

Volunteer & Staff Guidance & Safety Document



Updated: March 2017

FIVE WAYS YOU CAN SAVE SOMEONE'S LIFE

WHAT TO DO IF SOMEONE IS CHOKING



1. Cough it out

- > Encourage the person to keep coughing



2. Slap it out

- > Give up to five sharp back blows between their shoulder blades.
- > Check their mouth



3. Squeeze it out

- > Give up to five abdominal thrusts
- > If that doesn't work call 999/112.

WHAT TO DO IF SOMEONE IS BLEEDING

1. Press it



3. Secure dressing with a bandage to maintain pressure

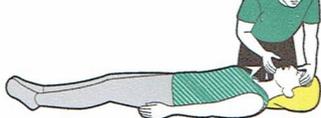
4. Treat for shock.

2. Call 999/112 for emergency help



WHAT TO DO IF SOMEONE IS UNRESPONSIVE

1. Open their airway



3. Check for normal breathing for up to 10 seconds



4. If they're breathing normally:

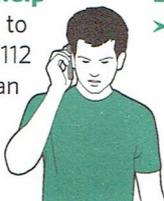
- > Put them in the recovery position
 - > Then call 999/112 for emergency help
- ### If they're not breathing
- > Call 999/112 for emergency help
 - > Start CPR.



WHAT TO DO IF SOMEONE IS UNRESPONSIVE AND NOT BREATHING NORMALLY

1. Call for help

- > Tell them to call 999/112 and find an AED



2. Pump

- > 30 Chest compressions at a rate of 100-120 per minute



3. Breathe

- > Give two rescue breaths. If unwilling or unable, do chest pumps only



Continue to pump and give rescue breaths until help arrives.

WHAT TO DO IF SOMEONE HAS HAD A HEART ATTACK



1. Call 999/112 for emergency help



2. Sit them down

- > Rest, supported with knees bent



3. Give them aspirin

- > 300mg dose to chew*.

*Do not give aspirin if the person is under 16 or allergic. Help them use their angina medication if they have it.

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About East Sussex WRAS.

East Sussex Wildlife Rescue was formed in the mid 1990s as a voluntary group. Up until then Trevor Weeks, one of the founding members of WRAS, was paying for veterinary bills out of his own pocket and as he became better known, the number of calls became greater and the cost of his rescue work grew.

In a need for better funding and help to cover rescues and to be able to respond 24 hours a day, East Sussex Wildlife Rescue was started. It was not until 2005 that East Sussex Wildlife Rescue and Ambulance Service (WRAS) was formed with its first group of trustees and directors.

WRAS covers a large area and works with 11 different veterinary practices. One of WRAS's main concerns about veterinary practices is the stress levels of wildlife whilst they are admitted. The noise created by dogs, cats and parrots and humans can cause stress to wildlife casualties which are trying to rest, relax and recover. To counter this stress WRAS has set up a Casualty Care Centre at Whitesmith on the A22 between Hailsham and Uckfield. Equipment in this unit was part funded by the Sussex Community Foundation, Edna Smylie Memorial Fund and various other kind and generous donations.

WRAS has five veterinary ambulances. These vehicles move around but are normally based at Eastbourne, Whitesmith and Uckfield. At least one of these vans is available at any one time. On average it costs WRAS £75 to be on call for and respond to a call-out. The vans, the mobile phones, veterinary bills, equipment stored in the vans etc are expensive and need replacing on a regular basis.

WRAS's Casualty Centre at Whitesmith was opened in September 2010 by patron Sarah Jane Honeywell, which is bigger better and more capable of handling the diverse range of casualties and incidents dealt with by WRAS each year. There is also room to expand and develop facilities including an operating theatre, X-ray room and more. We also have outdoor aviaries and pens based in supporters and volunteers gardens throughout East Sussex.

In 2013 Founder Trevor Weeks was awarded an MBE for his commitment to wildlife, whilst the work of the entire charity staff and volunteers was recognised when WRAS was awarded the Local Charity Honour at the British Animal Honours 2013 on ITV1! In 2015 WRAS was a finalist for the 'Charity Team of the Year' award at the CEVA Veterinary Awards.



Staff & Volunteers - What you need to know

WRAS's Casualty Centre is registered with the Royal College of Veterinary Surgeons as a Veterinary Premise. We have three vets who work with us and help oversee the casualties we deal with and set the procedures to which we work.

Insurance

East Sussex WRAS has Public Liability Insurance as well as Employers Liability Insurance. A copy of the insurance certificates are displayed in the prep room downstairs.

Volunteering Agreement

Volunteers are an important and valued part of WRAS. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope to get from you. It is not a contract of employment and we agree that you wish to provide your services voluntarily to benefit WRAS and the wildlife in East Sussex. We aim to be flexible, so please let us know if you would like to make any changes to your role and we will do our best to accommodate those changes whenever possible.

We, WRAS, will do our best:

- to introduce you to how the organisation works and your role in it and to provide any training you need in order to fulfil your role as a volunteer for WRAS
- Ensure that a senior member of the team is present on a regular basis and is available for you to discuss any concerns or problems you may have
- to respect your skills, dignity and individual wishes and to do our best to meet them
- to consult with you and keep you informed of possible changes
- to provide a safe workplace
- to apply our equal opportunities policy

We, WRAS, hope that you will do your best:

- to work reliably to the best of your ability, and to give WRAS as much warning as possible whenever you cannot undertake work when expected
- to undertake all the training WRAS offers for your role as a volunteer
- to follow WRAS' rules and procedures, including health and safety, equal opportunities and confidentiality.
- to obtain a tetanus injection before starting as a volunteer for WRAS and to keep your tetanus booster up to date.
- to inform WRAS immediately if there is any medical reason why you cannot volunteer your services in your current role.

You may volunteer for as many or as few hours as you wish. If you want to suspend or end your volunteering with WRAS you are required to give at least **2 weeks notice** and we ask that you return any WRAS rescue equipment immediately so that other WRAS volunteers can use it.

Code of Conduct for Volunteers

East Sussex WRAS welcomes polite and professional volunteers.

WRAS is not here just for the wildlife casualties we deal with, we are here to help both people concerned about wildlife casualties and the casualty itself. Therefore WRAS expects those answering the phone, speaking to public at events, undertaking talks and presentations, as well as those undertaking rescue or release work, to be polite and professional at all times and to treat all people with respect. On occasions when casualties turn out not to be sick, injured or orphaned, and a rescue is not necessary volunteers are expected to be polite, point out the mistake in a professional and educational manner. Volunteers must remember that without donations from members of the public we could not exist, therefore all members of the public should be treated with respect and politeness to ensure their support.

It is important to be clear from the start what areas of volunteering you are most interested in and what skills you have which will be an asset to the organisation. This will ensure that you are placed in the most suitable role for both you and the charity. Be aware that in any role there is an element of mundaneness, which is part and parcel of the role, you should be conscious of this when evaluating your volunteer role.

Volunteers should be reliable, punctual and appropriately presented. If you are unable to turn up to or undertake your designated role or likely to be late, please ring the volunteer co-ordinator, giving as much notice as possible. You need to meet agreed time commitments and give reasonable notice of leave (2 weeks) so arrangements can be made in your absence.

Make sure that you know and respect the rules and policies of the charity. This includes upholding the confidential information of the organisation and its clients. The volunteering opportunity should be an enjoyable learning experience, if you feel that you are not getting the most out of your placement or being undervalued, discuss your concerns with one of the managers or a director of the charity.

Likewise if you encounter problems or anything that worries you, raise it as soon as possible with one of the managers or a director of the charity. Complaints and disagreements should be dealt with in a civil and polite manner. No notes or signs are to be left anywhere on or in WRAS vehicles or buildings which are of a derogatory or critical nature without the approval of a manager first.

Any volunteers not complying with this code of conduct may be asked to leave after an evaluation of the incident concerned.

WRAS has a zero tolerance to bullying, spitefulness, racism, rudeness, abuse—both physical or verbal.

East Sussex Wildlife Rescue Ambulance Service Equal Opportunities Policy 2011

1. Declaration of Intent

1.1 East Sussex Wildlife Rescue Ambulance Service (WRAS) is a charity organisation which provides a service to the public through its network of volunteers. WRAS is committed to taking positive action to prevent unlawful discrimination in all aspects of its activities.

1.2 WRAS is an equal opportunities organisation and welcomes diversity in its volunteers. The aim of its equal opportunities policy is to ensure that no volunteer or recipient of our services receives less favourable treatment on the grounds of race, colour, belief, ethnic origin, religion, gender, gender reassignment, sexual orientation, marital status, age, HIV antibody status or disability nor should they be disadvantaged by requirement. WRAS will strive to redress any imbalance that may become evident.

1.3 WRAS will bring to the attention of all volunteers the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it.

1.4 The Trustees of WRAS will review the content and effectiveness of the policy every three years. The Casualty Centre Manager is responsible for the equal opportunity policy's day to day implementation.

1.5 The Trustees of WRAS have overall responsibility for the effective operation of this policy. However, all volunteers have a duty as part of their involvement with WRAS to do everything they can to ensure that the policy works in practice.

2. Training & Recruitment

2.1 New and existing volunteers will be made aware that training allocation decisions will be on merit and availability and not based on grounds mentioned in section 1.2 above.

2.2 WRAS as an organisation will not exclude any potential volunteer on the grounds highlighted under section 1.2 above.

3. Sexual Harassment

3.1 No volunteers should be subject to sexual harassment.

3.2 This is interpreted as unwanted behaviour of a sexual nature including:

- i) verbal sexual abuse;
- ii) physical contact;
- iii) repeated remarks which an individual finds offensive.

3.3 If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the volunteer who is the recipient of the behaviour will be entitled to make a formal complaint.

4. Grievance Procedure

4.1 All volunteers are made aware that discrimination, abuse or harassment of colleagues or service recipients on the grounds of race, colour, ethnic origin, gender, gender reassignment, sexual orientation, religion, belief, marital status, age or disability will not be tolerated by WRAS.

4.2 The Casualty Centre Manager will be made aware of any incident or allegation to take the necessary action. All instances or complaints of discriminatory behaviour will be treated seriously. In the event that a complaint cannot be resolved by the Casualty Centre Manager the complaint will be passed to the Trustees for resolution. Complaints or allegations of an unfounded or malicious nature will also be treated as serious and will be passed to the Trustees for resolution.

