VOLUNTEER AGREEMENT

1. THE CONTRACT

These Terms of Engagement constitute a contract for services between the Charity and the Volunteer for the duration of the Term. For the avoidance of doubt these Terms of Engagement shall not give rise to a contract of employment between the Charity and the Volunteer.

The Charity reserves the right to amend or add to this agreement at its discretion. However no variation or alteration to this agreement shall be valid unless the details of such variation are set out in writing and a copy of the varied Terms of Engagement are given to the volunteer stating the date on or after which such this agreement shall apply.

2. CONDUCT OF VOLUNTEER

During the Assignment and afterwards where appropriate, the Volunteer will: –

1. Co-operate with the Charity’s reasonable instructions and accept the direction, supervision and control of any responsible person designated by the Charity;
2. Observe any relevant rules and regulations notified to the Volunteer relating to the Charity’s business or otherwise;
3. The volunteer shall take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her actions on the Assignment as per Appendices 1&2;
4. Not engage in any conduct detrimental to the interests of the Charity nor do anything that harms the reputation of the Charity in any way;
5. Not at any time divulge to any person, nor use for his or her own or any other person’s benefit, any confidential information relating to the Charity’s business affairs, transactions or finances;
6. Treat all data and ecological records either belonging to the charity or collected during your work as confidential and do not pass on to any third parties.

3. STATUS OF VOLUNTEER

Notwithstanding anything to the contrary herein the Volunteer shall not be, nor shall be deemed to be, an agent, employee or subcontractor of the Charity for any purpose whatsoever, and the Charity shall have no duty, liability or responsibility of any kind to or for the acts or omissions of the Volunteer.

The Volunteer shall comply with his or her own legal obligations (including, but not limited to, any and all data protection legislation and any immigration requirements) and shall provide such supporting documentation as the Charity may reasonably request prior to commencement of the Assignment.

4. TERMINATION

The Charity may terminate the Volunteer’s engagement at any time without prior notice or liability in the event of the Volunteer’s failure to comply with this agreement.

Volunteer declaration

# I am happy with the condition of the contract and the work that I will be doing

# I have read and will abide by the Health and Safety Declaration and Lone Working Risk Assessment and will keep a copy to refer to.

# I have filled in the final column of the risk assessment



Signed by the Volunteer (or place initials if emailing) Signed by Dominic Price on behalf of

The Species Recovery Trust

Dated: Dated: x/3/17

# 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name : |  | | Title : |  |
| Address : |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | Postcode : |  | |
| Telephone no. : |  |  | | |
| E-mail address : |  | | | |
| Next of kin contact details: |  | | | |

# Appendix 1: Health and Safety Declaration

Responsibilities

I shall take all reasonable steps to safeguard my own health and safety and that of any other person who may be present on site. If I encounter any high risks on site or anything I am uncomfortable with I will leave the site immediately and seek further guidance from SRT.

In General

* I will ensure that a risk assessment is completed for my sites and reviewed as necessary. Potential hazards will be identified and measures taken to reduce any risks to acceptable levels.
* I will carry a first aid kit and mobile phone with me at all times whilst on site and travelling to and from site. If I am accompanied by an assistant, I will ensure that they know where the first aid kit is kept.
* I will take precautions (and ensure that all parties take precautions) to avoid injury or disease whilst out on site, such as wearing appropriate clothing for the weather, washing hands after working in water, etc.
* I will ensure that Personal Protective Equipment will be worn when appropriate and in accordance with the risk assessment and that all PPE will be compliant with current regulations.
* Should an accident, or near miss, occur, I will record it in writing and send a copy to The Species Recovery Trust.

Appendix 2: Risk Assessment

Activity: Surveying and Lone working

| What are the hazards? | How might you be harmed? | What you should do to minimise risk | Likelihood  (1-3) | Severity  (1-3) | Done (place x or tick) |
| --- | --- | --- | --- | --- | --- |
| General |  | Carry mobile phone, field first aid kit, know where nearest A&E is, have grid ref and directions to assist emergency services. | - | - |  |
| General |  | Adopt a buddy system - ensure that you inform someone where you are going and give them a procedure to follow if you do not report back in | - | - |  |
| General |  | If any danger is identified on site that cannot be mitigated for, then leave site and report this to SRT. | - | - |  |
| Uneven/steep/boggy ground/animal burrows | – slips and falls causing minor or major injury | Avoid exceptionally steep/boggy/uneven ground. Wear appropriate footwear. Keep aware. Carry mobile and first aid kit. In boggy area always carry a stick and proceed with extreme caution. Find alternative route or leave the area if it feels too dangerous | 1 | 2 |  |
| Biting/stinging insects and ticks | – adverse reaction to bites/stings, Lyme disease | Keep aware of any nests. Use insect repellent and wear appropriate clothing, check clothing and self for ticks. | 1 | 3 |  |
| Adders | – adder bites | Keep aware. Treat bites accordingly. Carry mobile phone and first aid kit | 1 | 2 |  |
| Dangerous animals | – minor or major injury | Keep aware of livestock and dangerous dogs, and move away if necessary. Carrying mobile phone and first aid kit. | 1 | 3 |  |
| Stinging/allergenic plants | – stings/allergic reactions from plants | Avoid known allergenic/stinging plants and treat all *Apiaceae* with caution. Wash hands before eating. | 1 | 1 |  |
| Adverse weather conditions | – exposure/hypothermia/ sunstroke/sunburn/falling trees | Wear appropriate clothing and sunscreen. Avoid trees/woodlands in stormy/windy weather. Seek shelter in particularly poor conditions and postpone site visit until more appropriate weather conditions. | 2 | 1 |  |
| Dehydration | – dehydration | Carry water, visit shop/pub if available. | 1 | 2 |  |
| Water-bodies | – immersion, drowning, leptospirosis | Avoid deep water-bodies. Wash hands before eating. If you need to work near water body inform SRT, fill in waterbody risk assessment and return with assistant. | 1 | 2 |  |
| Dog poo | toxoplasmosis | Avoid heavily impacted areas. Carry aseptic wipes, and always wash hands before eating. | 2 | 1 |  |
| Hostile persons | – aggressive behaviour | Keep aware of any suspicious behaviour and move away if necessary. Carry mobile phone. Trust intuition. Ensure easy escape from site e.g. by careful parking of car. | 1 | 2 |  |
| Becoming lost | – separation from group | Carry map and mobile phone. Study area on map before going. | 1 | 1 |  |
| Traffic | – minor or major injury from traffic collisions, fatigue whilst driving | Avoid public roads. Identify safest crossing places. Carry mobile and first aid kit. Wear appropriate PPE if working beside road. Take regular driving breaks and use overnight accommodation if appropriate. | 1 | 3 |  |
| Machinery | – minor or major injury from machinery | Wear appropriate PPE. Keep aware of machinery. Carry mobile and first aid kit. | 1 | 3 |  |
| Working at night | – increased risk of accident | Do not do night work as a . Ensure you have planned your visit so that you are off site before sunset. | 2 | 2 |  |
| Vulnerable employees (pregnant women, people with certain medical conditions, disabilities or existing injuries, older/younger or inexperienced people) | – people in certain circumstances may be at higher risk of injury or harm due to reduced mobility, awareness, or inability to react appropriately | Make the Director aware of any conditions that may make a at increased risk of harm. Take frequent rest breaks as appropriate. Recognise limitations and request health and safety assistant or protective equipment where appropriate. | 2 | 2 |  |

Please add any additional risks you consider to be relevant (either before or after you visit the site)

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