**Ships Company Declaration Form**

I confirm that the details given on my application form are, to the best of my knowledge, correct. The Sutton Hoo Ship’s Company will only use the information I have provided to contact me with regards to the ship project and volunteering.

I agree to allow The Sutton Hoo Ships Company the right to disclose my name and role to others within the company and other volunteers, to enable us to work more effectively together.

I’m aware that my private information such as my address and mobile number will all be kept strictly confidential and used only within the company unless the information is required by the police or emergency services.

I agree to declare and discuss any health conditions, disabilities or matters, which might affect or impact on my ability to volunteer, and will declare any unspent, or pending criminal convictions I have.

I will notify The Sutton Hoo Ships Company of any change in circumstances that may affect my ability to volunteer.

I acknowledge that I am volunteering at entirely my own risk and The Sutton Hoo Ship’s Company shall not be liable in any way for any injury or loss that may occur because of my activity, other than because of The Sutton Hoo Ship’s Company negligence.

I agree to follow and adhere to the health and safety policies and guidelines set out by the Woodbridge Riverside Trust and The Sutton Hoo Ship’s Company, including the code of conduct, and understand that I have responsibility for my own safety and the safety of others whilst volunteering.

I know where the first aid box is located and will fill in the incident book after any serious incident and will notify the Shipwright or Project Manager within 24 hours of the incident.

I will notify the Sutton Hoo Ship’s Company should I be contacted by the media and will not disclose any information about the company or the project without prior permission.

I understand that any photographs that I take of the project are the property of The Sutton Hoo Ship’s Company and will upload them the central photo storage google drive area (digitalmedia@saxonship.org)

I agree that any photographs of me taken whilst volunteering can be used for recording, promotion and publicity purposes.

**Personal Protective Equipment**

I agree to wearing safety footwear when on the shop floor and the use of leg protection when using axes. If the cost of purchasing appropriate footwear is prohibitive, I will contact the Project Manager.

I agree to wear the PPE appropriate to the work being undertaken. If I am in any doubt about what should be worn, I will take the responsibility to talk to the Shipwright to find out what I should be wearing.

**If you are happy with the statements above, please complete the boxes below:**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**The Sutton Hoo Ship’s Company**

*Registered charity 1175475*