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| **Team Volunteering Day – Sign-in sheet and emergency contacts**  Team Leader……………………………………………… Date………….....……………………………..  Community Organisation…...…………………………… Dept………………………………………………… |

Your personal data

This data is used for on the day attendance and emergency contact information only, it will be destroyed after the event.

\*Health and Safety Briefing

The team leader/site supervisor will deliver a health and safety briefing at the start of the day and it is essential that all team members are present and follow the advice given throughout the day to ensure their safety and that of others. **Please tick** to confirm that you were present at the briefing and have understood and will work to the instructions given.

| **Name**  **(Please print)** | **\*H&S briefing (please tick)** |  | **Signature**  **(at event)** | **Name & no of the person to contact in case of an emergency** | |
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| Host /Community Partner Contact here: | | | | |
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