

ANIMAL CARE **ORGANISATIONAL** **VOLUNTEER QUESTIONNAIRE**

Please read and then complete the form on the back and hand into reception or return to the address below marked 'FAO VANESSA OR FAYE'

Step One

Please fill in the form on the back of these notes as we require your organisation's health and safety representative (whoever is ultimately responsible for the organisations health and safety) to contact our Vanessa or Faye on 01524 841819 to arrange a time for them to come up to the sanctuary and go through risk and h&s information. This will allow the representative to then make an informed judgement as to whether they feel Animal Care is the right environment for their staff and service users to come to and also enable them to complete their risk assessments.

Step Two

Any support workers need to read through all the health and safety literature and fill in the relevant forms that will be given to the rep when they come. This is the same whether supporting under 18 year olds or vulnerable adults.

Step Three

Once the above steps are completed we are happy for any inducted support worker to bring their service user to volunteer between 11am-3pm.

- All organisations must go through the above process to show commitment to the aims of our charity and to ensure all parties are aware of the risks involved with volunteering with animals.
- Any support worker **MUST** have an interest in animals or they cannot provide a safe enjoyable time for either their service user or our animals and our animal's welfare is top priority with every volunteer who comes to our site.

ANIMAL CARE, BLEA TARN RD, SCOTFORTH, LANCASTER,
LANCASHIRE, LA2 0RD. TEL: 01524 841819 (ADMIN ONLY)

ANIMAL CARE ORGANISATIONAL QUESTIONNAIRE

PLEASE NOTE ORGANISATIONS/SUPPORT WORKERS WHO WANT TO BRING PEOPLE TO VOLUNTEER MUST COMPLETE THE FOLLOWING FORM AFTER READING THE INFORMATION ON THE FRONT

ORGANISATIONS NAME	
DATE FORM FILLED IN	
NAME OF PERSON FILLING FORM IN	
ORGANISATIONS ADDRESS	TOWN
POSTCODE	TEL
EMAIL ADDRESS	
CONTACT NAME	
NAME OF HEALTH & SAFETY REPRESENTATIVE FOR THE ORGANISATION	
TEL NO. FOR THIS PERSON	
EMAIL FOR THIS PERSON	
ARE YOU WISHING TO BRING OVER 18 YEAR OLD VOLUNTEERS?	YES NO
ARE YOU WISHING TO BRING UNDER 18 YEAR OLD VOLUNTEERS?	YES NO
WHAT DO YOU HOPE TO GAIN FROM BRINGING VOLUNTEERS TO ANIMAL CARE?	
DID YOU HEAR ABOUT THE CENTRE THROUGH ANY OF THE FOLLOWING:	
<input type="checkbox"/> TV <input type="checkbox"/> RADIO <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> WEBSITE <input type="checkbox"/> WORD OF MOUTH <input type="checkbox"/> VOLUNTEER CENTRE	
<input type="checkbox"/> COLLEGE OR UNIVERSITY <input type="checkbox"/> OTHER (Please state)	
<input type="checkbox"/> PLEASE TICK THE BOX IF YOU <u>DO NOT</u> WANT TO RECEIVE INFORMATION ABOUT ANIMAL CARE THROUGH THE POST OR BY EMAIL.	

WE ACCEPT VOLUNTEERS FROM 11AM-3PM 7 DAYS A WEEK

STAFF USE ONLY

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