**Role:   
Volunteer Name:   
Date:**

**Supervisor:**

**Environment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Details** | **Challenges/ Risks** | **Actions** |
| *Office* | *Healthy Desk Space* | *Posture, equipment* |  |
|  | *Prayer Room* | *Booking required* | *Volunteer to inform supervisor if they need prayer room. Supervisor to book.* |
| *Outdoor student fairs* | *Disabled Access* | *Varies by location* | *Supervisor to identify location accessibility before event* |
|  | *Toilets* | *Don’t know where they are* | *Supervisor to identify location and accessibility of toilets before event* |

**Role *(Tasks on Role Description)***

|  |  |  |
| --- | --- | --- |
| **Task** | **Challenges/ Risks** | **Actions** |
| Stall at events and promote the service | e.g. Trips and hazards  e.g. Heavy lifting | e.g. visual check of the area  e.g. only put up the tables in pairs |
| Answer the phone to enquiries | e.g. no experience | e.g. appropriate training |
| Send emails to service users |  |  |
|  |  |  |

**Individual**

|  |  |  |  |
| --- | --- | --- | --- |
| **Aim**  **(The desired state of the volunteering placement)** | **Challenges**  **(What obstacles might there be to the aim)** | **Any signs**  **(How might other people know if this is happening?)** | **Actions**  **(What can you/your supervisor do to help? If we notice any signs, what would you like us to do/what could you do about it?)** |
| *Volunteering promotes mental health and wellbeing* | *[Are there any situations in you would like to avoid, or that would make you uncomfortable?]* | e.g. I will be agitated or overly quiet |  |
| *Volunteer to have a rewarding experience whilst* | *e.g. not feeling challenged enough*  *e.g. lack of self confidence* |  | *e.g. Need to have all tasks explained clearly and written down*  *e.g. regularly review how challenging the tasks are* |
| *Volunteer to be equipped and able to complete the tasks* | *e.g. I have dyslexia and it may be harder for me to understand written instructions* | *N/A* | *Supervisor will be made aware and will give spoken instructions and demonstrations* |
| *Volunteer contributes to the aims of the charity* |  |  |  |
|  |  |  |  |