

HAMPSHIRE ARCHIVES VOLUNTEERS

Health And Safety for Volunteers

Thank you very much for volunteering at Hampshire Record Office. Your assistance is invaluable in helping us to preserve the archives and to open them up to people in a range of different ways. The following is to inform you about your safety and protection whilst you are volunteering. Please read it carefully to ensure that you are aware of all the issues, sign a copy and return to:

Entering and Leaving the HRO Building

- To ensure that HRO staff know who is working in the building (for evacuation reasons), please sign in and out of the Volunteers Register when you arrive and leave.
- Volunteer badges should be worn when you are volunteering in Hampshire Record Office. This will identify you to all staff and should help you avoid awkward questions from visitors who might assume that you are staff and should 'know' everything.

Evacuation

Should the fire alarm be triggered please leave the building via the nearest exit. The muster point after evacuation is the tree avenue behind the building.

Security

As a registered volunteer you may be given the security code which allows access to the secure zones within the HRO building. You must not disclose this code to any other person.

First Aid

Should a first-aid incident occur, please report to a member of staff as quickly as possible. Do not attempt to deal with the incident yourself unless you are a qualified first-aider.

Manual Handling

When lifting or carrying anything please ensure that you follow the guidance offered in your manual handling training. When handling archives it is essential that you treat them with care and respect as unique and irreplaceable items, ensuring minimal handling and no damage.

Working with Children

- When helping with family activities in the HRO building or elsewhere, for your own protection as well as that of the children make sure that there is always a supervising adult present.
- Avoid physical contact with children.

I have read and understood the above,

Signed:.....

Thank you for your time. We very much hope you will enjoy volunteering.

[Supplied November 2013]

Name:..... Date:

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