

# Welcome to Earthworks

Facts you need to know as an Earthworks volunteer



As you have probably noticed Earthworks is a fun place to be. Most of the activities you will do with us will be outdoors and very practical. Because of this there are a few things you need to remember!

## Health & Safety

Earthworks has Public and Employee Liability Insurance to cover trainees and volunteers working on or off site.



All staff are First Aid trained. If you have any accident, even a very small one, please let the staff know. They can treat it for you.



Earthworks will provide you with gloves, goggles and other protective equipment which you should wear when appropriate. (Always ask a member of staff for advice if you need it).



Earthworks recommends that you wear steel-toe capped boots. If you do not, you will not be able to help with all Earthworks activities



You should bring a packed lunch and drink. We have a half hour tea break at 11am and a lunch break at 1pm. We serve tea and coffee if you want it.



Fire procedures can be found on the entrance of the door.



Smoking is allowed at Earthworks only in one special area. Ask staff where this is.

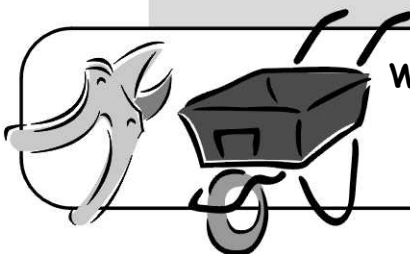
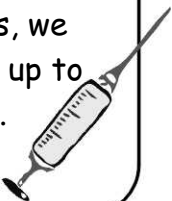


Bring suitable outdoor clothing such as a rain coat when its raining, warm clothes when its cold, and a sun hat and sun protection cream when it's sunny



Due to the nature of the work that will be undertaken while at Earthworks, we recommend that all volunteers are up to date with their Tetanus injections.

(Speak to your doctor if unsure)

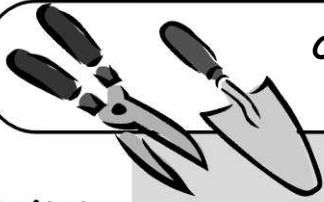
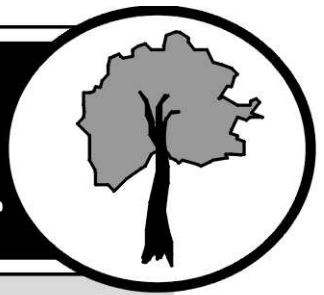


We aim to give you a taste of a real work environment. We also want to help you develop new skills and self confidence



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Coming to Earthworks means being involved in lots of interesting and exciting outdoor activities

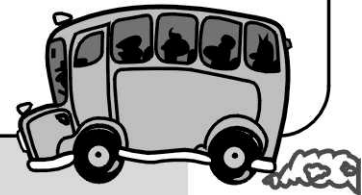


## Policies

It is Earthworks policy to support the development and education of all trainees and volunteers. We will achieve this through the National Proficiency Test Certificate (NPTC) "skills for working life" training programme, project group meetings and six monthly appraisals.



Earthworks does not offer a transport service for trainees but we believe it's important that people gain independence in travelling. We will work together with you and/or your home to help you achieve this where possible.



All staff have been checked though an Enhanced Criminal Record Bureau Disclosure (CRB). Volunteers supporting trainees may also be asked to agree to a CRB check



If you go out on a full day of contract work you receive £5 allowance. This is paid monthly and will not effect any of your benefits.



Don't bring lots of money, or any expensive or valuable items to Earthworks in case they get damaged or lost.



We are open Monday to Thursday from 9.30am till 3pm. Please let us know if you can't attend Earthworks.



Some useful Earthworks information:

Site Address: Earthworks St Albans  
Hixberry Lane  
St Albans, Herts  
AL4 OT2.

Office Address: Earthworks St Albans  
West Lodge  
Hill End Lane  
St Albans AL4 ORB

Site Mobile: 077392 77718

Contract Mobile: 077392 77717

Office number: 01727 847311

Further information including copies of policies can be made available on request.

Check out our web site on: [www.earthworksstalbens.co.uk](http://www.earthworksstalbens.co.uk)