

Toolbox Talk

Logistics—The WRG Way



Beginning of the Camp

- Get new volunteers and an old hand to do the tool kit check. This can be a good integration exercise and also helps volunteers to become familiar with tools.
- If you are not taking the trailer to site, pack the van with what you need.
- Ask the cook about the catering kit. Sometimes help is required. Always ask the cook where they want things unpacked. (Tip: if you double up on equipment between you and the halls, move the halls equipment to one side so you don't get confused.)
- This procedure is not just about counting, its about getting prepared for the week.

During the Camp

- Remember to check each day if there is anything needed? (More kit/Burco gas/fuel
- REMEMBER that counting/sorting/packing at the end will be easier if everything is kept clean, tidy and organised all week.

End of the Camp

- Clean everything thoroughly. This includes the vans and the trailers.
- Packing is largely unpacking reversed and the same considerations apply.
- There is advise on the kit lists to follow.
- Report or preferably replace anything that's missing. It may be relevant for a future camp.
- Try and find somewhere dry when packing away tools. You could try putting the gazebo up over the tail of the trailer. Remember to dry off the gazebo before packing it.
- Make sure you only take WRG equipment.
- Report /Replace anything that has been lost/broken as it may be relevant to future camps.

Top Tips

- ◇ If you buy any products label them.
- ◇ If you are unsure whether it is yours. Leave it.
- ◇ Work in a team for the kit count
- ◇ Replace or report any missing items