



Volunteers Handbook– Volume 2



Volume 2 - Sanctuary Handbook

CONTENTS

INTRODUCTION	2
1. THE INDUCTION PROCESS	2
2. GENERAL	3
2.1 What to Wear	3
2.2 Hay and Straw	3
2.3 Cleaning	4
2.4 Animal Waste	4
2.5 Hosepipes	5
2.6 Stable Doors	6
3. DAILY SCHEDULE	6
3.1 Rota	6
3.2 Typical Day	7
4. PROCESSORS	8
4.1 Stables and Stable Yard	8
4.2 Rabbits	9
4.3 Poultry	11
4.4 Fields	12
4.5 Pigs	12

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.

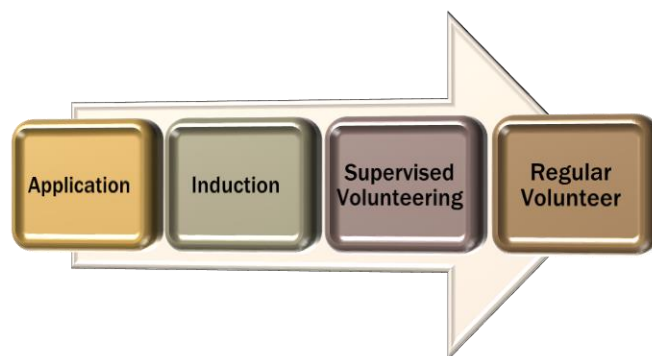
Every new volunteer needs to read and understand this Volunteer Manual and any associated volunteer Manual, prior to attending a volunteer induction.

On 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. THE INDUCTION PROCESS

All new volunteers need to go through our induction process,

- After receiving your application, we will invite you to a short induction, as there will be other new volunteers we ask that you arrive on time and prepared.



Prior to coming to the induction, you will need to have read the volunteering handbooks and completed the questions online, these will automatically be emailed to us. At the induction we will go through the answers as a group to ensure you have read and understood the content and answer any questions that you might have about volunteering with us. We don't expect you to remember the entire handbooks. The induction generally takes approximately 60 minutes.

-
- Following your induction, you will be able to book your first volunteering shift. For your initial shifts we will ensure that one of our experienced volunteers are in who you will be shadowing, this is the opportunity for you to learn all of the tasks in more details, what we do, how we do it and in what order.

This one-on-one shadowing will overtime reduce until you feel increasingly confident and will start tackling activities yourself. There will always be someone to refer to should you have a question.

2. GENERAL

2.1 What to Wear

Clothes – Don't come in your best gear as you will get dirty, in winter very muddy, please wear clothes that you are prepared to get dirty, even damaged, if necessary, bring a change of clothes if you want to go home in clean clothes.

Dress according to the weather, you will be outside so think about layers or thermals when it's cold and waterproofs for the rain.

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.

2.2 Hay and Straw

Straw – is produced from dried cereal crops, it is yellow / golden in color and has thick hollow strands. We use straw for bedding in for cows, equine, sheep, goats and pigs.

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

Don't get these mixed up as animals tend not to eat straw and hay makes very poor bedding.



The bales are held together with plastic twine; this needs to be cut to open the bale. Once cut, pull the twine out and dispose of in the bin, do not leave.

2.3 Cleaning



When your footwear gets muddy, please always use the boot



Wash all dirty buckets and equipment over a drain.

2.4 Animal Waste

The waste from stables, from poo-picking fields, from cleaning out 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, once full it is taken by tractor to our midden which is at Brinsley Hill bottom.

When loading waste please ensure that,

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

-
- To ensure we make best use of space in the muck truck, please tip wheelbarrow as far as you can into the truck and high as you can, don't just dump next to the ramp or last load.

Wrong – don't tip at the top of the



Correct – getting the waste back and high allows us to get more waste in.



2.5 Hosepipes

Keep hoses clean and tidy, once used, always wind them back onto their support to prevent damage and causing a tripping hazard. When removing a hose for use, unwind it in the opposite direction, so that the twists are taken out, if you simply take the hose off without unwinding, the hose will have twists in it leading to kinks and splits.

Correct – unwind when removing



Incorrect – always unwind when removing.



2.6 Stable Doors



The stable doors are in two halves; each half should either closed shut or fully open and hocked open. Using the hock to keep open prevents them closing accidentally, if a unlocked door closes for example by the wind, animals can get locked in or out of the stable.

3. DAILY SCHEDULE

3.1 Rota

Each week we reach out to our volunteer team to populate the shift rota, to see who is available each day and ensure that we have a minimum of two people for each morning shift. Some people do the same mornings every week whilst other people vary depending on their availability. We communicate with the volunteering team to fill shifts via a WhatsApp group not to worry if you don't use social media.

