

APPENDIX M – SAMPLE FORMS

Volunteer Emergency Contact Form

As employers, organisations are required to keep up-to-date records of emergency contact details in case of accident or emergencies and the same applies to volunteers. Filling in the form below before the volunteer starts in their new role is the most effective approach in this area.

Name of Volunteer: _____

Address: _____

Postcode: _____

Tel No. _____

Emergency Contact: _____

Relationship: _____

Address: _____

Postcode: _____

Tel No(s). _____

Risk Assessment of Volunteer Role

It is good practice to risk assess all volunteer roles, this should include using the task description for the role to assess any risk to the volunteer or others and enables clear action to alleviate the level of risk.

People possibly affected by activity:

Signed:

Date:

	1	2	3	4
Task				
Hazards				
How Likely is it to happen?				
How Serious could it be?				
Level of risk				
What action(s) will be taken?				

Site Specific Risk Assessment

Site Name: _____

Task			
Date			
Location, inc post code and OS grid reference			
Project leader			
Meeting / access point for emergency Services			
Nearest phone / mobile number	Signal level .. . 1-10		
	Battery level . 1-10		
First Aider(s)			
Location of: First aid kit Spill Kit Fire extinguisher			
Additional hazards not covered by generic risk assessment	Who Might be harmed?	How might they be harmed?	Control measures to put in place to reduce risk to an acceptable level.
Volunteers names			Attending Y/N
Emergency contact (optional)			Tel:

Photography Consent Form

Being the person / parent / guardian / person holding the attorney (delete as appropriate), I agree that photographs can be taken of:

Name (block capitals)

Address

.....

.....

..... Postcode

Telephone

I acknowledge that copyright of the photograph(s) will belong to and remains with the London Borough of Bromley and that the images may be held on file indefinitely. I agree that the images may be used in any form of visual representation and at any time both present and in the future, for example, newspaper articles, leaflets, presentations and LBB owned websites.

Signed Date

Name (block capitals)

Address

.....

.....

..... Postcode

Telephone

For office use

Photographer's name

Address

.....

.....

..... Postcode

Telephone