn unig i helpu mewn digwyddiad neu achlysur tebyg, mae'n dal angen rhoi gwybod iddynt am y dasg a'i phwrpas, a'r trefniadau iechyd a diogelwch a goruchwylio. Mae cyfrifoldeb am hyn yn nwylo'r unigolyn y mae'r Cyngor Tref wedi rhoi awdurdod iddo ymgymryd â'r gwaith.

## Cydraddoldeb

1.3. Dylid trin gwirfoddolwyr yn gyfartal, waeth beth fo'u rhyw, hil, oedran, ffydd/crefydd, anabledd, neu gyfeiriadedd rhywiol. Rhaid darparu ar gyfer gwirfoddolwyr o bob cefndir.

## Cynefino

1.4. Rhaid i wirfoddolwyr gael sesiwn gynefino (induction) sy'n briodol ar gyfer y dasg (tasgau) dan sylw. Rhaid i hyn gynnwys materion iechyd a diogelwch, beth i'w wneud os oes

problem a chyflwyniad i'r unigolion perthnasol eraill. Mae cyfrifoldeb am y sesiwn gynefino yn nwylo'r unigolyn y mae'r Cyngor Tref wedi rhoi awdurdod iddo ymgymryd â'r gwaith.

**Asesiad Risg**

1.5. Rhaid cynnal asesiad risg er mwyn nodi'r risgiau y gellid eu hwynebu a sut y cânt eu rheoli. Os yw maes gweithgaredd yn cyflwyno risg sylweddol, rhaid ystyried lleihau neu atal y gweithgaredd sy'n arwain at y risg. Rhaid i'r Cyngor Tref, trwy swyddfa ei Glerc neu berson(au) arall fel y'u cynghorir, dderbyn copi o'r cofnodion asesu risg hynny. Mae'r cyfrifoldeb am gynnal yr asesiad risg yn nwylo'r unigolyn y mae'r Cyngor Tref wedi rhoi awdurdod iddo ymgymryd â'r gwaith.

Rhaid i asesiadau risg a'u gwaith papur cysylltiedig gydymffurfio â deddfwriaeth Iechyd a Diogelwch yn y Gwaith gyfredol. 1 o 2

**Yswiriant**

1.6. O ran yswiriant, ar yr amod bod gwirfoddolwyr yn gweithio ar gais llwyr a dan reolaeth lwyr Polisi Gwirfoddolwyr Cyngor Tref, byddant wedi'u hyswirio o dan yswiriant Atebolrwydd Cyhoeddus ac Atebolrwydd y Cyflogwyr Cyngor Tref. Nid oes angen adrodd i'r Cyngor Tref mewn perthynas â gwaith sydd o natur barhaus ar bob achlysur ac nid oes angen cymeradwyaeth ffurfiol y Cyngor Tref ar bob achlysur.

**Archwiliadau**

1.7. Dim ond gwaith llai peryglus sy'n cynnwys offer llaw heb fod â phŵer y gall gwirfoddolwyr ei wneud; er enghraifft, cynnal a chadw llwybrau, clirio tywod, plannu coed ac ati. Rhaid gwisgo lefelau gofynnol o ddillad gwarchod PPE (esgidiau addas, menig, gogls diogelwch ac ati) wrth ymgymryd â gweithgareddau o'r fath. Cyn i'r gwaith ddechrau, rhaid cynnal archwiliad gweledol i sicrhau nad oes unrhyw beryglon amlwg fel sbwriel, gwydr, neu gerrig. Cyfrifoldeb yr unigolyn neu'r grŵp y mae awdurdod wedi'i aseinio iddo gan y Cyngor Tref i ymgymryd â'r gwaith yw cynnal yr archwiliad. Rhaid cymryd camau unioni ar unwaith, a rhaid cofnodi'r archwiliadau hyn. Ni ellir dal y Cyngor Tref yn atebol am unrhyw anaf a achosir wrth ddefnyddio neu gamddefnyddio offer diffygiol. Ni ddylai defnyddio deunyddiau glanhau fod yn gryfach na'r rhai sydd ar gael ar silffoedd siopau; fodd bynnag, ni ellir cymysgu unrhyw gemegau. Ni cheir defnyddio lladdwyr chwyn. Rhaid gwisgo festiau llachar gweledd uchel neu ddillad priodol eraill lle bo'n briodol.

**Dillad Gwaith ac Ategolion**

1.8. Ni ddylid gwisgo gemwaith, mwclis, watsys, a phethau tebyg lle maent yn peryglu amgylchedd gwaith diogel y gwirfoddolwr.

1.9. Ni ddylid gwisgo esgidiau hyfforddi, esgidiau agored, esgidiau â sodlau uchel, na sandalau os yw amgylchedd gwaith diogel y gwirfoddolwr yn cael ei beryglu.

1.10. Rhaid clymu gwallt hir os ystyrir y gallai beryglu gofynion iechyd a diogelwch.

**Polisïau Iechyd a Diogelwch**

1.11. Rhaid i bob gwaith a wneir gan wirfoddolwyr ystyried Deddf Iechyd a Diogelwch yn y Gwaith etc. 1974 a phob Deddfwriaeth Iechyd a Diogelwch arall.

**Diweddariadau Gweithgaredd**

1.12. Gall gwirfoddolwyr sydd am roi'r wybodaeth ddiweddaraf i'r Cyngor Tref am eu gweithgareddau wneud hynny yn ystod sesiwn cyfranogiad cyhoeddus anffurfiol unrhyw gyfarfod o'r Cyngor Tref.

**Treuliau**

1.13. Ni fydd treuliau allan o boced yn cael eu talu i unrhyw wirfoddolwr / grŵp heb ganiatâd ymlaen llaw (rhaid darparu derbynebau / rhaid cwblhau a chyflwyno ffurflen hawlio).