

[Supplied November 2013]

Bedfordshire & Luton Archives and Records Service

Volunteers and Work Experience Declaration.

The service is extremely grateful to you as a volunteer for the time you are prepared to commit to help the work of the Archives and Records Service. There are three areas that where we ask for formal written declaration.

Health & Safety

The working environment at Bedfordshire & Luton Archives and Records Service is a relatively low-risk one for staff and customers. Nevertheless, we are obliged by law to explain our Health and Safety arrangements (most of of a common-sense nature) to all work experience placement students and any other volunteers or staff employed here.

We cover these issues with you by way of your general introduction to the office and its operations. Our main objectives are to make you aware of any likely areas of hazard, how to minimise any associated risks and to explain the importance of safe working practices. We do stress the importance of your own responsibility to look after yourself but also to consider staff or customers in any areas of risk.

The declaration form records that you have been instructed on Health & Safety, have understood the areas of risk listed and have, where appropriate, agreed to follow our guidelines.

Confidentiality

During the course of working here you will have access to unique and original documents, and you may have access to confidential and sensitive information. Consequently, we ask you to agree not to disclose **any** information or material – either in writing, verbally, by use of copies or in any other form – without permission.

Copyright

During the course of your work for the archives service you may create documents, e.g. a written catalogue etc, in which there is copyright. We ask you to assign this copyright to the archives service. This is something which would automatically happen if you were a paid employee but which may not be the case for unpaid staff. This assignment ensures that the work you do for the service may be used by the service without risk of complications in the future.