



Volunteering checklist and safety information

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.

IMPORTANT: When volunteering as a group, please appoint a team leader, who will be responsible for co-ordinating with the charity and sharing any necessary information.



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
- 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
- Discuss refreshment arrangements



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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**.

In this instance, please share your concerns with the charity representative leading your volunteering. You do not have to participate in volunteering if you do not feel comfortable.

Remind yourself and/or your team, of the [3 Checks for Safety](#).



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 [@STOP_HungerUK](#)

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.UKandIE@sodexo.com
- Publicise your team's success via internal and external company communications channels.