

VOLUNTEERING AGREEMENT



NHS Forest
Green space for health

Introduction

The NHS Forest volunteer matching service connects NHS sites in need of assistance with green space projects with volunteers eager to lend a helping hand. While the primary focus may be on tree planting, we welcome opportunities that encompass all kinds of green space work.

Engaging volunteers in the planning, execution and ongoing maintenance of projects within healthcare green spaces is vital for fostering sustainable and impactful initiatives on your site. By involving volunteers, NHS sites will not only enhance the aesthetics and functionality of their green estates but also cultivate a sense of community ownership and environmental stewardship.

Below you will find a template for an agreement between volunteers and sites. Your site may have other systems in place for managing volunteers so please check with the relevant teams in your organisation before proceeding.

Liability Disclaimer: It is important to note that while our platform facilitates connections between NHS sites and volunteers, the NHS Forest does not assume any liability for the events or activities organised through our service. It is the responsibility of participating parties to ensure compliance with relevant health and safety regulations and to mitigate any associated risks.

Volunteers

This agreement outlines the collaboration between [Volunteer Group/Organisation Name and [NHS Site Name] (referred to as "the Site") and for the upcoming tree planting (or other green space) event.

Thank you for volunteering. To ensure a smooth and enjoyable experience for everyone involved, please read the following guidelines:

Attendance Confirmation: Please confirm your attendance for the volunteer opportunity. The site should give you information to help you understand what to expect on the day. Please make

sure you have received this and understand it before arriving on site.

Completion of Volunteer Forms: You must complete any relevant volunteer forms provided by the trust. Ensure you provide an emergency contact number and declare any health conditions that the leader may need to be aware of for your safety. You may be asked to complete a Disclosure and Barring Service application. If you have had any criminal convictions, cautions, reprimands or warnings please tell your site contact. You may also be asked to provide references.

Compliance with Instructions: Listen to and follow any site introduction, health and safety guidelines or instructions regarding tool usage to ensure that tasks are carried out safely.

Appropriate Attire: Wear appropriate footwear, preferably work boots or walking boots, to ensure comfort and safety during the activities.

Weather Preparedness: Check the weather forecast prior to the event and come prepared for all weather conditions. We recommend carrying a waterproof jacket in your bag, even if rain is not forecasted.

Personal Supplies: Bring a packed lunch and sufficient drinks to stay hydrated throughout the day. Take appropriate breaks to rest and refuel as needed.

Task Rotation: We encourage volunteers to rotate tasks throughout the day. Sites may offer various activities to engage different muscle groups and maintain interest.

Enjoy: Most importantly, we want you to have a great day. Your participation and enthusiasm contribute to the success of any green space initiatives.

We hope these guidelines allow for a fun and smooth-running volunteer day and help to improve the NHS green space.

The site

To ensure a smooth and enjoyable experience for everyone involved, please read the following guidelines:

This agreement outlines the collaboration between [Your Organisation Name] (referred to as "the Site") and [Volunteer/Volunteer Group/Organisation Name] (referred to as "the Volunteers") for the upcoming tree planting (or other green space) event.

Event Details: The Site shall provide relevant event details, including the number of volunteers needed, duration, and start time, to the Volunteers at least four weeks before the event when possible.

Realistic Planning: The Site will make realistic estimates of volunteer requirements, considering factors such as task duration and the number of volunteers needed. For example, one volunteer can typically plant 80-100 tree whips in a day.

Collaborative Effort: Both parties agree to work together to ensure the success of the event.

Volunteer Agreement: You must provide any relevant volunteer forms, collecting information such as an emergency contact number and declaration of any health conditions or criminal convictions that the leader may need to be aware of to ensure safety on site.

Variety of Tasks: The Site will offer a variety of tasks to keep volunteers engaged and provide breaks. Tasks may include spacing out trees, planting, installing tree guards and mulching. The Site will let the Volunteers know what to expect before they arrive on site.

Communication: The Site will communicate important information to volunteers beforehand, such as parking arrangements, required tools, meeting location and the day's schedule.

Designated Leader: A designated leader from the site will oversee the event day, welcoming volunteers, providing safety instructions, demonstrating tool usage (if applicable), ensuring tasks are completed properly.

First Aid: The Site will provide a first aid kit and ensure that at least one individual present is trained in first aid.

Breaks and Refreshments: The site will prioritise breaks and provide complimentary refreshments to volunteers to ensure an enjoyable and meaningful experience.

Additional Guidance: The NHS forests checklist of [10 things to do before and during the planting day,](#)

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