RED – No volunteers

AMBER – Volunteer numbers low, more needed

BLACK – Shift confirm by volunteer

	22-Dec Monday	23-Dec Tuesday	24-Dec Wednesday	25-Dec Thursday	26-Dec Friday	27-Dec Saturday	28-Dec Sunday
Main Sanctuary	Adi, Kelly (8:30-09:30)	Hayley, Bella, Maddie-Ann	Ayrton, Rachael, Luna	Felicity, Robyn, Luna, Paula Ayrton, Rich	Rachael, Ily, Chanel	Felicity, Robyn, Hamish, Laura,	Brenda, Elle K, Amelie, Felicity
Poo Picking	No one	No one	Marcela	No one	No one	No one	No one
	29-Dec Monday	30-Dec Tuesday	31-Dec Wednesday	01-Jan Thursday	02-Jan Friday	03-Jan Saturday	04-Jan Sunday
Main Sanctuary	Adi, Eleanor, Robyn	Sarah, Jojo, Hayley, Beth, Robyn	Ayrton, Rachael, Luna	Ily, Chanel, Felicity	Essence, Rachael	Felicity, Hamish, Laura,	Brenda, Elle K, Amelie, Felicity
Poo Picking	No one	No one	No one	No one	No one	No one	No one
	22-Dec Monday	23-Dec Tuesday	24-Dec Wednesday	25-Dec Thursday	26-Dec Friday	27-Dec Saturday	28-Dec Sunday
Wildlife	Felicity No one	Felicity No one	Felicity No one	Felicity No one	Felicity No one	Paula No one	Kate No one
	29-Dec Monday	30-Dec Tuesday	31-Dec Wednesday	01-Jan Thursday	02-Jan Friday	03-Jan Saturday	04-Jan Sunday
Wildlife	Felicity No one	Felicity No one	Felicity No one	Felicity No one	Felicity No one	Wendy / Kate No one	Paula No one

Each day the volunteering teams operate in groups of 2 minimums and so if you are not able to make your shift, it's important to message the group as soon as you are able to allow time to get additional help to complete all of the tasks.

To help with the coordination of daily activities, each day we nominate someone Shift Lead, this person will;

- Coordinate / communicate and if necessary nominate with all of the team of volunteers of the day.
- Look after any work placement / new volunteers.
- Make sure all the daily tasks are completed and signed off.
- Pass on the Shift Lead to another volunteer if they leave the site and others remain.

The Shift Lead each day will generally be the most experienced / regular, on the shift rota and will add a (L) by the name to confirm who is the lead.

3.2 Typical Day

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	- The poultry are let out of their enclosures. - Animals such as the pigs, sheep, cows are fed. - All animals are checked (food, water, cleanliness, health issues)
From 8am	- Main volunteers arrive <u>Stables</u> - We clean the stable yard by shovelling animal poo into a wheelbarrow, moving to the muck truck.

	- The stables are all mucked out, we removed the poo and wet straw, put fresh straw in and sweep. - The stable yard is swept clean and washed. - Fill the hay feeders with bales of fresh hay. - Clean out the rabbits and Guinea pigs, give them fresh bedding, lots of hay, feed them and give fresh water. - Clean out the bird aviaries, fill up feeders and wash, fill water troughs. - Clean out the poultry, give fresh bedding, feed and water. - Using a wheelbarrows and scoop, poo pick the main fields. - These will be cleaned out & stable yard is cleaned. <u>Poultry</u> - All feeders and drinkers are checked and filled. - Clean out chickens, ducks, geese. <u>Rabbits & Guinea Pigs</u> - Every day we feed and water the rabbits & guinea pigs, every other day they all get cleaned out. <u>Cows and Ponies</u> - Clear the fields of poo. - Hay nets / feeders filled.
Dusk	- Check all of the animals, ensure the horses/ponies/cows have hay & water. - Lock up poultry

We need volunteers to come early, ideally at 8am, no later than 9am.

4. **PROCESSORS**

4.1 **Stables and Stable Yard**

Every day we start by carrying out an initial clearing of the stable yard, scooping up all animal waste and transferring to the much truck via a wheelbarrow.

Then all of the occupied stables are cleaned out. We remove all of the poo and the wet/dirty straw, then top up with fresh clean straw.

Once all of the stables are mucked out, we sweep the yard clean and when needed, wash down.

Throughout the day we continue to keep the yard and stables free of poo.

Occasionally we use stables for larger wildlife such as foxes, deer or large birds

If the Do Not Enter sign is on the door, its for very good reason. DO NOT enter unless you have been asked to so, for example to clean out.



4.2 Rabbits

Pellets - Give one scoop of pellets per rabbit. It's important that they don't get given too much or else they will fill up on these and won't eat enough hay.



Hay - Top up the hay in hay racks and litter trays if needed. They need constant access to hay and can eat a pile of hay the same size as themselves each day!

Greens - They can have a handful of rabbit safe veg/forage each day. Ideally herbs and fresh or dried wild plants/forage are best, but the key is variety and not too much of any one thing. Some examples are coriander, mint, parsley, dill, basil, dandelion,



plantain, apple leaves/branches, willow (as long as they are not on Metacam/pain relief). Carrots and fruit are only to be treated as very small quantities.

Water - Empty and refill full of water bottles every day. Clean the bottle if necessary, using a bottle brush. Make sure that it is attached securely and is at a suitable height for the rabbit to reach.



Health Checks - Rabbits are prey animals and hide signs that they are in pain, so we have to keep a close eye on them. Don't pick them up unnecessarily but try and have a visual check over them and watch their behaviour. Make sure they are eating, hopping ok and that their poops look healthy. Check for signs of drooling, runny eyes or noses. If you notice anything that concerns you or you are unsure about, please speak to Jon, Beth or Hayley.

General Cleaning

We give the rabbits a general clean every other day. Sweep the bottom of the hutch/enclosure, clearing up all of the poop and any dirty hay etc. Try to keep and reuse any clean hay.

Whilst you are cleaning out the hutch/enclosure make sure you never leave the door open unattended, if you walk away, even just for a few seconds please bolt the door to prevent the rabbits accidentally falling out or escaping.



Litter Trays

Get rid of any dirty hay and wood shavings. Put a few handfuls of wood shavings in to cover the bottom of the litter tray. Top with a generous amount of fresh hay, rabbits should eat a pile of hay about the same size as themselves each day. Whilst they will eat from the hay rack they tend to prefer to eat and poop at the same time so will eat a lot more from the litter tray.



Final Checks - Make sure all hutches/enclosures are shut and bolted closed. Put everything away and make sure the lids are closed on the food and storage containers and that you have swept the patio clean.



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 they have plenty of fresh water and once a week give 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.