5. The Scope of this Policy

5.1 This policy applies to:

- i) All volunteers and staff;
- ii) All aspects of promotional, educational and campaigning functions of WRAS;
- iii) All supporters and affiliate organisations. WRAS would expect its membership or supporters to concur with and actively promote these objectives.

6. Implementation

6.1 Procedures and practices within the organisation will be strictly in accordance with the following and all other relevant legislation and any future legislation:

- Race Relations Act 1976
- Sex Discrimination Acts 1975-85
- Disability Discrimination Act 1995
- Rehabilitation of Offenders Act 1974
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Employment Equality (Sexual Orientation) Regulations 2003

- The Employment Equality (Age) Regulations 2006
- Equality Act 2006
- Equality Act (Sexual Orientation) Regulations 2007

7. Organisational Arrangement

7.1 All Trustees of WRAS will be responsible for the overall implementation of the equal opportunities policy

7.2 All volunteers have a duty to implement WRAS's equal opportunity policies

7.3 The Casualty Centre Manager will be responsible for:

- Pursuing the recommendations of the Trustees in respect of its equal opportunity policy; and
- Monitoring the organisation's work as it relates to its equal opportunity policy; and
- Informing the Trustees of breaches of its equal opportunity policy.

8. Review

8.1 East Sussex Wildlife Rescue Ambulance Service will monitor and review the effectiveness of its equal opportunity policy every three years.

9. Information

9.1 This document will be distributed to all Trustees and volunteers and will be available upon request.

Volunteering Policies.

Commitment

Volunteers are expected to commit to at least one shift a week on the same day each week. The casualties we look after rely on these volunteers coming in so they are fed and cleaned twice a day. Under the Animal Welfare Act it is an offence not to feed, clean and medicate any animal/bird in captivity. As a result we take non-attendance very seriously. A volunteer's role will end if they fail come in for a shift with no advance warning and without an acceptable reason. It is both unfair on the casualties and on your fellow volunteers not to turn up. Obviously volunteers are entitled to take holidays and take time off ill. Please give at least two weeks notice if you are taking holiday, and as much notice as possible if you are ill. We would rather you phone up 4-6 days before your shift to say you are ill and don't know if you will be fit enough to attend your shift, than phone a few hours before saying "I thought I would be better in time". If you are fit in time for your shift it is not a problem and you can still attend, we will just cancel the cover.

Christmas and Bank Holidays

There are two shifts a day, seven days a week, 365 days a year including Christmas Day, New Years Day, Boxing Day, Easter Day, Bank Holidays, weekends etc. Volunteers are still expected to attend if their shift falls on one of these days. However as Christmas Day and New Years Day fall on the same day of the week we are happy for volunteers to swap shifts with other volunteers on one of these days.

Keeping Calm around the Casualties

It is essential that casualties are kept as calm as possible. Please keep your time working in each room down to a minimum and close each room down once finished and try not to disturb them again where possible. We do not expect you to rush your work or reduce the quality of your cleaning or compromise hygiene.

Please keep noise to a minimum. Please do not shout from one room to another or from downstairs to upstairs. If you need to speak to someone go and find them and talk face to face.

Please also refrain from talking to the casualties, although we appreciate how difficult this can be. Talking to casualties can lead to them becoming domesticated, which may prevent them from being released or even cause them to end up being put to sleep.

Photography

WRAS does not permit flash photography in the centre without permission and normally only for training, fundraising, promotional, monitoring and educational purposes. Volunteers are welcome to take photos of casualties WITHOUT flash, however please put the casualties welfare first. Handling or disturbing casualties for the sole purpose of taking photos is not permitted. Please remember that spending time in front of the cages taking photos will be stressful for the casualties. No photos or video are to be uploaded to social network sites or used publicly without asking permission first.

Volunteer Welfare Facilities:

No casualties are allowed upstairs into the volunteers room, office and meeting room area without the permission of one of the Casualty Centre Managers. There are volunteer toilets, kitchen and rest areas up stairs which all volunteers are allowed to use. The fridge upstairs as well as the tea and coffee making facilities and the microwave are for volunteers to use. When leaving food in the fridge or upstairs please ensure you put your name on any items you do not want other volunteers to eat. Volunteers are welcome to take a break before, during or after their shifts.

Feed and Clean shifts

The morning feed and clean shift starts between 8am and 9am and the evening shift begins at 5pm. Both shifts may last up to 4 hours depending on the number of casualties at the centre at the time. During quiet times, volunteers are asked to stay on and undertake general cleaning around the centre.

Volunteers arriving for the morning shift should turn on all lights in the casualty rooms and pens. The last volunteer to leave in the evening should ensure all lights up stairs and down stairs have been switched off, except the outside flood lights. The fly zappers, de-humidifiers, and air conditioning units should remain on, and not have their settings changed without speaking to a Casualty Manager first.

If you need to change a light bulb please ensure you replace the bulb with the same wattage bulb to avoid the risk of fire. If unsure please ask a member of staff or the management team.

WHILST CLEANING YOU MUST:

- 1) Change gloves between cages / casualties
- 2) Remove the casualty from the cage and place in a pet carrier
 - Ensure pet carrier has paper on the base of the carrier. If lively / nervous cover the carrier with a towel or pillow case. Once the casualty has been placed back into its cage, bin the paper in the carrier and wash the carrier with disinfectant so it is clean for the next casualty.
 - Birds in the indoor and outdoor aviaries/pens do not need catching in order to clean out, similarly in the black cages for pigeons / garden birds, a divider can be inserted to avoid catching these birds, if you are unsure please ask.
 - If there is a swan, badger or fox in one of the pens, they may need moving or confining to a cage by someone who is trained, so please ask/seek advice before cleaning.
- 3) Clean the cages thoroughly as directed on the feed & clean sheets. (including the roof, walls, floor and cage door)
- 4) Even if the food has not been touched, it must be replaced and changed for fresh food, unless there are instructions on the cage saying otherwise.

- 5) Wash and re-use the same bowls putting them back in the same cage with the same casualty—do not change the bowls without permission.
- 6) Do not fill up the sinks with soapy water and wash multiple bowls from different cages. Wash and clean bowls under gentle running water, and ensure you use separate sponges for infection risks, this avoids cross contamination.
- 7) Use yellow sponges to clean bowls / logs from non infection risk casualties which are found by the sinks. Purple or Red sponges are for infection risk cages - these should stay on the cage door and be thrown away once the casualty leaves. Blue sponges are for human use up stairs in the volunteer area only.
- 8) Work from room to room - do not pick and choose which casualties you deal with— i.e. don't just do hedgehogs. Choose a room and work your way round the room doing all the casualties.
- 9) Ensure you read all feed and clean instructions carefully as not all animals get fed the same— hedgehogs will have different food depending on their condition.
- 10) If you are asked to clean out a casualty in a dusty cage, either from straw, hay, skin particles or any other dust, please wear a face mask.

Disinfectant:

There are red spray bottles around the centre which contain diluted disinfectant, we use this to clean the cages twice a day. When refilling the bottles please pay attention to the signs on the wall and ensure bottles are filled with the correct dilution of water to disinfectant.

SINKS

Please do not use the Volunteer Room sink or work surface for cleaning and feeding the casualties.

The downstairs sinks work off a pump, so it is important to avoid solids going down the sinks. Please wipe out bowls using the blue roll to get rid of solids into the bins or tip dirty water containing seed or saw dust down the sink using the sieve, and disposing of the solids in the bin.

If the downstairs sinks become blocked, please do not attempt to unblock them, please turn the pump off and speak to the manager present or contact Trevor Weeks direct.

What to do if a casualty has died overnight / during the day

The Casualty Centre is not like a domestic animal sanctuary, the animals which come here are sick, injured or orphaned and therefore not healthy. As a result we do have casualties die here. If you find a dead casualty please contact a Manager before doing the following:

- Place the casualty in to a plain yellow bag, inside the dead body freezer, which is located in the cold room at the top of the stairs next to the cat food store.
- Write 'died' and the date in the 'Outcome' section of the animal's casualty form and staple all the sheets together
- Place the forms in to the red 'Died' tray in reception.

Volunteers are expected to stay on till the shift is finished unless by prior arrangement with the Volunteer Co-ordinator.

End of Shift Check List:

At the end of your shift please check you have...

- filled in all the clipboard forms,

- All casualties have food and water,
- All cage doors are securely closed,
- Open tins of food have been placed in the fridge,
- Frozen food has been taken out of the freezer to defrost for the next shift,
- Work surfaces have been cleaned and cleared,
- Pet carriers are clean and stored on top of the cages,
- Sinks have been emptied and cleaned,
- Any mugs used in the Volunteer Room have been washed up,
- The bins of shredded paper have been replenished, (please do this in the Prep Room or Volunteer Room and not in the Casualty Rooms)
- The floors have been swept after both shifts and mopped after the evening shift just before everyone leaves,

Work placement Students

- All day work placement students are expected to work 10am till 6pm. This covers the end of the morning shift and the beginning of the evening shift.
- Students are welcome to start earlier and finish later than these times if they specifically want to do extra work and stay on because of rescues or any specific veterinary work being undertaken outside their normal placement hours, but the hours which they MUST undertake are 10am till 6pm.
- Students are allowed to take up to 1 hour lunch break which can be split up throughout the day if necessary or it can be taken in one go at lunch time. Please try and ensure that this does not interfere with any feeding responsibilities.
- Students are expected to treat their time with WRAS as a work placement i.e. treat it as if it was a paid job.
- Students are welcome to use the landline at the centre to call parents, if they feel unwell, to arrange a lift, to call someone if they are finishing late, or to arrange a taxi or call a breakdown service if their car has broken down etc. Please ask before doing so.
- Please ensure you obtain all the necessary paperwork for your placement and return it to the relevant person at the college. All attendance sheets must be signed off that same day or they will not get signed.
- During quiet periods Students are expected to use their initiative and work through the "Student's Weekly Checklist" cleaning list and to work with a philosophy of "it's dirty therefore I'll clean it".
- Students must support the volunteers undertaking the morning and evening feed and clean shifts when needed.
- Students are welcome to stop what they are doing in order to watch casualties being admitted or worked on as long as it is suitable to do so.
- The more effort students put in to the cleaning jobs the more effort WRAS's medical team will put into involving students in the more exciting aspects of the charity.
- All students will be given a 'Training Document' when they start their work placement which contains various tasks and activities which they can get involved in, and some background information. These documents should be kept in your pigeon hole to be referred to when needed
- Within the Training Document is a 'Training Checklist' which contains a list of activities which can be signed off by management once completed so that we can keep track of your training. There is also space at the bottom to add your own targets or activities which you want to keep a record of.

