



Medical enquiry form for volunteers



STRICTLY PRIVATE AND CONFIDENTIAL

This form should only be used for volunteers.

The RSPCA is committed to equality of opportunity and the creation of a diverse workforce. We wish to exercise our duty of care in respect of health and safety at work for our volunteers. Please complete the questionnaire below to ensure the proposed volunteer role does not pose any risk to your health. Your manager will discuss any relevant issues with you. We will consider making adjustments in the case of disability to enable people to volunteer.

If more advice is needed the information may be shared with Human resources, who may take advice from Occupational health for the purpose of assisting you with your medical needs. With your consent we may ask you to provide further information from your GP. Information on this form will be kept confidential and the form will be stored securely in accordance with the Data Protection Act 1998.

Name _____

Site _____

DO YOU HAVE ANY CONDITION WHICH MAY AFFECT ANY OF THE PROPOSED ACTIVITIES?

Please ignore those which are not relevant to your proposed volunteer role.

- | | | | |
|-----------------------|--|-----------------------------------|--|
| Standing | <input type="checkbox"/> Yes <input type="checkbox"/> No | Climbing stairs | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Walking | <input type="checkbox"/> Yes <input type="checkbox"/> No | Using a computer | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Lifting/carrying | <input type="checkbox"/> Yes <input type="checkbox"/> No | Operating machinery | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Seeing | <input type="checkbox"/> Yes <input type="checkbox"/> No | Handling disinfectant or similar | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Hearing | <input type="checkbox"/> Yes <input type="checkbox"/> No | Handling animals (e.g. allergies) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Driving (if licenced) | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

If you have answered 'yes' to any of the above, are there any adjustments we could make to the premises or work arrangements to assist you? If so please give details.

ARE YOU AWARE OF ANY OTHER PHYSICAL OR MENTAL HEALTH CONDITION THAT MAY AFFECT YOUR ABILITY TO CARRY OUT THE PROPOSED DUTIES SAFELY AND WITHOUT RISK TO YOUR HEALTH?

Yes No

If 'yes' are there any adjustments we could make to the work arrangements to assist you?

Tetanus is a life threatening bacterial disease caused by an infection in an open wound.

In view of this everyone should be vaccinated to prevent infection. It is a requirement that all RSPCA staff and volunteers must be suitably protected.

Tetanus vaccination is carried out in infancy (3 doses) at the pre-school stage and in adolescence so everyone should have had 5 doses by the time adulthood is reached. This is considered to give lifelong protection although a booster might be considered if an injury is deemed to be high risk.

Volunteers must check their vaccination history with their GP's and if fully immunised no further action is required. If a volunteer has not had the required doses, the GP should offer them free of charge as part of the UK vaccination schedule.

Please complete the following statement:

I have read and understood the above and understand that I should be protected against tetanus. I confirm that I am protected.

I confirm that the information provided on this form is correct to the best of my knowledge. I understand that my work as a volunteer may be reviewed if I have misrepresented or omitted any relevant information.

I agree to the information being stored and shared with RSPCA Human resources and Occupational health if necessary.

Signed _____

Date _____

Name (BLOCK CAPITALS) _____

COMMENTS/NOTES BY MANAGER

NOTE TO MANAGER: Please ensure this form is stored securely in line with Data Protection legislation. Forms should only be retained for a maximum of one year after the volunteer has left the organisation.