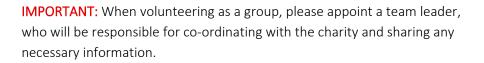


This document contains everything you need to complete your volunteering successfully and safely.

It is important to complete all sections of this pack as you work through your volunteering.





Volunteer checklist Prior to volunteering

Seek approval from your line manager
Register for volunteering through The Goodness Platform - if a volunteering opportunity is not available, please contact your local Charity Champion for support
Read this document thoroughly
O If you're doing physical volunteering, check what clothing/footwear you will need
On the day
Arrive promptly and ensure the charity representative welcomes you and/or your team
Make sure everyone attends a safety briefing - listen carefully to all site and task safety information and use all the provided Personal Protective Equipment (PPE) made available without exception
Share details of the agreed tasks, basic housekeeping, rules of conduct and storage of personal items
Check everyone understands their role, any associated hazards and what to do in an emergency
Familiarise yourself with the facilities - toilets, rest area, etc
Oiscuss refreshment arrangements



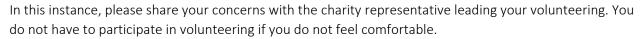


Have a Safe Day

Before you start any task, make sure you complete the 3 Checks for Safety:

- Do I know how to do the job?
- Do I have the right equipment?
- Is my environment safe?

If the answer is **NO** to any of these three checks, **STOP**.



Remind yourself and/or your team, of the <u>3 Checks for Safety</u>.

Things to remember

During your volunteering

- Have fun and enjoy the day!
- Make sure you take regular breaks and drink water
- Remain vigilant of your own and others health and safety
- Monitor progress against the tasks you have been assigned to
- Where appropriate and with permission, take photographs and share them with <u>@STOP_HungerUK</u>

At the end of your volunteering

- Allow time to clear up and collect any PPE or equipment
- Summarise what was achieved
- Say thank you
- Celebrate your hard work!

Additional things to think about

- Plan a de-brief if volunteering as a team
- For those not registered via The Goodness Platform, remember to record your volunteer hours
- Where possible, send any photographs to StopHunger.UKandlE@sodexo.com
- Publicise your team's success via internal and external company communications channels.