Volunteer, Staff & Visitor Health and Safety

Health & Safety Policy Statement.

WRAS recognises and accepts its responsibility to ensure, so far as is reasonably practicable, the health and safety of all its employees, volunteers, visitors, contractors and members of the public who may be affected by the charities activities.

It is WRAS's aim to promote, set and maintain a high standard for health , safety and welfare. This will be achieved by:

undertaking and reviewing risk assessments

addressing any concerns raised by employees, volunteers, visitors, contractors and members of the public

Providing and maintaining a safe working environment

Ensuring the safe handling and use of substances

Providing information, instruction and supervision for volunteers and staff

Providing and maintaining suitable protective equipment

Providing and maintaining the safety of equipment

Review and revise this policy as necessary at regular intervals

WRAS will endeavour to eliminate any hazards which may result in personal injury. Illness, fire, security losses, property damage or harm to the environment.

Health & Safety Policy.

Although there is no legal requirement under the Health & Safety at Work Act 1974 for employers with less than five employees to provide a Health & Safety Policy, and that the Health & Safety at Work Act 1974 does not cover volunteers, WRAS believes that WRAS's volunteer have a right to work safely.

This document is designed to detail WRAS's general policies on health & safety, risk assessments, as well as other procedures for good working practices within the charity.

Whilst the overall responsibility for Health & Safety rests at the highest level of management, all individuals at every level will have to accept degrees of responsibility for carrying out the policy whether staff, volunteer, contractor or visitor.

To meet these responsibilities WRAS will adopt safe working practices and monitor and develop them. All staff and volunteers are required to be involved in achieving these objectives.

All staff and volunteers are required to read and understand this document.

Health & Safety Law Poster.

The persons responsible for health and safety arrangements within WRAS are listed on the Health & Safety Law Poster which is displayed in the Volunteer Area of the Casualty Centre and behind the till in the Charity Shop. Other members of staff also have responsibilities for health and safety in respect of the staff under their immediate control and specific operations.

If you are in any doubt regarding the safety of your work or any aspect of health within the Practice, you must immediately inform a senior member of staff.

Risk Assessments.

WRAS has undertaken risk assessments. It is each individuals responsibility to familiarise themselves with this document and the potential risks associated with working in such an environment. WRAS appreciates feedback and suggestions on these Risk Assessments too.

VISITORS:

All visitors are required to sign in and out when visiting the building, this does not include volunteers or people bringing in casualties. Visitors must wait in reception until the person they are seeing is available to meet them or instructs them to be shown to another part of the building.

Friends and family are not permitted to visit and look round the centre without permission. We welcome family and friends coming along to help shifts but only with authorisation in advance, and they must sign in and be under adult supervision at all times. If they are likely to visit occasionally they should undertake a full induction.

All visitors, contractors, engineers, workmen, or family and friends of volunteers helping out on shifts must sign in at reception and be shown the health & safety information pack before starting work.

Infection Risks

There are a range of diseases which all animals naturally carry that can affect humans (zoonoses) as well as others which we can help spread through poor hygiene or lack of protective clothing.

There are four infection Risk Levels:

- 1) **NORMAL**—No infection risk known.

When cleaning out cages volunteers must wear gloves and change them between casualties.

- 2) **MEDIUM**—An infection which is present and can be passed on to other casualties but not to humans.

When cleaning out cages volunteers must wear gloves and an apron which should be changed between casualties.

- 3) **HIGH**—An infection which is present and can be passed on to other casualties and is also of risk to humans via contact with the bedding, cage or casualty.

When cleaning out cages volunteers must wear an apron, arm covers (or arm length gloves) and normal gloves over the top.

- 4) **SPECIAL**—An infection which is present and can be passed on to other casualties and is also of risk to humans without necessarily contact with bedding, cages or casualties—i.e. airborne infection, or a notifiable disease or the Casualty Centre is within a disease outbreak area ie. Foot & Mouth.

When cleaning out cages volunteers must wear gloves and follow the infection risk notice on the cage or displayed in the centre, which may include wearing overalls, washing down footwear, face masks, arm length gloves and other additional measures.

Vaccinations and Ill Health

Volunteers & Staff are advised to have an up-to-date tetanus vaccination before starting. It is the individual's responsibility to ensure this is kept up-to-date. You will be asked whether you have been vaccinated against Rabies, but this is not a requirement for volunteering. Volunteers should not handle bats without first having received a full course of rabies vaccinations.

We request that all volunteers inform their Doctor that they are volunteering with WRAS when they next meet with their Doctor. We do not expect you to make a special trip to do so, but mention it in passing so they are aware of the environment you work in, especially if you start undertaking rescue work. This may speed up the diagnosis of any illness in the unlikely event of you becoming ill as a result of volunteering with WRAS.

If you do not feel well after working at the Casualty Centre or after undertaking a rescue and you do not recover within 24hours please seek advice from your doctor. Ensure they are aware that you volunteer with WRAS and come into contact with sick and injured wildlife. If you or your doctor believe that you are ill as a result of volunteering with WRAS we will cooperate with any investigation into the cause.

Hygiene:

During the course of your work you are likely to come into contact with hazardous substances such as chemicals, waste products, excreta, bodily fluids and more, so it is important that good personal hygiene is followed.

If you have a cut, burn, graze or other injury where the skin is damaged, a plaster or similar item should be placed over the damaged tissue in addition to gloves being worn.

Please ensure you wash any injuries and follow instructions by first aiders when injured.

Always ensure you wash your hands after handling bodily fluids and especially before and after eating or using the toilet.

Always ensure that items of equipment are disinfected to avoid cross contamination from patient to patient or to personnel.

Ensure you use the correct dilution for disinfectants.

Wild Animal Handling and Restraint

Animals and birds can be very unpredictable, wild ones even more so. It is not uncommon for casualties to be aggressive if in pain. Many casualties will also play dead and lull you into a false sense of security and then try to escape when you have loosened your grip.

If you are not confident or competent in handling any animal or bird do not handle it and seek assistance from someone more senior.

Handling animals poses a variety of risks, from being bitten, kicked, scratched, crush injuries, parasites and infections including manual handling related issues due to weight and movement.

Things to Remember:

Keep calm and quiet

Always wear appropriate gloves

Only use as much restraint as is necessary and avoid sudden movements

Use as few people as possible

Handle for as little time as possible

Consider appropriate safety equipment

Covering the head loosely with a towel helps to alleviate stress

Consider the species involved

No casualties should be allowed to wander around without permission of senior staff

Faeces and other bodily fluids must be cleaned up promptly wearing suitable PPE and the area disinfected

Animals that are anaesthetised can be disorientated and unpredictable and change temperament quickly

Good personal hygiene must be observed. Hands should be washed before and after handling animals

Mammals

Hedgehogs

- Easy to handle due to their natural defensive mechanism of curling up in to a ball
- If necessary use a towel for the handler's Safety

Rabbits

- Rabbits are extremely prone to stress so keep handling to a minimum, if possible use a box or a tube and encourage the rabbit in to these rather than handling
- Hold tightly against the body with one hand over the rabbit's shoulders and one supporting the rump
- Excessive struggling can damage a rabbit's spine so hold firmly
- Be wary of scratching and biting!

Foxes and badgers

- These animals can be dangerous to handle so never do so without consulting the manager on duty!

Small rodents

- These are often escape artists so do not handle without permission. If possible, indirectly handle by encouraging them in to a tube / box, most rodents will instinctively run and hide in a dark place

Birds

- In order to breathe, birds push their sternum in and out to increase or decrease their chest cavity volume, holding a bird too tightly around this area can restrict its ability to breathe!!!
- Gasping or open mouthed breathing may be a sign that a bird is being held too tightly

Pigeons and Doves

- Using a towel, cover the front of the cage and slowly move towards the back until the towel can be placed over the bird in order to catch it
- Hold the wings secure against the body to prevent flapping, without putting too much pressure on the bird's chest
- For difficult birds, a towel may be wrapped around the body to hold the wings down – ensure that this is not done so tightly that it restricts breathing



Garden Birds

- Garden birds are extremely delicate, incorrect handling can easily cause wing or leg damage so never handle without permission
- If required to handle garden birds, hold small birds with their head between your index and middle finger whilst the thumb, ring and little fingers hold the bird against the palm of your hand

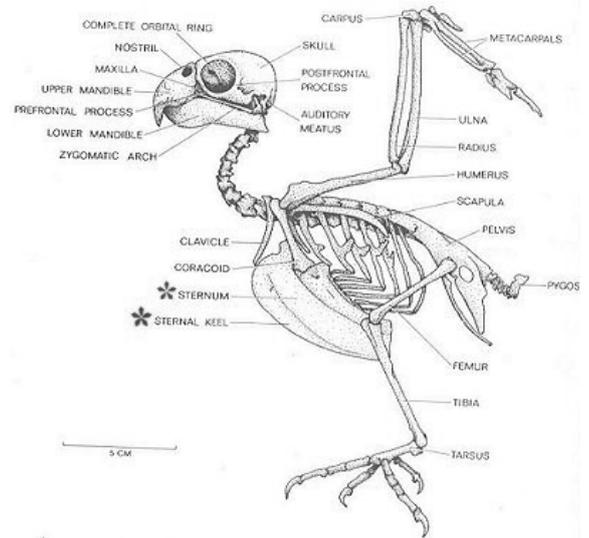


Birds of Prey

- Always use caution when handling birds of prey – their talons and beaks are extremely sharp and can cause a lot of damage!!!!
- Cover the bird with a towel before grasping the shoulders to secure the wings, ensure their legs are facing outwards away from you, if necessary or unsure always ask for help
- Thick gloves may be required for particularly feisty or large birds

Large Birds

- Large birds such as swans and geese may require several people to restrain
- Their wings should be held against their body before placing in a swan bag or equivalent



- When carrying a large bird, ensure the wings are secured and carry the body under one arm whilst supporting the neck with the other hand

Fire Safety

WRAS has carried out a Fire Risk Assessment and had a Fire Officer from East Sussex Fire & Rescue Service visit the centre and all suggestions by the officer have been acted upon.

If you believe we have missed a Fire related risk please bring this to our attention.

On Discovering a fire

Raise the alarm by either activating the nearest red break glass unit where installed or by shouting "FIRE".

The emergency services should be contacted and management informed.

Only attempt to extinguish a fire where there is no risk of personal injury either from the fire, toxic gases, fumes produced or the structural failure of the building. Ensure you have a clear emergency exit at all times.

