



Heads Together Volunteers

Advice and Considerations for Marathon Day, Sunday 22nd April 2018

Thank you again for volunteering for Heads Together on Marathon Day, we have been working on this for many months and we're delighted that you can join us to help make this day a success. The Heads Together Campaign is run by The Duke and Duchess of Cambridge and Prince Harry, the campaign aims to end the stigma around mental health challenges.

By volunteering for us, we are counting you as part of the Heads Together team and you will be representing the campaign and everything it stands for. If you are unsure about anything, please contact us. We have also created a couple of guidelines which are important for you to read before the day, these guidelines are in place to ensure your safety and are not designed to be restrictive in any way.

Health and Safety

Heads Together is committed to providing you with a safe working environment. You are required to exercise reasonable care during the day to ensure the health and safety of yourself and others. You will be provided with a brief by your team leader when you arrive, and please be aware of any safety information they have. The following safety responsibilities apply to everyone:

1. Pay close attention and familiarise yourself with your working environment.
2. Co-operate fully with Heads Together staff at all times
3. Identify exit points and understand any emergency plans for the venue (eg. Fire evacuations)
4. Take care when carrying or lifting (eg. Please don't lift heavy boxes without help)
5. Report any potential hazards or risks to a member of staff
6. If you feel an activity is unsafe or if you feel unwell, please report this to your team leader
7. Contribute to a safe and healthy workspace – don't leave things lying around, keep work areas and gangways clear and tidy.

Contact with the media

If you are approached for comment or information by a journalist or any members of the media, or asked to take part in any promotions while representing Heads Together please get in touch with your team leader or a Heads Together staff member before responding.

Illegal Drugs and Alcohol

We prohibit the consumption of illegal drugs, alcohol or any other substances that may affect your performance or behaviour on the day. Please do not consume alcohol in a public place whilst wearing your Heads Together t-shirt. You must ensure that your actions do not bring into question the professionalism of yourself, Heads Together or Their Royal Highnesses. If you are taking medication, please inform your team leader before your shift begins.



Personal Property

You should note that there may be no supervised storage at the space where you're volunteering. You are advised to take care of all of your personal belongings and valuables. The Royal Foundation of The Duke and Duchess of Cambridge and Prince Harry will not assume responsibility for loss, theft or damage to your personal possessions.

Security

Please remember to be diligent and if you have any concerns at all, please contact a member of the Heads Together team or your team leader.

In return for this, we will aim to give you clear and concise instructions for the day and we will ensure that you are not put in any situation which makes you feel uncomfortable or for which you have not received a brief.

We look forward to welcoming you on the day.

The Heads Together team.

On behalf of The Royal Foundation of The Duke and Duchess of Cambridge and Prince Harry.

If you have any questions about this document, please contact Emma Dibblin:

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