

Arnesby Village Hall Trust

Briefing Note for Volunteers

Thankyou 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.
- Be clear about the task you are performing. Has the scope of the work been agreed with the Chair? Is there a specification?
- 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 (either by AVHT or as a refundable expense).
- Do not work alone. Volunteers should always work in pairs or larger groups
- Ensure others 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. Stop work if you do not feel well.
- Wear appropriate Personal Protective Equipment for the task, which should be provided by AVHT (or can be reclaimed on expenses).
- Do not use hazardous chemicals or equipment unless completely familiar with their safe usage.

If any problems arise, please contact the Chair of AVHT, Brian Spriggs, at Cambridge House in South Close (Mobile xxxxxxxxxx)