Fire Extinguishers:

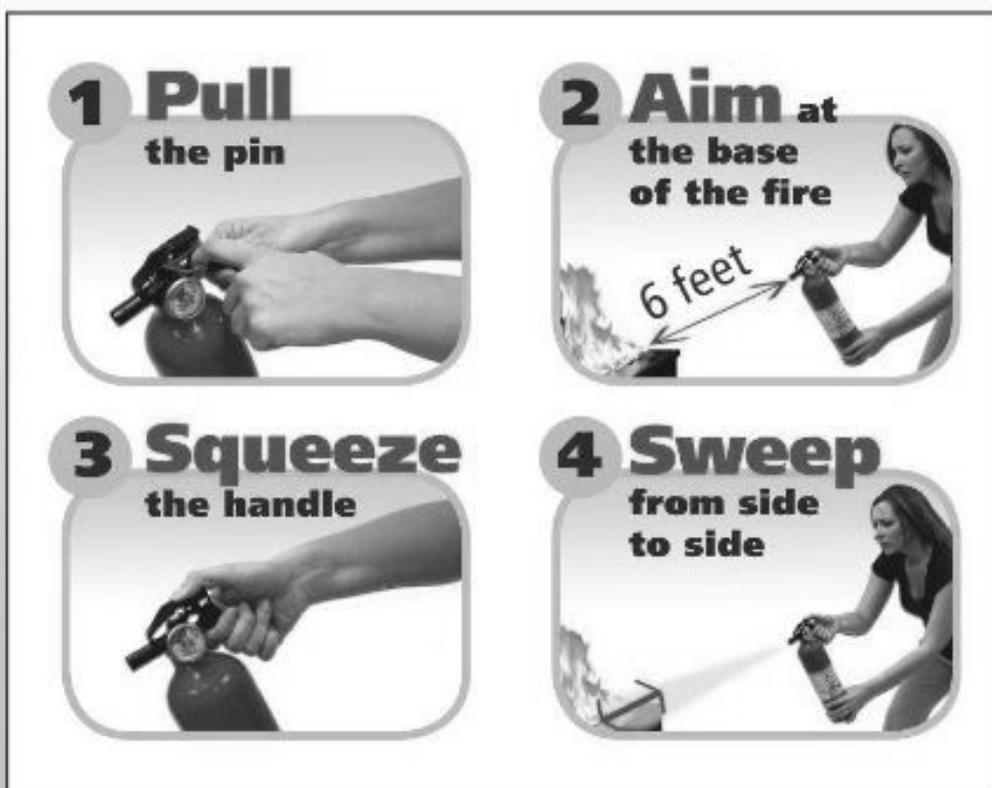
WRAS has two types of Fire Extinguisher in the building:

ABC Dry Powder - These can be used all fires except flammable metals and Fire involving cooking oil or fat. We have more than are required to ensure easy access at all times in the building.

Fire Blanket - This is located in the Volunteer Kitchen. This can be used to smother fires involving cooking oil and fat.

HOW TO USE A FIRE EXTINGUISHER

Remember the Phrase **PASS**



Fire Exits

Please familiarise yourself with the emergency exits and spend time looking round and working out the quickest way out from each room. In accordance with Fire Regulations WRAS has measured the distance from each area within WRAS's Hospital and Charity Shop and the exits fall within the required maximum distance permitted.

It is important that these escape routes are kept clear of any obstructions to aid with evacuation. Any concerns over these routes and potential problems with these routes should be raised with senior staff.

In the event of an emergency the following procedures apply:

- 1) Ensure your own safety at all times.
- 2) Take immediate action to alert others of the emergency
- 3) Only use a fire extinguisher if you have been trained to do so
- 4) Fight the fire or contain any spillage if safe to do so

Fire Alarms:

There are both household fire alarms and a building wide fire alarm. Within the Casualty Centre we only have one audio alarm located in the Meeting Room. The rest of the alarms are a white flashing light emanating from the base of the fire detectors. You will still be able to clearly hear the audio alarms in the neighbouring units.

A monthly fire alarm test takes place normally around the beginning of each month.

Unless you have been told it is a test please evacuate the building.

Fire Safety Inspections:

Fire Safety Inspections must take place regularly by designated staff. These inspections must include checking the fire extinguishers, fire escape routes, the fire alarm system, location and storage of hazardous or flammable chemicals.

First Aid Arrangements:

WRAS has numerous first aid kits around the building, more than is required. A list of WRAS's trained first-aiders are displayed in the Prep Room.

The two main first aid kits are in the Volunteer Room and the Prep-Room.

If you use first-aid materials report it to your First Aider so that it can be replaced.

The accident book is located with the first aid kit in the prep room. All injuries, however small, must be recorded in the accident book, properly attended to and a manager informed. If a manager tells you to visit your GP or go to hospital you MUST do so and you MUST inform the same manager when you have done so.

Bites:

All animal bites will need some form of treatment even if they do not appear serious. Get someone to secure the animal and remove yourself from the situation as soon as is feasible. Immediate treatment is to control any bleeding whilst asking a First Aider to assist. Even minor wounds should be washed and cleaned. Any broken skin should be covered with a plaster or bandage and gloves if continuing to work.

First Aiders:

No one should provide first aid unless they are a trained first aider. Those doing so should ensure they do not become a casualty themselves in the process of administering first-aid. Protective clothing and equipment should be worn where necessary.

Send for immediate help where required. If an ambulance is required arrangements should be made for it to be directed to the scene without delay. When calling an ambulance to the Casualty Centre inform the ambulance service that someone with a hi-vis jacket will wait on the A22 at the driveway entrance to help them locate the Centre quickly. A volunteer or member of staff should wait at the entrance and follow the ambulance in when it arrives.

Safety Precautions

If you do not have suitable equipment to undertake a rescue or any other task safely, do not undertake the task. Inform a manager and help will be provided. If you do not feel confident enough to undertake the task in hand then ask for assistance and help. If you do not feel safe for any reason please let a manager know so the issue can be addressed.

Smoking

In all areas of the building no smoking is allowed. Please do not smoke directly outside the door. Please move across the drive away from the building and ensure that cigarette butts are extinguished and placed in the bin provided.

In case of assault or criminal injury

If you are concerned about letting anyone in to the centre then please contact a Manager before doing so, for advice and assistance. Volunteers are expected to be polite and professional at all times and violence or aggression towards any other person will not be tolerated and can result in instant dismissal and the police being notified.

WRAS has a zero tolerance to physical abuse and WRAS will co-operate with any police investigations where necessary in dealing with any such incidents.

Slip Hazards.

If you spill seed, grit or other items on the floor please clear them up straight away to avoid accidents and injuries as a result of slipping. If water is spilt on the floor please mop this up and dry the floor as best you can. Please do not unnecessarily mop the floor whilst people are still using the area. Wait till they have finished before doing so.

Use the Yellow Slip Hazard warning sign whilst the floor is wet or a slip hazard exists.

Parking

Please park head on at the end of the building opposite Unit 1 up against the boundary wall. Please ensure that you park so other vehicles can park safely or pass to get to the other units. Vehicles should only be parked outside the centre whilst unloading. Please avoid parking in any bays which are assigned to any other units. Vehicles are parked entirely at the owners risk.

Visitor & Contractor Safety.

Visitors are not allowed to look round the centre without permission from senior staff. Volunteers and staff are requested not to allow friends and family or members of the public who happen to turn up, access to the casualty rooms without permission from senior staff first.

Visitors and Contractors should be shown to reception and asked to wait whilst you seek a member of staff to see them.

It is WRAS's policy to only employ suitably competent contractors. If you see a contractor behaving in a way that poses a danger to either themselves or another, report the matter to Senior Staff immediately.

NEVER interfere with the work of a contractor or offer to assist them, without senior staff authorisation.

Members of the public bringing in casualties should wait in reception until a suitable member of staff is available.

It is the responsibility of staff to ensure contractors and visitors are aware of any necessary precautions or safety issues before they start work.

Training.

WRAS expects all staff, volunteers and contractors to attend any training as seen necessary by WRAS.

Additional training can be provided on request. WRAS is open to suggestions on additional training .

If you do not understand any matter relevant to your health and safety or consider that you have not received adequate information, instruction or training, you must report the matter to senior staff in writing.

If your role changes it is essential that you receive additional information, instruction and training to enable you to continue your role safely.

Equipment Use:

Never operate machinery or equipment unless you have been provided with adequate training, instruction and information regarding the safe use of that equipment.

You MUST NOT use any equipment unless you are conversant with its safe operation or are undergoing supervised training, and you must first obtain permission from senior staff.

When using machinery or equipment YOU MUST conform to all safety requirements including those relating to personal protective equipment, use of guards and safe operation.

Any defects should be noted and must be immediately reported to Senior Staff who will assess the damage and arrange for equipment to be taken out of action or repaired or replaced.

Authorised Tasks:

The following tasks must only be carried out by specifically authorised staff, volunteers or contractors, who will normally have successfully completed special training. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:

- Operate X-ray equipment
- Operate ultrasound equipment
- Operate dentistry equipment
- Operate Oscillating saws
- Operate Anaesthesia equipment
- Operate WRAS vehicles on the public highway
- Dispensing drugs and / or handling chemicals
- Handling potentially dangerous wild animals as listed below
- Move, carry and operate compressed / pressure vessels
- Administering medication to casualties
- Use of sharps - needles, syringes and sutures

All other employees, volunteers, visitors and contractors are strictly forbidden from carrying out the above tasks.

You must also hold the appropriate class of licence for driving WRAS vehicles and be specifically authorised, for a particular vehicle by senior staff. Copies of driving licences / training certificates must be produced on request.

Compressed / Pressure Vessels:

Treat every gas cylinder as “full” and handle carefully. Keep them away from sun, artificial heat, flammable materials and corrosive chemicals. Cylinders should be stored upright with their valves uppermost unless being transported in vehicles when they should be laid flat and supported to ensure they do not roll around and that the valves are kept safe and away from items which could knock or damage the valve.

Autoclaves:

An Autoclave when in use contains high temperature steam under pressure. Over-riding the safety controls can result in pieces of equipment flying off or the release of high temperature steam which will cause severe scalding.

When removing sterilised equipment be aware it will be hot at the end of the process and gloves or tongs may be needed to lift them out to prevent burns.

Only members of staff are allowed to operate the autoclave in line with our risk assessment.

