



VOLUNTEERS

NEWSLETTER No 3

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HAPPY NEW YEAR

We would like to wish all our volunteers a very Happy New Year. We wish you good health and happiness in 2013. Once again we need to say THANK YOU for the huge amount of work that all our volunteers have put in over the last few months. Christmas was a busy time and without the additional help and support from you all we would not have been able to raise so much money, which will go so far in paying for all the additional food and provisions that have been needed over this very cold period. We now have over 100 donkeys to feed and care for and that is a lot of big appetites that you are managing to help us to satisfy! We sincerely thank you all for all you are doing to help us to support the donkeys.

VOLUNTEER NEWS

Welcome back! We are really pleased to welcome Ron back after his accident and it was good to know that he is well on the way to a full recovery. We are also pleased to welcome Frances back after her second operation in the last 12 months and we wish her a full and speedy recovery too. We are well aware of the work that both of these volunteers do and it is good to have them back.

EMAIL ADDRESSES

Once again, we are asking those of you on email to let Catherine and Wendy have your email addresses as we are setting up a group email so that we can keep everyone in touch electronically where possible. For special and other events Wendy will continue to ring as usual. .

VOLUNTEER TRAVEL

We would like to remind you that with ever rising costs we recognise that when our volunteers do long journeys on behalf of the sanctuary, or come to the sanctuary consistently in the school holidays and at weekends to run the visitor centre there needs to be some contribution towards their petrol costs. If you would like to claim your petrol costs there is a form available in the office and we will pay 20p per mile. We are so grateful to those of you who continue to come to the sanctuary at your own expense. However we are aware that petrol costs can make volunteering difficult and so we make this offer to those who travel more than once each week and at our request.

VOLUNTEERS NEEDED we are looking for Volunteers who can help with the **DISTRIBUTION** of the Newsletter and other notices. We also need help in the Office with **DATA INPUT** so, if you know anyone interested in volunteering, please tell them to ring Wendy in the Office. An advert will also be going out with OCVA.

We need a CLEANER for which there will be a small payment
If anyone is interested please see John or Stuart - closing date
15th February 2013.



HEALTH and SAFETY NEWS

Health and Safety can seem to be boring and interfere with the way people have done things for ages. As Trustees we have a responsibility that procedures are put in place and adhered to. Summarised below are some of the health and safety rules that we do need to ensure that we all need to follow to stay within the framework of the health and safety laws.

Signing in and out.

Everybody should sign in when they come to volunteer at the sanctuary and sign out when they leave. There has been a signing in book in the staff room but to make it easier for everybody we have now introduced TWO folders, one in the staff room for yard volunteers and one in the office for fund raising volunteers. Please ensure that you sign in when you arrive and sign out when you leave. This is so that we know exactly who is on site and in the event of fire or for any other reason can account for everybody on the site.

Fire evacuation.

In the event of fire we do not want any heroes. We need you to evacuate the site as quickly and calmly as you can. If you are in the visitors' centre or yard your evacuation point would be at the end of the path between the back paddocks. If you are in the barn or the office the evacuation point would be the front paddocks. The staff would be briefed in animal evacuation and we would not want you to be involved in this unless specifically asked to do so. We would want you firstly, to alert the office and if necessary ring the fire brigade directly by mobile, and be sure to make your way to the nearest evacuation point and safety.

The accident book.

If anybody has an accident, however small, a cut finger or bruised foot, it should be recorded in the accident book, which is stored in the office. When people record accidents or near miss situations, we can monitor any further issues that might need revision. It is really important that the accident book is updated. Any organisation with an empty accident book is considered to be LAPSE because every organisation has some minor accidents. Please record accidents or near misses!

Pollyanne -THE BOOK has proved to be a huge success! There have been articles about the book in the Daily Mail and Women's Magazines and other publications and this has brought publicity to the sanctuary and donations!

The book itself has reached 18th in the non-fiction charts and has received fantastic reviews. Amazon has printed many of the readers' comments and they have all been very complimentary. Thank you to all of you who have bought the book, I know many people gave copies to friends and relatives as Christmas presents, and thank you to all of you who have recommended the book to others. I know that many of us enjoyed meeting Sarah Oliver, the author who came to sign copies for us at a book signing in November and Pollyanne, John and Linda all signed too!

THANK YOU for ALL your HELP

Judy Gibbons, Chair, Catherine Keogh, Vice Chair, Anne Ebsworth, Trustee