



## **Wecock Community Association**

The Acorn Centre  
3 The Kestrels  
Wecock Farm  
Waterlooville  
Hampshire  
PO8 9UU

**Registered Charity 278768**

**Tel : 02392 258423**

**Email: [admin@acorncentre.org.uk](mailto:admin@acorncentre.org.uk)**

## **VOLUNTEER AGREEMENT**

This Volunteer Agreement describes the arrangement between the Billy's Lake Project (which is a subsidiary group of the Wecock Community Association) and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Volunteers are an important and valued part of the Wecock Community Association. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best.

### **Part 1: the organisation**

Your role as a volunteer is to help the Community Conservation Officer in the conservation and maintenance of the land known as Billy's Lake. This work is designed to promote the benefits of community and its inhabitants, and to ensure Billy's Lake is conserved and enhanced. Wecock Community Association commits to the following:

### **Supervision, support and flexibility**

To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;

To provide a named person (Volunteer Coordinator) who will meet with you regularly to discuss your volunteering and any successes and problems;

To do our best to help you develop your volunteering role with us

**Expenses**

Wecock Community Association will reimburse any reasonable expenses occurred as a result of your role volunteering for the Association. All expenditure must be agreed with your Volunteer Coordinator.

**Health and safety**

To provide adequate training and feedback in support of our Health and Safety policy.

**Insurance**

To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us

**Equality and Diversity**

To ensure that all volunteers are dealt with in accordance with our Equality and Diversity policy.

**Problems**

To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us;

In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in disciplinary and grievance procedure.

**Part 2: the volunteer**

I agree:

- To wear clothing appropriate to the forecast weather conditions.
- To wear appropriate footwear
- To be aware of trip hazards, walk with care and not to run
- To minimise trip hazards as I work
- To wear full Personal Protective Equipment (PPE) specific to the job being carried out (e.g steel toe caps, gloves, clear visor, impact resistant goggles, ear defenders etc)
- To be aware that there is often a presence of dogs off-the-lead at Billy's Lake and not to run if dogs are near or encourage dogs to come over.
- To not leave any tools unattended
- Only to use brushcutters and strimmers in compliance with the enclosed Risk Assessment
- To wash hands or use antibacterial handgel (provided by the Wecock Community Association) before eating or drinking.
- To wash hands or use antibacterial handgel (provided by the Wecock Community Association) after being in contact with water from the lake, to not touch mouth, nostrils or eyes with unclean hands that have been in contact with lake water, soil or vegetation

- Not to enter the lake without waders being worn, unless remaining in the boat
- To wear a life jacket when using the boat on the lake
- Not to wear wellington boots in the boat
- To advise a member of staff if unable to swim or not comfortable with any aspect of the task being carried out
- Practice safe behaviour at all times
- To carry wood below waist height
- To wear gloves and use hay/pitch forks to handle and move piles of thorny branches or bramble
- To reduce the likelihood of back or neck injuries from lifting and moving by bending safely and using wheelbarrows or other mechanical aids to assist
- Report any faulty tools or machinery to the Community Conservation Officer
- To follow the organisation's procedures and standards, including Health and safety and Equality and Diversity, in relation to its staff, volunteers and users
- To maintain the confidential information of the organisation and of its users;
- To agree to a DBS check being carried out where necessary
- To know where the first aid box is kept
- To know what the emergency procedures are and where the Emergency information is kept (in First Aid Kit).

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.

Signed and printed (Volunteer).....

Volunteer Coordinator.....

Date .....