



# Volunteers Handbook– Volume 2



---

Volume 2 - Sanctuary Manual

---

---

## Contents

<b>1. WHAT TO WEAR.....</b>	<b>2</b>
<b>2. ON ARRIVAL.....</b>	<b>2</b>
<b>3. DAILY SCHEDULE.....</b>	<b>3</b>
<b>4. DAILY TASKS.....</b>	<b>4</b>
4.1 Stables .....	4
4.2 Rabbits.....	4
4.3 Poultry .....	5
4.4 Fields .....	5
4.5 Pigs.....	6
4.6 General.....	6
4.7 Animal Waste .....	6
4.8 Hay Nets.....	7

---

## INTRODUCTION

Please read this handbook to ensure that you understand the basic requirements for volunteering, this document has been developed to ensure your health and safety and also to help us manage you during your volunteering and to reduce risks to yourselves, others and the animals in our care.

Every new volunteer needs to read and understand this Volunteer Manual and any associated volunteer Manual, prior to attending a volunteer induction.

Every new volunteer needs to read and understand this Volunteer Manual prior to attending a new volunteer induction.

At the induction day you will be asked questions based on this manual, this is to ensure you have read and understood the requirements. If you have any concerns or questions, please either contact us before the Induction Day or ask us on the day.

### 1. WHAT TO WEAR

- Clothes – Don't come in your best gear, you will get dirty, in winter very muddy.
- Footwear – In Autumn and Winter you will need wellington type boots, it does get very muddy. After a prolonged dry spell in Spring/ Summer stout footwear is suitable.
- Waterproofs – If you have them, it is always a good idea to bring them, but remember they might get mucky.

### 2. On Arrival

On arrival at the main sanctuary always sign in on the daily task sheet located in reception stating your arrival time. As each task is completed, the jobs can be signed off and always remember to sign out on leaving.

If you are going straight to Brinsley Hill, send a message to the Group Messenger chat that you have arrived and when you expect to leave, then send a message to confirm you have left safely.

---

### 3. DAILY SCHEDULE

There are many chores that need to be completed every day and these start from around 6 – 7am, a normal typical volunteering day consists of;

Main Sanctuary	
Approx Time	Task
6 am – 8am	<ul style="list-style-type: none"><li>• The poultry are let out of their enclosures.</li><li>• Animals such as the pigs, sheep, cows are fed.</li><li>• All animals are checked (food, water, cleanliness, health issues)</li></ul>
Before 9am	<u>Stables</u> <ul style="list-style-type: none"><li>• These will be cleaned out &amp; stable yard is cleaned.</li></ul>
Before 10am	<u>Poultry</u> <ul style="list-style-type: none"><li>• All feeders and drinkers are checked and filled.</li></ul>
Before midday	<ul style="list-style-type: none"><li>• Clean out chickens, ducks, geese.</li></ul> <u>Rabbits &amp; Guinea Pigs</u> <ul style="list-style-type: none"><li>• Every day we feed and water the rabbits &amp; guinea pigs, every other day they all get cleaned out.</li></ul> <u>Cows and Ponies</u> <ul style="list-style-type: none"><li>• Clear the fields of poo.</li><li>• Hay nets / feeders filled.</li></ul>
Dusk	<ul style="list-style-type: none"><li>• Check all of the animals, ensure the horses/ponies/cows have hay &amp; water</li><li>• Lock up poultry</li></ul>

We need volunteers to come early, ideally no later than 8am – 9am. There are tasks later in the day, but much of the hard work getting animals ready in the morning would have needed to be complete.

---

## 4. DAILY TASKS

### 4.1 Stables

Occupied stables are cleaned out every day, generally first thing before 10 am.

We remove all poo and wet/dirty straw, top up with fresh straw. The hay nets are re-filled and water buckets filled completely.

It is important to ensure that hay nets are secured correctly, therefore high up and with the correct type of knot, if not the ponies can get seriously injured the hay nets are too low or become undone, the ponies can get their hooves stuck in the nets.

Occupied stables are checked several times a day and in the evening, to ensure the water is full and hay nets replenished.



Occasionally we use stables for larger wildlife, DO NOT enter unless you have been asked to.

### 4.2 Rabbits

#### Every Day

**Water** – Always top the water bottles up **completely** every day and ensure they are put back in the correct position. Don't put the bottles too high so they fall out and break, or too low so the bunnies cannot reach them.

**Hay** – They must always have plenty of fresh hay, top up every day.

**Food** – Around 85% to 90% of rabbits diet should be hay, DO NOT overfeed them dry food.



- Small rabbits requires no more than 50g of dry food, therefore a third of a scoop.
- Medium sized rabbits require no more than half a scoop.
- Large rabbits require a full scoop each day.

We use a selective feed and so if there is any food left over from the previous day, they have been overfed, please top up, do not throw away.

### **Every Two Days**

We litter train rabbits and clean them out every other day. Each litter tray is checked, and wet bedding removed. Litter trays are filled with 3 cm of shavings and plenty of hay.

### **4.3 Poultry**

We check these daily and clean as required. We remove the dirty bedding, leave a layer of wood shavings and straw in the nest boxes.

### **4.4 Fields**

Each field that contains ponies, cows or pigs needs to be poo picked, we try to carry this out every day to stop it building up. It's important to clear poo to reduce the worm burden in the animals, to keep the areas clean as well as reduce the impact on the grass.

---

#### **4.5     Pigs**

The pigs are fed first shift around 6 to 7 am and only once during the day. Throughout the day we check that have plenty of fresh water and once a week given them clean straw bedding. As they are generally extremely clean animals and so generally, we just add fresh straw, they don't need cleaning out often.

#### **4.6     General**

Straw – This is produced from dried cereal crops, straw is yellowy golden in color and thick strands, and it is used for stable and pig bedding.

Hay – Is dried grass, therefore its much thinner and greener than straw, it is used as animal feed.



When your footwear gets muddy, please always use the boot wash before entering the stable area.

#### **4.7     Animal Waste**

The waste from stables, poo-picking, rabbits etc gets composted and spread back on our land to feed it organically. From the main sanctuary the waste is placed in the muck truck. When loading waste please ensure;

- You don't overload the barrow so you can safely maneuver it and get it up the ramp to unload.
- If the barrow is overloaded or you don't want to use the ramp, fork the waste onto the muck truck.

- 
- Tip the waste as far as you can into the truck and high as you can, don't just dump next the ramp or last load.

Wrong – don't tip at the top of the ramp, tip



Correct – getting the waste back and high



#### 4.8 Hay Nets

We use hay nets for the horses and ponies, it allows them to eat hay slowly and minimises wastage, the majority of wastage is caused by hay dropping on the floor which then becomes soiled.





This net is tied correctly, nice and high.



If the net is not tied high up high, the hay get soiled and the net can pose a dangerous risk to ponies.