



**THE CONSERVATORS OF ASHDOWN  
FOREST**  
THE ASHDOWN FOREST CENTRE  
WYCH CROSS  
FOREST ROW  
SUSSEX RH18 5JP  
Tel: (01342) 823583  
www.ashdownforest.org

### INFORMATION BARN VOLUNTEERS TRAINING SHEET

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>E-mail:</b>	

### TASTER SESSION

<b>Taster session date:</b>	
<b>Trainer:</b>	

### TRAINING SESSIONS

<b>Handbook:</b>	<b>YES</b>	<b>NO</b>
<b>Health Form:</b>	<b>YES</b>	<b>NO</b>
<b>Risk Assessment:</b>	<b>YES</b>	<b>NO</b>
<b>Radio procedure sheet:</b>	<b>YES</b>	<b>NO</b>
<b>AF Map / Walk Leaflet/ AF Life:</b>	<b>YES</b>	<b>NO</b>
<b>Forest Knowledge:</b>	<b>YES</b>	<b>NO</b>

<b>Training Session 1 date:</b>	
<b>Trainer:</b>	

<b>Training Session 2 date:</b>	
<b>Trainer:</b>	

<b>Training session 3 date:</b>	
<b>Trainer:</b>	

<b>Week-day solo session date:</b>	
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**ADDITIONAL TRAINING SESSIONS**

<b>Training session 1 date:</b>	
<b>Trainer:</b>	

<b>Training session 2 date:</b>	
<b>Trainer:</b>	

<b>Training session 3 date:</b>	
<b>Trainer:</b>	

<b>Badge Supplied:</b>	
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## AREAS COVERED

Topic	Completed
<p><b>Familiarise with the opening up procedure:</b> Log book; signing in; reading previous entries; switching on lights; opening the blinds; activating the till and cash box; opening up; the 'open' sign; setting the visitor counter and recording the visitors (including children); switching on the CD player; switching on the AV unit, checking the notice board.</p>	
<p><b>Familiarise with the closing up procedure:</b> All of the above in reverse; recording visitor numbers; booking your next session.</p>	
<p><b>Familiarise with the two way radios:</b> How to use the radio; performing a radio test; Rangers call signs and where they are located.</p>	
<p><b>Familiarise with heath and safety:</b> Fire alarms; fire exits; evacuating the centre; muster point; calling the Ranger; calling the fire brigade. The emergency button to call for assistance; using the radio to call for assistance; calling the Police.</p>	
<p><b>Familiarise with the Ranger system:</b> Difference between week-day and week-end Rangers. How to find out who is the duty Ranger and who is the volunteer Ranger. What the Rangers do.</p>	
<p><b>Meet the week-end Ranger:</b> Ensure there is a meet-up with the duty Ranger to find out about the events of the day; are there any groups meeting on the Forest and making sure you know where they will be, what they are doing. Is there a high fire risk at the moment and what he may need you to do. Ask him to inform you if he is going out of radio contact.</p>	
<p><b>Familiarise with the sales equipment:</b> Basic operation of the electronic till; operating the cash box and recording sales on the sheet; operating the credit card machine. Using the green sales book (bar codes). Trouble-shooting!</p>	
<p><b>Familiarise with the stock location:</b> Check where the stock can be found; what is in the stock room, under the counter, on display etc. Leave a note if anything is running low. Keeping the displays stocked up and tidy. Keeping the barn tidy.</p>	
<p><b>How to use the duty roster:</b> Please sign up for your next duty - try to fill the nearest space. If you find you cannot fulfil a duty for which you have signed up please try to contact another volunteer to stand-in for you.</p>	
<p><b>Familiarise with the Information Folder:</b> Locating and using the black information book; are there any subjects missing; is information out of date. Leaving messages for the office.</p>	
<p><b>How to deal with group visits and events on the Forest:</b> Checking the notice boards - Events sometimes take place during the week and extra hands are needed to help – can you assist? Group visits are sometimes arranged – often at week-ends, ask the duty Ranger, what are the numbers, where</p>	

will they be? The Superintendent gives permission for events – all enquiries should be directed to the Office – the onus is on the applicant – we will not contact them!	
<p><b>How to deal with Riding Permits:</b></p> <p>Application forms are available from volunteers at week-ends, from the Office on week-days during working hours and from the web-site. They should be returned to the Office for processing.</p>	
<p><b>How to deal with School Visits:</b></p> <p>These can only be arranged through the office. All school visits are now done by Sussex Wildlife Trust (not AF Rangers) and there is a scale of charges. All information is available on the web-site.</p>	
<p><b>Friends of Ashdown Forest</b></p> <p>Application forms are dotted around the barn – please encourage anyone who appears interested. Can be accessed via the internet and via <a href="http://www.ashdownforest.org">www.ashdownforest.org</a>.</p>	
<p><b>Exhibitions and Events</b></p> <p>Changes throughout the year – information will be available in the barn and via <a href="http://www.ashdownforest.org">www.ashdownforest.org</a>.</p>	
<p><b>Use of the AV Unit:</b></p> <p>AV unit is currently in storage but will return in the winter. <i>Switching on and off; volume control; trouble-shooting.</i></p>	
<p><b>The Bird Cam:</b></p> <p>Switching on and off; trouble-shooting.</p>	