



Amberley, Arundel, West Sussex, BN18 9LT

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Volunteer Introduction Form – EVENT PARTICIPANT

Thank you for offering your services to Amberley Museum & Heritage Centre. Without the help and support of so many dedicated Volunteers the Museum would not be able to function. Please complete and return this form to the Volunteer Manager, or leave it in the Museum Office at your earliest convenience.

By signing this form you agree to the following

The Trustees of Amberley Museum & Heritage Centre will:

- Provide adequate insurance provision in the event of death, injury or illness sustained by the Volunteer arising out of his/her legitimate activities in, or on behalf of, the Museum. This is provided the volunteer is a properly signed up volunteer and has complied with museum health & safety Policies
- Provide management and direction to the Volunteer
- provide, when necessary, appropriate training to ensure the Volunteer's competence to carry out his/her agreed tasks.
- Provide the volunteer with a safe and healthy environment in which to work
- Ensure that all tools, materials, equipment, machinery and services supplied by the museum comply with current health and safety regulations.
- Ensure that the Volunteer has access to all documents pertaining to his/her work, relating to current health and safety, and correct operating procedures
- Ensure the Volunteer's welfare is considered on the same basis as paid staff members.

The Volunteer will:

- Comply with the Museum's health and safety policy. The volunteer to cease work and report to Management any situation where the volunteer believes that the health and safety of the volunteer or member of the public is at risk.
- Provide for the reasonable needs of the Museums visitors, and ensure that visitors are treated with respect, and made to feel welcome at all times.
- Confirm that He/She has no condition that could constitute a safety risk

Under the provisions of the Data Protection Act 1988 Amberley Museum & Heritage Centre has a legal duty to protect any personal information collected from you. All personal information is held in the strictest confidence and safely stored/ maintained by the Management of Amberley Museum & Heritage Centre. We will not pass on your details to any third party unless we obtain *written permission* from you to do so or the *Law requires or permits* it.

This agreement is in honour only. It is not intended to be legally binding, and Amberley Museum & Heritage Centre in no way intends to create a contract of employment with our volunteers.

Event Title Date	
Participant	Emergency Contact
Name Phone Signature.....	Name Phone
Name Phone Signature.....	Name Phone
Name Phone Signature.....	Name Phone
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Name Phone Signature.....	Name Phone
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