

## Checklist: practical volunteer groups

*This is a basic checklist for use when running a practical volunteer day. It is not comprehensive, and your personal circumstances will vary.*

### Task kit list:

- Tools and Personal Protective Equipment (PPE)
- Hygiene kit (wipes, alcohol gel, bin bag)
- Task risk assessment
- Site risk assessment
- Emergency cheat sheet
- First aid kit
- Emergency contact list
- Vehicle on/near site

### Before the task:

- Agree tasks, times and dates with the land manager. Ensure you understand all instructions for the task and have any appropriate training needed.
- Create a risk assessment for your task
- Advertise your session
- Confirm number of volunteers, circulate the risk assessment and any other paperwork
- Collect tools and equipment
- Arrive at site promptly in order to do a brief walk over and check for any new hazards. These should be dealt with and noted on the risk assessment.

### At the beginning of the Task:

- Introduce yourself and welcome volunteers.
- Ask volunteers to let you know if there are any injuries or medical information you should be aware of.
- Check that emergency contact numbers are available for everyone taking part.
- Check that there is a vehicle with clear access in case of emergencies.
- Ensure that volunteers have understood the **task, tool use** and **risk assessment**, and answer any questions they may have.
- Ensure all volunteers are appropriately kitted for the task and provide PPE if required. Count out your tools so you can check they are all returned at the end.
- Point out the First Aiders and First Aid kit.

### During the Task

- Monitor site conditions and safety. Make a decision to change or end the task if conditions change (e.g. bad weather).
- Ensure regular breaks are taken and that volunteers are safe and happy.
- Keep an eye on motivation and fatigue.

### At the End of the Task

- Ensure that site has been left safe. All tools collected, gates closed, fires extinguished and no additional hazards or blocks to public access.
- Ask all volunteers to wipe down tools they have used, and any other basic maintenance.
- Thank the volunteers.
- Record and report any incidents or near misses.