The Autoclave will be regularly checked for defects, PAT tested and serviced annually in line with the manufacturers guidelines. Services reports will be kept in our Health & Safety folder.

Dentistry Equipment:

Currently WRAS does not have any dentistry equipment.

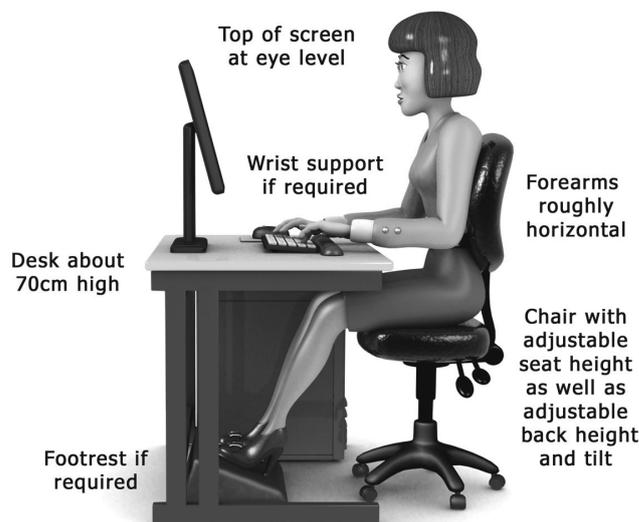
Working with Display Screens.

All workstations where display screens are located must have a Display Screen Equipment Assessment annually.

All members of staff who operate either a desktop or laptop computer must complete a DSE Self Assessment, which are available from WRAS’s Health & Safety Representatives.

Users are recommended that they adjust the screen setting where necessary to ensure a sharp and focused image which can be read easily.

Do not sit in the same position for long periods of time and take frequent short breaks away from the computer.



Electrical Safety :

Electrical repairs are to be undertaken solely by a WRAS’s approved Electrician. Do not touch unless you have been specifically trained.

It is important that you examine all portable electrical equipment before use, especially checking the plug and cable connections before use. Any faults must be reported to senior staff for assessment and repair by a competent person.

PAT testing of all electrical equipment is undertaken on an annual basis.

All electrical contract work has been signed off and an electrician safety certificate received.

All fuse boards have suitable RCD protection.

Working at Height:

If you are unable to reach an item or need to stand on anything to be able to reach whilst working it is important that you do so safely. Before attempting any work at height ensure that you have been trained in the proper safe working procedure and are familiar with the safe use of the equipment being used.

Please ensure that any step ladders being used are in good working order, are on a level surface and that you are wearing

suitable foot wear whilst doing so. Avoid leaning too far in any direction which could cause you to become unbalanced.

Welfare Facilities

WRAS provides areas where lunch and refreshments can be eaten. Please ensure the human kitchen facilities, toilets, shower, fridge, freezer, microwave, sinks, kettles and other such equipment are kept clean and tidy.

No food and drink is allowed to be consumed in any other areas other than the Volunteer Room, Reception, Meeting Room, Offices and outside the building.

Always dispose of waste frequently. If you see a bin is full please empty it. WRAS's waste bins are the green bins in the corner of the car park. Please help keep the workplace clean and tidy.

Public Safety - Confidentiality Agreement

By agreeing to volunteer with East Sussex WRAS, in any role, you are agreeing to abide by our confidentiality agreement.

As such all volunteers will have access to our casualty database for the booking in of casualties and recording finders details and more. All the information on this database is to be used for WRAS purposes only. It should not be used for any other reason otherwise you will be in contravention of the Data protection Act 1998.

You must take every precaution to protect this information and keep it safe from fraud and theft. This information is not to be taken out of the Casualty Centre without the direct permission of a WRAS director. Please do not leave any information on show at home and ensure any data is not copied by anyone or given to anyone who is not authorised by a WRAS director. All printed material should be shredded prior to disposal. Please ensure you keep any passwords confidential.

Please inform WRAS's Office immediately of any potential loss of data.

If you are no longer performing a role within WRAS you will automatically no longer have the necessary permission to access the database and all data printed off or copied must be returned to WRAS as a matter of urgency..

WRAS Ambulances:

Volunteer and staff may be required to use WRAS vehicles. As a driver you should ensure that before you take to the road you ask yourself the following...

"Have I been drinking" - Even in small amounts, alcohol can blur your vision, limit your judgement of speed and distance, lessen your co-ordination and increase your reaction time. If you have any doubt about your fitness to drive, don't take a chance.

"Drugs" - Many prescription drugs and over the counter medicines can cause drowsiness. Alcohol, even in small amounts, can magnify this effect. Care should be taken to ensure that if taking any of these substances that you are still fit to drive.

"Passengers" - Seat belts must be worn by the driver and all passengers in the vehicles.

"Carriage of Animals" - All animals should be suitably secured in approved carriers/cages. They should be located in the rear of the vehicle where possible unless a passenger need to monitor closely the condition during transportation. All animals should be restrained in such a way that they cannot interfere with the driver or their ability to concentrate on driving the vehicle.

Insurance: All WRAS ambulances are fully comprehensively insured for anyone over the age of 25 to drive, but WRAS does not permit anyone to regularly drive the vehicles without filling in and submitting a New Driver Form and a copy of their driving licence. However this does change annually if the insurer changes.

Road Tax: These vehicles are primarily used for the transportation of casualties. The vehicles should not be used for any other purpose without seeking permission first.

Human First Aid: There are human first aid kits in all the ambulances.

Seat Belts: Seat belts must be worn. It is the drivers responsibility to ensure all passengers wear seat belts.

Accidents and Damage: All accident and damage however minor MUST be reported to the Fleet Manager as soon as possible. Drivers will be expected to liaise with the insurance company over any damage and repairs where asked to do so.

Pets in Ambulances: It is now the policy that pets are not to be transported in any WRAS vehicles at any time, without the permission of the fleet manager.

Fuel Cards: There are fuel cards with each ambulance and these must be kept in the sun visor for the next person to use. If lost or stolen please inform the Fleet Manager as soon as possible.

Breakdown. All WRAS ambulances have breakdown cover. Details are kept in each vehicle. If you need assistance please contact the Fleet Manager.

Traffic Violations:

If you are stopped by the Police , DVLA or another authority, regardless of whether you are fined and regardless of the reason you are stopped, you must report this to the Fleet Manager. Drivers are expected to take responsibility for the payment of any speeding fines or other fines they may incur relating to the way in which the vehicle was drive. Fines or repairs relating to any vehicle defect will be paid for by WRAS unless the defect was clearly ignored by the driver of the vehicle.

Servicing and MOT:

If you are concerned about any aspect of the vehicles safety or maintenance please contact the Fleet Manager. It is the responsibility of the Fleet Manager to ensure vehicles have a regular MOT and service. If you are assigned a vehicle and it is in need of a service or repair it will be your responsibility to get the vehicle to the garage. Please ensure you pass any paperwork back to the Fleet Manager.

Hazardous Substances:

You MUST NOT handle or use any chemicals, substances or materials unless you have received authorisation to do so from senior staff.

ALWAYS read and follow instruction on the labels or hazard data sheets for each item you are about to use.

Familiarise yourself with the COSHH symbols on the last page of this document.

If you are unsure of the meaning of any such symbols or about any aspect of health and safety relating to hazardous substances please speak to a senior member of staff.

General Precautions to be observed when handling or working with substances:

- 1) Read the appropriate Hazard Data Sheets before use and any warning labels on containers.
- 2) Make sure you are familiar with the warning signs and symbols.
- 3) Do not swallow substances or breathe in fumes or dust.
- 4) Do not smoke near any substances
- 5) Take care when opening containers and wear suitable PPE when necessary.
- 6) Do not "sniff" substances.
- 7) Store all substances away from sources of heat.
- 8) Clean up any spillages immediately.
- 9) Wash your hands both before and after using the toilet.
- 10) If any substances are splashed in the eyes irrigate thoroughly with clean water for twenty minutes.
- 11) If any substances are splashed on the skin, wash with soap and water.

- 12) Do not use solvent type materials in confined spaces.
- 13) Should a person be overcome by fumes of any nature remove to refresh air, keep warm and seek medical advice.
- 14) Do not eat or drink in or near to areas where substances are being used.
- 15) Always wash your hands before eating or drinking.
- 16) Protective clothing should be cleaned and inspected regularly.
- 17) The above precautions are essentially common-sense, do not allow familiarity to breed contempt.

Safety Signs & Notices:

Any barriers, notices or signs displayed on the premises must be observed as they are there for your safety, and should be complied with at all times.

Anaesthetic Gases:

Only authorised persons are allowed in WRAS's Theatre and X-ray room, this is because anaesthetic gases can present potential health hazards to those working in operating theatres and recovery rooms. There is some evidence that low levels of some anaesthetic gases can be harmful to pregnant women and the unborn child.

WRAS's anaesthetic machine is serviced regularly and maintained by competent persons and pressure tested to eliminate leaks.

General Health:

If you think something or someone may be causing you illness or making an existing condition worse, tell your family doctor and inform WRAS staff. Early diagnosis of an illness caused by work can often help you to recover more quickly and may stop other people becoming sick.

It is a legal requirement for some illnesses of employees (not volunteers) to be reported to the Health & Safety Executive, so please inform your senior staff.

Alcohol & Drugs:

The unauthorised consumption of alcohol within WRAS's Casualty Centre and Charity Shop is strictly prohibited. Performing any work (paid or otherwise) under the influence of alcohol or non-prescribed drugs is extremely dangerous and therefore forbidden.

Pregnancy:

Although the risk to both mother and child within an animal related environment is fortunately rare precautions have to be taken to reduce these to the lowest possible level.

Being pregnant or a new mother does not prevent continuing working (voluntary or paid), WRAS strongly advises anyone who is pregnant or a new mother to seek advice from their midwife or GP. However there are risks that may affect the health of new and expectant mothers and their child which may make working at WRAS unacceptable.

WRAS should be informed in writing as soon as possible when someone is pregnant so that any risks can be minimised. As well as the more obvious risks at work other risks can be present that are not so readily noticed. These can range from chemicals to viruses in the work environment which can be breathed in or enter the body via skin and open wounds. As with all risks the best way of controlling these is to stop any activity which exposes the women to them.

