

Arnesby Village Hall Trust

Briefing Note for Volunteers

Thank you for volunteering on behalf of the Arnesby Village Hall Trust (AVHT). Your contribution to the village is much appreciated. This short briefing note attempts to cover some simple rules for AVHT volunteering, mainly around Health and Safety which is paramount, both to protect you and to protect others.

- Please ensure you have carried out a risk assessment before starting your volunteering, or if you are part of a group, check that the group leader has carried out a risk assessment. AVHT has a pro-forma checklist to use if you do not know how to carry out a risk assessment.
- Ensure any equipment is safe to use. Electrical equipment provided by the Trust will have been PAT tested but equipment provided by others, including yourself, may not have been tested. Ideally any equipment used should either be provided by AVHT or hired from a professional supplier.
- It is better if you do not work alone. Volunteers should try to work in pairs or larger groups. However, if you do work alone; you **must** ensure other people know where you are, what you are doing and when you expect to finish.
- Have a mobile phone with you for emergencies. There is no phone in the village hall.
- Keep a record of all expenses so they can be reclaimed.
- Take regular breaks so you do not strain yourself
- Wear appropriate Personal Protective Equipment for the task, which should be provided by AVHT (or can be reclaimed on expenses).

Document ratified at the AGM held on 23rd November 2021

Document to be reviewed bi-annually