

Toolbox Talk



**WATERWAY
RECOVERY
GROUP**

Logistics on a Canal Camp

This talk provides guidance to the leader on the considerations on a canal camp, what to do at the accommodation, the work site and other things that your volunteers need to know to make the week run smoothly.

Welcome your Volunteers

- ◆ Introduce the leadership team
- ◆ Thank everyone for volunteering
- ◆ Explain about WRG and the purpose of the camp
- ◆ Explain the 'house rules' and food arrangements for the week, include lunch arrangements.
- ◆ Make sure volunteers know they are responsible for their valuables and keeping their kit tidy.
- ◆ Explain rotas for cleaning, designate a wet / dirty area for work kit so that the accommodation and kitchen are kept clean.
- ◆ Explain arrangements for showers
- ◆ Explain evening activities and 'Beer o'clock'
- ◆ Tell everyone's lights out time and reveille and quiet areas.
- ◆ Ask the volunteers to introduce themselves

TOP TIPS

Make sure there is a pot of tea (or other drink) ready for volunteers when they arrive.

Wear a clean WRG t-shirt to present a good image.



During the Camp

- ◆ Monitor health and safety and check for changing hazards. Record your changes.
- ◆ Rotate jobs and make sure volunteers get an opportunity to try different tasks.
- ◆ Take photos.
- ◆ Train volunteers, toolbox talks are a useful way to explain a job or show best practice.
- ◆ Keep an eye on supplies and plant.

Safety Talk

The timing of the safety talk is down to the leader, you may want to take volunteers to the site first.

- ◆ Show the WRG safety video and go over any points that are particularly important for the tasks ahead.
- ◆ Show them the flight case and explain the project plan and RAMS. Make sure they understand the method statement.
- ◆ Explain the emergency procedure and where to find the routes to the hospitals.
- ◆ Identify the First Aiders.
- ◆ Explain about COSHH
- ◆ Explain about Weil's disease and the symptoms. Hand out cards.
- ◆ Show volunteers how to use their PPE.
- ◆ Explain about the welfare facilities on site and what to do during wet, cold or hot weather.
- ◆ Make sure volunteers know not to leave site without letting somebody know.
- ◆ Explain about accident and incident reporting and the use of cards.
- ◆ Mention the daily leaders briefing.
- ◆ Make sure volunteers sign the induction sheet

A tidy hall is a happy hall, it is your home for the week.