One particular infection that you'll need to guard against is toxoplasmosis. It's relatively rare, affecting roughly one in 500 pregnancies, but it can result in eye problems and brain abnormalities for your unborn baby. Toxoplasmosis is usually caught through eating raw, undercooked or cured meat, but it can also be caught through contact with cat or fox faeces and other animals. Cats and foxes and other animals can pick up the parasite if they are fed undercooked meat or if they spend time outside and eat rodents. Ideally someone else should clean out these animals while you're pregnant. Many cases of toxoplasmosis have no symptoms at all, but it can also cause a fever or flu-like symptoms. If you develop these symptoms for no apparent reason, and could be at risk, a blood test can find out if you've contracted the infection. If you're at all concerned, visit your GP.

Other infections won't directly harm your baby, but could leave you feeling very ill. Salmonella and E coli are usually caught from eating foods such as raw eggs and undercooked meat, but they can also be caught from working with animals.

Salmonella is widespread in many different animals, such as:

- poultry
- Lizards
- Snakes
- Turtles
- Tortoises
- birds such as parrots, canaries, finches and pigeons
- dogs and cats

E coli bacteria are normally found in cattle, though they can also be found in:

- sheep
- pigs
- dogs
- poultry

These infections may not cause any apparent symptoms in affected animals. If you work with these animals while pregnant, make a habit of washing your hands thoroughly with soap and warm water after handling them.

Of course, you should always follow good hygiene practices while you're pregnant. But as a general rule, this should go double around any kind of animal.

X-ray:

East Sussex WRAS has a designated X-ray room and uses a X-ray Generators and processor. Please read and ensure you have understood the following information.

The room has been checked and signed off our Radiation Protection Advisor Peter Cockett MRCVS. The Health & Safety Executive has been notified. WRAS's Radiation Protection Supervisors are listed on the wall of the X-ray Room and the Volunteer Room.

The only persons authorised to use the X-ray and processing equipment are WRAS's Vets , WRAS's Radiation Protection Advisor, WRAS's Radiation Protection Supervisors and WRAS's appointed X-ray Engineers only.

It is important for all volunteers and staff to be aware that we now have a Controlled X-ray Zone which is the X-ray Room off Theatre next to Casualty Room 1.

Volunteers, staff and visitors are not permitted to enter Theatre and the X-ray Room unnecessarily. When the red light is lit by the X-ray Room Door this means the Controlled Zone is in use and no unauthorised persons are allowed to enter this zone.

Whilst X-ray are being taken people should ensure they are outside of the X-ray Controlled Zone. Only the person taking the X-ray or person manually handling the casualty are allowed in the Theatre or X-ray Room whilst the red light is turned on.

Any person assisting with manual handling and restraint of casualties must be wearing full Personal Protective Equipment, leaded gowns and guards. All "local rules" as displayed on the wall of the X-ray Room must be followed when the room is in use.

There is now a need for volunteers to inform WRAS in writing if they are pregnant as we have X-ray facilities in the building. No pregnant women should be in the controlled Zone or assisting with X-rays.

The heavy sliding door to the X-ray Room must be closed when X-rays are being taken.

The wall to Casualty Room 1 and to Theatre are Lead lined and protected as advised by our Radiation Protection Advisor

meeting legal requirements and working in this room poses no risk to volunteers and staff.

If you enter the Theatre or X-ray Room and any warning lights are on or an audio alarm is sounding please leave the X-ray Room and Theatre immediately and inform a member of staff straight away.

The emergency fuse power supply is clearly marked at the Fuse Board just to the left of the double Prep Room Doors.

If anyone has any questions or concerns they should speak direct to a senior member of staff or one of the Radiation Protection Supervisors.

Noise:

Prolonged exposure to loud noise can cause permanent hearing loss and other long-term hearing problems such as induced hearing loss, Acoustic trauma, tinnitus and Hyperacusis. At WRAS it is not expected for such noise levels to exist, but staff, volunteers and contractors are asked to be aware of such risks and to minimise the risk of causing such hearing related problems. Anyone with any concerns should speak to a senior member of staff.

Sharps:

The risk of wounds from sharps (blades, needles etc) is significant for those involved in handling and using them. Sharps should be used as little as possible and always with the greatest care. Only authorised persons should be handling sharps in WRAS's Casualty Centre to avoid any unnecessary risk.

After use, if not for disposal, sharp items must always be placed in a safe position / orientation so as to avoid possible injury to others.

For the disposal of sharps the following must be followed:

- 1) Sharps must never be disposed of in the normal waste bin
- 2) Needles must not be re-sheathed by hand or bent or broken
- 3) Glass Sharps should be cleaned and disposed of via recycling
- 4) A brush and dust pan should be used to clear up broken glass
- 5) Other sharps i.e. metal hypodermic needles; needles fixed with syringes, razors blades and scalpels must be disposed of in sharps containers which are secured when the full limit level is reached.

Faecal Analysis:

Only volunteers and staff which have been approved to do so, are allowed to prepare and analysis faecal samples. Slides should be disposed of in shapes clinical waste bins as soon as possible and not reused. Gloves should be worn whilst preparing samples. The results must be written on the Red Medication forms for WRAS's vets to review.

Rescue Safety.

High Visibility Tabards or Jackets:

High visibility tabards or jackets must be worn by rescuers whilst working on roads, construction sites, railways lines/stations or airports. It is acceptable for a rescuer capturing a casualty to take off their tabard or jacket if this is likely to prevent the casualty from being caught. However, a rescuer wearing a tabard or jacket should watch and monitor the safety of that rescuer and be in a position where the two can communicate easily.

Safety Helmets:

Safety Helmets must be worn whilst working on construction sites, on ladders, climbing obstacles like trees and scaffolding. It is advisable to wear helmets whilst dealing with some orphaned or young gulls whilst parent birds are dive bombing.

Life Jackets:

These must be worn whilst working on boats, except on large ferries or similar where it is not necessary to do so, unless there is a real risk of falling overboard. Life jackets must also be worn whilst using canoes, kayaks, or RIBs. They should also be worn whilst working at locations where rescuers could fall into hazardous water like embankments of fast flowing rivers, sea groynes or piers.

Safety Ropes & Harness:

These must be worn when wading out to a casualty and the depth of water is unknown, the flow of water is fairly rapid, the sediment could cause the rescuer to become stuck or working on steep banks or cliff edges.

Orange Beacons;

These can only be used on vehicles which are driving 20mph or slower, or stationary whilst dealing with a casualty. The orange beacon should be visible 365 degrees. The use of orange beacons are at the discretion of each rescuer. WRAS does not provide these. Any rescuer intending on using one on their own vehicles should inform the fleet manager first. Orange warning beacons are on some of the ambulances and must be used whilst at rescues in pedestrian areas like town centre precincts or seafront promenades, on or next to roads whilst dealing with casualties, at airports on or close to a railway line or construction site.

Road Rescues:

Two rescuers should ideally attend road casualties. The vehicle should be positioned as to help provide safety to the casualty and the rescuers. If it is not possible to safely provide this Sussex Police should be informed and their assistance requested, via the Rescue Co-ordinator. Hazard lights should be turned on whilst stationary and dealing with road casualties. Safety clothing as above applies. If additional rescuers or support is required the rescue co-ordinator should be informed.

Water based rescues:

These must be attended by at least two rescuers, or a competent member of the public can be asked to assist. Life jackets and harnesses or any other necessary safety wear must be worn. Waders must only be used if the depth of water is known. Otherwise a full wet or dry suit must be used.

Dangerous Locations:

Unexpected dangerous locations should be reported back to the rescue co-ordinator. The coastguard, local council, Fire & Rescue or Police should be contacted for assistance if required and cleared with the rescue co-ordinator first, except in emergencies.

Pollution:

Do not enter polluted water without suitable safety and protective clothing. Check out the type of pollution and consult the Environment Agency as to the type of protective wear which should be worn. Contact the rescue co-ordinator for advice before tackling any rescue where there is pollution. You may be asked to report pollution to the Environment Agency if in-land on rivers and ponds. Pollution on beaches should be reported to the local district, city or borough council's Environmental Health teams. If toxic or hazardous to human health, pollution should be reported to the Fire Brigade and Police. Inform the rescue co-ordinator first, except in emergencies.

Communication:

Mobile phones should be taken on rescues. Before attempting any rescue check the signal coverage and note locations of telephones in case of an emergency.

Ensure you have adequate equipment, protective clothing, safety equipment and resources before attempting a rescue:

If you do not have a the necessary equipment, clothing and resources contact the rescue co-ordinator for assistance. It is advisable to wait for help, rather than rush in and lose a casualty. Do not take unnecessary or unsafe risks.

Damage to equipment:

These items should be reported to the Rescue Co-ordinator.

Injuries and accidents, during rescues:

These should all be reported to the Rescue Co-ordinator as soon as possible. All open wounds should be cleaned thoroughly and

covered accordingly. Those injured will be expected to attend the local accident and emergency department if the rescue co-ordinator requests it. A dead rescuer is not a useful one! First Aid kits are carried in all WRAS ambulances and volunteers who use their own vehicles are advised to carry one in their vehicles.

Ladders:

WRAS has access to Ladders. Ladders should not be used unless on secure ground and accompanied by a competent person who can hold the base of the ladder. A safety helmet should be used as specified above. If WRAS's ladders are not available or long enough, assistance can be obtained from the local Fire & Rescue Service. The rescue co-ordinator should be consulted before they are called.

Vehicle Trackers:

WRAS's main ambulances have trackers installed which send out a location every 20 seconds which can be viewed on a map at WRAS's Casualty Centre. These are used for safety reasons and in case of an emergency.

Personal Safety and Security:

Rescuers are to contact the Rescue Co-ordinator (person sending them out to a rescue) once they arrive on site before catching the casualty if a complicated or difficult, or long winded rescue; or after they have the casualty if a simple collection or easy capture. This is to discuss options of rescue, treatment and location of where to take; and for the purpose of logging their location and safety. Then rescuers are to phone in again once the rescue is ended and they are home / free from rescue.

Rescuers can ring the rescue line (or someone else) if worried about a situation, and keep the line open so the situation can be monitored until resolved.

Where possible two rescuers should attend rescues in the dark, however we appreciate this is not always feasible or practical. When attending calls on your own it is even more important that you confirm that you have arrived at a scene, and when you have finished a rescue. If you are flagged down or pull over because of someone flags you down, lock the doors to the ambulance and wind down your window less than 1 inch in order to talk to the person but do not get out of your vehicle until you feel safe to do so. If necessary call in to the Rescue Co-ordinator and advise them of the situation first giving your location and details. If the rescue co-ordinator does not hear from you within 5minutes they will call you back. If they do not hear from you within a further 5 minutes they will contact the police.

