

## CHARNEY BASSETT PARISH COUNCIL

### Charney Army

#### Terms of Reference

The Charney Army (the Army) is a group of volunteers that undertakes work on behalf of the Parish Council with a view to maintaining and improving the village environment. Typical work includes grass cutting, tree pruning and painting – predominantly, but not exclusively, on public land. Key maintenance activities are also considered and provided, when and where appropriate. The Parish Council provides insurance cover for the Army volunteers.

The Army operates under the following procedures:

- 1 The Army identifies a coordinator who maintains an up to date list of volunteers (name, address and contact details) and is responsible for liaison with the Parish Council.
- 2 A programme of work<sup>1</sup>, identifying potential expenditure where possible, is submitted to the Parish Council for agreement in January each year.
- 3 Arrangements are made with the owner for work on private land.
- 4 Any expenditure is agreed with the Parish Clerk beforehand and receipts provided for reimbursement (allowing the Parish Council to maintain financial records and reclaim VAT if appropriate).
- 5 A lead volunteer<sup>2</sup> is appointed for each task and undertakes a Risk Assessment (pro-forma and completed example attached). The lead volunteer briefs the volunteers on the outcome of the assessment.
- 6 Where necessary, training is provided for volunteers using others' equipment.
- 7 A list of equipment purchased for general use (e.g. protective clothing) is maintained together with details of its storage and, unless agreed otherwise, remains the property of the Parish Council.
- 8 Personal data is managed in accordance with the requirements of Data Protection legislation.

Approved by the Parish Council on 9<sup>th</sup> May 2018 (Minute 18/49)

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<sup>1</sup> This does not preclude the coordinator arranging for additional tasks during the year as appropriate.

<sup>2</sup> The role of the lead volunteer is as follows:

- a) Carryout Risk Assessment of task before start of work.
- b) Carryout Method Study of task.
- c) Consider hazards.
- d) Consider what First Aid requirements, Signs needed, Chemical hazards and Environmental issues etc.
- e) Consider each person's responsibilities.
- f) Go through task with task team and talk about hazards involved and the safety issues in place.

## Charney Army

### Hazard/Risk Assessment Form

To be completed before any on site work is undertaken

#### JOB TITLE

Nature of Work	
Location	
Date	
Method Statement	

#### SUMMARY LEVEL OF RISK AS ASSESSED

Risk Level	Check	Description
Trivial		No action is required
Tolerable		Rely on normal controls and observe/monitor during work
Moderate		Steps to be taken to reduce risk
Substantial		Work not to commence until specified steps are undertaken

#### IDENTIFICATION OF HAZARD

No.	Possible Hazard	Hazard?		Comment
		Yes	No	
1	Injury from mis-use of power tools			Volunteers only use own equipment*
2	Vulnerability from passing traffic			High Viz clothing to be worn*
3	Working at height			No known dizziness: always accompanied*
4	Working under trees			No work in bad weather (incl. high winds)*
5	Strain due to ground work (digging)			Workers take care to monitor fitness*
6	Cuts/bruises clearing vegetation			First Aid Kit taken*
7	Damage to 3 <sup>rd</sup> Party Property			Owner Notified in advance*
8				
9				
10				
11				
12				

Items 1-6 standard: further items to be included as necessary

\* Delete and replace with alternative if appropriate

#### SIGN OFF

Role	Name	Signature	Date
Lead			
Site Supervisor			
Deputy/Checker			

## Charney Army

### Hazard/Risk Assessment Form - EXAMPLE

To be completed before any on site work is undertaken

#### JOB TITLE

Nature of Work	Painting Highways Safety Barriers/Railings
Location	Bridge over Mill Stream – Main Street
Date	October 2018 (several days)
Method Statement	1 Seek volunteer availability and purchase equipment (paint) 2 Rub down existing and remove old paint to condition to allow new paint to be applied 3 Apply new paint and check for wetness at end of each day's work 4 Tidy up

#### SUMMARY LEVEL OF RISK AS ASSESSED

Risk Level	Check	Description
Trivial		No action is required
Tolerable		Rely on normal controls and observe/monitor during work
Moderate	√	Steps to be taken to reduce risk
Substantial		Work not to commence until specified steps are undertaken

#### IDENTIFICATION OF HAZARD

No.	Possible Hazard	Hazard?		Comment
		Yes	No	
1	Injury from mis-use of power tools		√	Volunteers only use own equipment*
2	Vulnerability from passing traffic	√		High Viz clothing to be worn, warning signs placed for on-coming traffic, volunteer on hand to slow traffic
3	Working at height		√	No known dizziness: always accompanied*
4	Working under trees		√	No work in bad weather (incl. high winds)*
5	Strain due to ground work (digging)		√	Workers take care to monitor fitness*
6	Cuts/bruises clearing vegetation		√	First Aid Kit taken*
7	Damage to 3 <sup>rd</sup> Party Property	√		Owner (OCC) Notified in advance 'Wet Paint' sign(s) displayed if necessary
8				
9				
10				
11				
12				

Items 1-6 standard: further items to be included as necessary

\* Delete and replace with alternative if appropriate

**SIGN OFF**

Role	Name	Signature	Date
Lead	JOHN DAGLISH	<i>John DGLISH</i>	26.09.2017
On site Supervisor	JOHN DAGLISH/ STEPHEN CHAMPION		
Deputy/Checker	STEPHEN CHAMPION	<i>Steve Champion</i>	28.09.2017