Opportunities to expand your role as a volunteer at WRAS

There are several ways through which you can expand your role as a volunteer at WRAS such as through fundraising, rescue work, crop feeding or baby bird rearing.

Crop Feeding

Crop feeding is the method of placing food directly in to the crop of a bird. For young birds, this replicates the parents regurgitating 'crop milk' – a secretion from the lining of the crop – in to the mouths of their young. Underweight birds are also crop fed to increase their food intake in order to put on weight.

Crop feeding is only performed by trained persons, if you are interested in training to crop feed then please speak to a Casualty Manager direct.

Baby Bird Rearing

WRAS cares for hundreds of sick, injured and orphaned young birds during spring and summer. Depending on their age and condition, they may need feeding as often as every 15 minutes between 7am and 10pm. In order to cope with this demand, we have an orphan rearing team who are responsible for the feeding and care of these birds in different shifts from 7am till 10pm between Easter and the end of September. If you are interested in joining the team, then please contact the Orphan Team Leader for further information.



Rescue Work

WRAS relies on volunteer rescuers to travel throughout East Sussex collecting sick and injured wild animals. The role varies from simple collections of animals in boxes, to more complicated rescues requiring problem solving and patience. Rescuers generally work either day shifts (10am-6pm) or evening shifts (6pm—10pm) although there is some flexibility in this. If you are interested in rescue work then contact the Casualty Managers for more information. Ambulances are available for use with rescue work for those over the age of 25.

WRAS Contacts:

WRAS Chairman: Brian Russell

Directors:

Kathy Martyn, 07931519646

Murrae Hume, 07815070432

Brian Russell, 07808911665

Finance Director, Charity Secretary & Fleet Manager: Murrae Hume 07815070432

Operations Director: Trevor Weeks 07931523958

Casualty Managers: Kathy Martyn 07931519646
Chris Riddington 01825-873003
Katie Nunn Nash 01825-873003

Fundraising / Events: Chris Riddington

Volunteer Co-ordinator: Kathy Martyn 07931519646

Orphan Team / Student Co-ordinator: Chris Riddington

Care Team:

Trevor Weeks, Kathy Martyn, Katie Nunn Nash, Chris Riddington, Nicola Upton

WRAS Vets:

Simon Harris , Chris Halls, Mike Symmons

Reg Charity 1108880

E-mail: trevor@wildlifeambulance.org

Office: 01825 873003

24 Hr Rescue Line: 07815-078234

www.wildlifeambulance.org

www.facebook.com/wildlifeambulance

www.youtube.com/user/eastsussexwras

The Casualty Care Centre is registered as a Veterinary Premises with the RCVS. WRAS is also members of the European Wildlife Rehabilitation Society, British Hedgehog Preservation Society, British Wildlife Rehabilitation Society.

Up to date as of 20th January 2017

WRAS Euthanasia Policy.

Animal Welfare is paramount at East Sussex WRAS. Euthanasia of a casualty is not taken lightly, and it is WRAS's policy for this to never be a single person's responsibility. Animals will fight tooth and claw to survive so WRAS strongly believes in giving all casualties individual care and attention, and if there is any doubt about the casualty's ability to survive the casualty will be supported for at least 24 or 48 hours and then reassessed with the support of our Veterinary Team.

Casualties are as individual as humans, so what works for one doesn't necessarily work for another. Reactions to rescues, captivity, treatment all vary from individual to individual. As a result each casualty is treated as an individual but taking into consideration the needs and habits of the species too.

WRAS's aim is to return as many casualties to the wild as possible and also back to their home range. However there are occasions when the best course of action is to euthanase. For example a road casualty fox with permanent paralysis, or a cat attacked bird with old injuries and its intestines dry and exposed.

WRAS considers the following clear-cut cases for euthanasia which is partially taken from St Tiggywinkles Wildlife Hospital procedures:

A severed and displaced vertebral column.

The loss of two or more limbs.

A bird that is completely blind.

A swan, goose or duck that loses a leg (but only after consultation with the Swan Sanctuary Veterinary Team).

Most adult male deer that cannot be released.

Disabled wood pigeons – wood pigeons never settle in captivity.

Birds of prey and Corvids with only one leg.

WRAS also considers the following not so clear-cut cases for euthanasia again taken from St Tiggywinkles Wildlife Hospital procedures:

Any casualty which is going to have to suffer unacceptable levels of pain even if treated.

Any casualty which will never have any quality of life even if they recover and are kept in captivity.

Any casualty which cannot benefit from veterinary techniques evolved for domestic animals but that are unsuitable for wild animals.

Any casualty which requires a long period in close confinement without suitable facilities being available.

Euthanasia is never undertaken out on site unless assessed by a vet first. Deer are the only exception and if not treatable a suitably qualified fire-arms user is called to euthanase the animal.

Wild animals and birds are not the same as domestic and agricultural animals, primarily because they are frightened of humans. It is important not to anthropomorphize our emotions onto wild animals who often react completely differently to how domestic animals or humans would. This often causes people to misread the condition of a casualty which can cause it to suffer. Each species acts differently and has their own stress factors which impacts on their ability to be treated and released back to the wild.

Although WRAS is lucky to have better facilities than most small wildlife rescue organisations, WRAS doesn't have unlimited funds. In a similar way to the NICE deciding on which medication and treatments should be allowed on the NHS, WRAS also has to set a level to which treatment is cost effective without causing a detrimental effect on the long term ability of the charity to treat casualties without closing down.

The charity will where possible pass casualties to other rescue organisations where, WRAS doesn't have suitable facilities or are more specialist than WRAS can provide, where the casualties condition is unusual and not something which WRAS's Veterinary Team are used to dealing with, or where WRAS's facilities are occupied and unable to take in the individual casualty.

WRAS is not against disabled wildlife casualties being kept in captivity, but believes many are done so using inappropriate or overcrowded facilities causing distress, disease and suffering. WRAS is not a sanctuary and does not have facilities for keeping disabled or non-releasable casualties in captivity. The only exception to this is large enclosed gardens where disabled hedgehogs are placed where they can live "as if wild" and be monitored. Only at sanctuaries where suitable facilities and knowledge exists will WRAS pass over disabled or non-releasable casualties to wildlife sanctuaries for them to be kept in care and to live "as if wild". WRAS strongly believes any disabled wildlife must be able to live in conditions which provide the 5 freedoms:

Freedom from Hunger and Thirst, by ready access to fresh water and a suitable diet to maintain full health and vigour.

Freedom from Discomfort, by providing an appropriate environment including ground cover/vegetation, flooring, shelter and a comfortable resting area.

Freedom from Pain, Injury or Disease, by prevention and rapid diagnosis and treatment, keeping animals in hygienic conditions.

Freedom to Express Normal Behaviour, by providing sufficient space, proper facilities and company of the animal's own kind.

Freedom from Fear and Distress, by ensuring conditions and treatment which avoid mental suffering.

WRAS regularly sends waterfowl to the Swan Sanctuary at Shepperton, bats to the Bat Hospital, and feral pigeons to several pigeon keepers with suitable facilities to look after long term or non-releasable cases to name a few.

WRAS has a Natural England licence to treat and release a limited number of grey squirrels back to the wild.

It is a sad fact that wildlife rescue organisations up and down the country all have to euthanase casualties, and many trauma cases are just too severe to treat and recover from. The overwhelming responsibility on any rescue organisation is to ensure that casualties which come into care do not suffer. Sadly it is impossible to avoid putting some casualties to sleep on medical grounds.

WRAS has changed hugely over the past 10 years, and where we were unable to house and treat some casualties 10 years ago, we are able to now providing bigger and better facilities.

WRAS is committed to improving its facilities and continually learning and developing its ability to treat and care for wildlife, learning from other established rescue centres new techniques for the care and treatment of casualties, expanding its facilities to increase the numbers taken into care and the purchase of new and additional equipment to improve the quality of care we can provide.

If you have any questions or concerns please do not hesitate to contact Trevor Weeks.

Risk Assessment (Including COSHH).

What are the Hazards?	Who might be harmed & how?	What are you already doing?	What further action is necessary?	Actioned by?	Actioned when?	Done?
Slipping on wet floors after cleaning or during wet weather.	Staff, Volunteers & visitors	Volunteers are instructed to use a yellow warning sign. Mats are used at entry points to dry feet and reduce the amount of water entering the centre. Rising ground water occasionally causes minor flooding within the building. Retaining walls have been installed to help prevent this flooding across the floors.	None	n/a	n/a	n/a
Bite risks from casualties.	Staff and Volunteers	Orange warning signs are displayed on cages where there is an unexpected bite risk. Only authorised and trained persons for each species should attempt to handle any casualties which pose a bite risk. Larger and more dangerous animals should not be handled unless necessary even by trained staff and volunteers. Face guards should be used where birds with long necks and pointed beaks could peck at faces. Volunteer inductions point out handling risks and not to handle casualties unless trained.	None	n/a	n/a	n/a
Injury or infection from new or used needles and syringes.	Staff, Volunteers, and visitors.	Only authorised persons are allowed to use and handle needles and other sharps. All should be disposed of in the sharps bins provided. Sharps are not to be taken into the volunteer room, volunteer kitchen, offices, meeting room or reception. Staff are to check for syringes after each medication round. Volunteers are advised to report any sharps to staff and not to handle them, but make those around them aware of the sharps to avoid any injury.	None	N/a	N/a	N/a
Food poisoning or illness from handling casualties and their food.	Staff and volunteers.	All volunteers must wear gloves when handling or cleaning out any casualties / cages. Work surfaces must be wiped down on a regular basis. No casualties are allowed into the volunteer room, offices, and meeting room.	New notices needed advises volunteers of Casualty Free Zone and removing aprons when entering zone.	Trevor	March 2017	Yes

What are the Hazards?	Who might be harmed & how?	What are you already doing?	What further action is necessary?	Actioned by?	Actioned when?	Done?
Trip hazards from electrical cables.	Staff, volunteers and visitors.	All cables to be laid behind cupboards where possible out of the way and WRAS has adopted a policy of installing new power sockets in locations where cables repeated cross floors. A rubber cable cover is available for use or cables can be taped to the floor to avoid trip hazards.	n/a	n/a	n/a	n/a
Risk of poisoning or illness from handling cleaning agents and medication.	Staff and volunteers.	Volunteers are advised to use gloves whilst working in the centre and advised to mop up any spills quickly. Only authorised persons are allowed to use medication and spillages are to be reported to the Operations Director and cleaned up in accordance with manufacturers guidelines. Spill kits are located around the centre and displayed on the emergency equipment maps. Cleaning agents are to be stored in designated areas only and away from animal and human food sources.	n/a	n/a	n/a	n/a
Fall risk from use of ladders undertaking maintenance work or rescues.	Volunteers and staff	Ladders are only to be used when two or more people are present, and one person must hold the ladders secure. Ladders must be placed on even ground or levelled up or not used.	n/a	n/a	n/a	n/a
Trip or injury hazards from open cupboards, draws or cage doors.	Volunteers, staff and visitors.	Volunteers are advised to close draws and cupboard doors as soon as possible. Where multiple volunteers are working in the same room, they should avoid working of different cages in the same vertical row so volunteers don't stand up and hit their head of open cage doors. Volunteers should also not walk away from cages leaving doors wide open.	This needs to be reiterated to current volunteers.	Casualty Managers	March 2017	Yes
Trip or slip hazard from split seed, grit or other food.	Volunteers, staff and visitors.	Brushes, mops and dust pans are already available to volunteers to clean up spillages of any nature whilst working at the centre. A warning triangle should be displayed when there is a slip risk. CR3 has a regular problems with seed being through out of cages by patients onto the floor, and should be cleaned between shifts to help reduce the spilt seed.	Volunteers to be advised to sweep the floor before starting a feed and clean shift and a sign to be placed on the entrance door and wall.	Casualty Managers	March 2017	Yes

What are the Hazards?	Who might be harmed & how?	What are you already doing?	What further action is necessary?	Actioned by?	Actioned when?	Done?
Burn & scald risk from over heating "snugglesafe" heat pads.	Volunteers and staff.	Volunteers are already advised how to use the heat pads and how to heat them safely. Volunteers are told to check heat pads before they remove them from microwaves to ensure they are not damaged. Volunteers are advised to cut the heat time in half if heat pads are already warm, and hot to reheat and any hot heat pads.	n/a	n/a	n/a	n/a
Fire & burn risk from heaters.	Volunteers and staff.	Volunteers are advised not to use, touch or move any electric heaters in the centre. All wall mounted heaters are being decommissioned and removed, due to air conditioning having been installed. Any heaters for help in drying towels etc are to be used with authorisation from staff only.	n/a	n/a	n/a	n/a
Zoonotic Infections.	Volunteers, staff and visitors.	All casualties are assessed for their risk to other casualties and volunteers and staff. Where a risk is identified either a medium, high or special infection risk notice will be applied and volunteers expected to follow the necessary precautions.	n/a	n/a	n/a	n/a
Risk of explosion from compressed air cylinders in ambulances.	Volunteers and staff.	Air cylinders are occasionally transported in WRAS's Ambulances. These must be lying down (never standing up) and must have towels, blankets or other suitable soft material used to prevent them rolling / moving around, and to protect the valve from being knocked or damaged.	n/a	n/a	n/a	n/a
Risk of breathing problems from dust in cages and pens or from cleaning products and disinfectant.	Staff and Volunteers	Volunteers have access to face masks to wear whilst cleaning out cages which are dusty. Notices are displayed showing how to dilute the disinfectant to avoid them being too strong whilst cleaning.	n/a	n/a	n/a	n/a
Injury, burns, illness from Autoclave and X-rays.	Staff, volunteers and visitors.	These machines are to only be used by authorised person who are trained in their use. These machines are to be regularly serviced in line with the manufacturers instructions by a qualified company.	n/a	n/a	n/a	n/a
Illness and injury during faecal analysis.	Staff and volunteers	Slides once used should be disposed of as soon as finished with into clinical waste. Gloves should be used whilst undertaking and preparing faecal slides.	n/a	n/a	n/a	n/a
Infection or illness from cross contamination when using cutlery in the Casualty Centre.	Volunteers, staff and visitors.	A "Cutlery Code" is in operation stating which colour cutlery should be used in different areas of the centre. This is there to help prevent cross contamination and avoid the need for volunteers to be eating or preparing food using cutlery from the casualty zones.	n/a	n/a	n/a	n/a

WAIVER OF LIABILITY
EAST SUSSEX WILDLIFE RESCUE AND AMBULANCE SERVICE

PLEASE READ THE FOLLOWING CAREFULLY. If you have any questions have them answered before you sign this document.

I desire to work as a Volunteer for East Sussex Wildlife Rescue and Ambulance Service at the Casualty Care Centre at The Shaw Barn, Whitesmith, East Sussex, BN8 6JD any other locations where there are WRAS facilities or as a volunteer rescuer / fundraiser / Feed & Clean Shift Volunteer / DIY and Maintenance Volunteer or any other voluntary role based from home or at any other WRAS facility and will engage in the activities ("the Activities") relating to being a Volunteer. I affirm that I am over 18 years of age. I understand that the Activities may include...

the rescue and capture of wildlife casualties;
the transportation of casualties using WRAS vehicles or my own vehicle;
the handling of wildlife;
cleaning the cages (when both empty and when occupied by wildlife) and equipment at WRAS facilities;
general cleaning and tidying of WRAS facilities and vehicles;
feeding and monitoring wildlife occupying the cages at WRAS facilities;
helping with the care and treatment of wildlife;
the confidential recording of information;
working with other volunteers, WRAS staff and members of the public as a WRAS representative;
undertaking maintenance work, DIY work and other activities as agreed between individual volunteers and the charity;
attending fundraising and educational events representing WRAS in a professional manner;
as well as other roles relating to the usual operation of an animal rescue and veterinary charity;

In consideration of being permitted to participate as a volunteer with East Sussex WRAS I, _____, fully recognise that wildlife can be unpredictable in nature and I appreciate the damages and risks inherent in the Activities and I hereby release and forever discharge and hold harmless East Sussex Wildlife Rescue and Ambulance Service and its successors and assigns for any and all liability, claims and demands of whatever kind or nature;

to include but not limited to
damages to or theft of personal property
personal injury or death
medical fees in relation to the above;

either in law or in equity, which may arise or may hereafter arise from my voluntary Activities with East Sussex Wildlife and Ambulance Service.

I understand and admit that my participation with East Sussex WRAS is voluntary. I assume full responsibility for any injuries or damages resulting from my participation in the Activities including responsibility for using reasonable judgement in all places of participation of the Activities. I recognise and understand that such Activities may be hazardous, that my participation is solely at my own risk and that I assume full responsibility for any resulting injuries and damages.

I affirm that I am in good health and I further declare that I am physically fit and capable to undertake the Activities. I acknowledge that it is the recommendation of East Sussex Wildlife Rescue and Ambulance Service that I obtain medical/health insurance to cover the Activities if I am not already covered. I understand that East Sussex Wildlife and Rescue and Ambulance Service does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. I understand that East Sussex Wildlife Rescue and Ambulance Service does carry and maintain public liability and employers liability insurance.

I understand that I must attend any training offered by WRAS and wear suitable personal protective equipment when undertaking the Activities. I understand that I should not attend any WRAS facility or drive any WRAS vehicle or attend any call-out/rescue unless I am in good health. I understand that I must obtain a tetanus injection before commencing any Activities and I hereby agree to provide medical evidence to East Sussex Wildlife Rescue and Ambulance Service of up to date tetanus vaccinations. I also understand that it is my responsibility to notify the appropriate manager/co-ordinator of emergency medical information. I understand that this Waiver of Liability binds my heirs, executors, administrators and assigns as well as myself.

I acknowledge that I have read and understood this entire Waiver of Liability and I agree to be legally bound by it. I agree that in the event of any provision of this Waiver of Liability shall be held to be invalid by the courts of England and Wales the invalidity of such provision shall not otherwise affect the remaining provisions for this Waiver of Liability shall continue to be enforceable.

Volunteer's Signature

Volunteer's name (please PRINT clearly)

Date

Address:

Phone Number:

Slips, trips and falls

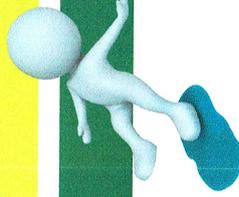
FACT

Falls from height accounted for nearly three in ten fatal injuries to workers (41 out of 142). **Falls, slips & trips, combined, account for more than a third (36%) of employee injuries.***

* HSE 2014/15

BE RESPONSIBLE

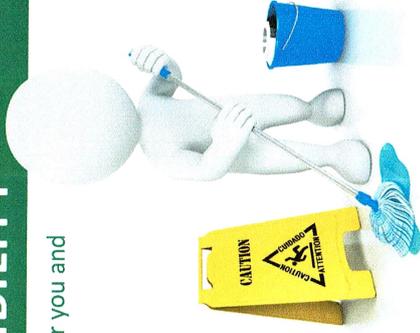
Seen a spillage? Instead of thinking it's someone else's problem, **why not clear it up?** Your actions could make the difference between someone getting injured or not.



TAKE RESPONSIBILITY

Here's a useful checklist to help improve safety for you and your colleagues in the workplace:

- ✓ Ensure there is adequate lighting
- ✓ Make sure the flooring is even and clean
- ✓ Mark slopes and changes of levels
- ✓ Store cables safely
- ✓ Remove any obstructions
- ✓ Clear up spillages immediately
- ✓ Dispose of waste regularly
- ✓ Wear suitable footwear
- ✓ Consider measures for visitors
- ✓ Follow up everything you put in place and use your initiative



COSHH symbols



New symbols effective from 1st June 2015

HEALTH HAZARD / HAZARDOUS TO THE OZONE LAYER

Old symbol: 

New symbol: 

EXPLOSIVE

Old symbol: 

New symbol: 

CORROSIVE

Old symbol: 

New symbol: 

GAS UNDER PRESSURE

Old symbol: No previous symbol

New symbol: 

ACUTE TOXICITY

Old symbol: 

New symbol: 

HAZARDOUS TO THE ENVIRONMENT

Old symbol: 

New symbol: 

OXIDISING GASES, LIQUIDS AND SOLIDS

Old symbol: 

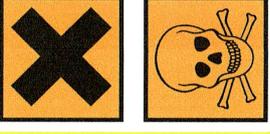
New symbol: 

FLAMMABLE GASES, AEROSOLS, LIQUIDS OR SOLIDS

Old symbol: 

New symbol: 

SERIOUS HEALTH HAZARD

Old symbols: 

New symbol: 



Find us on Facebook.

If you are on facebook please find Trevor Weeks or WRAS Casualty Care Centre and send a friends request, followed by a message asking to join the hidden facebook pages:

WRAS Volunteer page,
WRAS Rescuers page,
Baby Bird Rearing Team 2017

