

## HEALTH AND SAFETY INTRODUCTORY TALK.

CANAL CAMP No: \_\_\_\_\_ .LEADER: \_\_\_\_\_ .

Please use the guidelines below and overleaf for your safety talk.  
Please note down below any extra points you made which you felt were valid.

Once the talk has been completed then they must sign the form on page 4 to say they have read the small H&S leaflet, listened to your safety talk and agree to follow your instructions.  
At the end of the camp send all 4 pages to Neil Edwards where they will be kept on record.

### GENERAL.

- Welcome them properly and introduce everyone.
- Explain the importance and relevance of the work they will be doing.
- Explain how the Campleader is in charge and how WRG is responsible for them 24 hours a day.
- Explain that if they are not happy with anything, please tell the leader.
- Explain how they have "a responsibility for their own safety and the safety of others around them" (quote from H&S at Work Act).
- Explain the leadership hierarchy (usually leader > assistant > local)
- Tell them if they break any rules then they will be given one firm warning only. If they continue to break the rules then they will be sent home.
- Outline exactly the procedure to be followed in an emergency.
- Show them the Practical Restoration Handbook and explain where it will be available for consultation on site. (We recommend taking one of the flight cases on site and keeping all documentation, including volunteer details, in it).
- Explain that they are responsible for possessions or valuables.
- Ensure they have given all details of any illness or allergies to the leader.
- Ensure they are not currently receiving treatment, taking medication or under medical supervision.
- Ensure they have all read a copy of the "Volunteers' Health and Safety Guide".

Ask if there are any questions and collect any DoE books.

ADDITIONAL POINTS MADE:

**Hard Hats on site**

**Working at heights**

**Working close to water (who can swim, who can swim well)**

## SAFETY CONSIDERATIONS FOR THE WORK SITE.

### Work

- Always have the jobs fully explained, do not guess.
- Don't do the job if you are unhappy (e.g. you are bored or unsure)
- If unsure of the details then ask again.
- Do not work solo (i.e. out of earshot or eyesight).
- Don't copy but learn.
- Ignore "Old Hands" who should know better.
- Report any dangerous practices or near misses to the Leader.
- Tell them that if they leave the site then tell the leader.
- "A tidy site is a safe site".

### Tools

- Keep them clean.
- If they break a tool then they must make it safe and tell the leader.
- Put tools back where you found them.
- Do not misuse them. "The right tool for the right job".
- When they are not being used store them safely.

### Plant/Vehicles

- Explain who is allowed to drive what (and only if asked to by the leader).
- Explain the Driver Authorisation card scheme.
- Explain how any volunteer can ask to see anyone's card.
- Explain the importance of good maintenance as well as safe operation.
- Explain where to put keys and starting handles when not in use.
- Explain how machine operators may have limited vision.
- Explain how volunteers should avoid crush zones, etc.

### Safety equipment

- Where appropriate mention the CDM Site Safety Plan, including its location.
- Hard hats/Toe caps/Gloves/Goggles/Dust masks/Ear defenders. Explain how all of these should be provided in decent condition.
- Volunteers will be told when to use them and they must do so.
- Do not continue with the jobs if they are unhappy with the H&S equipment.
- If any safety equipment is broken then tell the Leader.
- Explain about the radios and the phone and show how to use them.

### First Aid

- Find out who is a First Aider.
- Explain where the First Aid Kits are. (Vans/accommodation/site)
- If they use anything from a kit then please arrange its replacement (via the leader).
- Fill in the Accident Book for any accident or hazardous occurrence and tell the leader immediately.
- Beware the effects of extreme heat (cold drinks/sun block/long sleeves)
- Beware the effects of extreme cold (hot drinks/many layers)

### COSHH (Note: all relevant data sheets are in all of our vans)

- Explain carefully the handling procedures for any hazardous materials they may encounter (especially cement and fuels).
- Weils disease. Wash it and cover it. Explain the symptoms.

### Particular site hazards

- Public Right of Way (always consider the risk to Joe Public).
- Fire risks.
- Deep/Toxic water or mud.
- Landowners.
- Dodgy people around.

## SAFETY CONSIDERATIONS FOR THE ACCOMMODATION.

### How the system works

- Explain what jobs will be on a rota system (cooking, washing up, cleaning up).
- Explain where the rotas will be found.
- Explain where van/hall/plant/etc. keys should be kept.
- \* Explain how the sober person/duty driver system works.
- \* Explain how the hall is their home for the next week and consideration for others and keeping it clean will make all the difference. "A tidy Hall is a happy Hall".
- If they leave the accommodation then tell the leader.

### Safety

- Location of First Aid kits (if any item is used tell the leader).
- Location of Fire exits (do not block)
- Location of Fire extinguishers.
- \* No smoking.

### Catering

- Explain just how important the cook is !
- Make sure they have given all their allergies/hates/requirements to the cook for him/her to ignore.
- Explain when meals will be served.
- Explain the brewing up kit (keep the Burco full!).
- \* Don't go hungry, use the toaster.

### Other points

- The cook can obtain specialist shopping if asked nicely.
- There may be other users of the hall. Explain the procedure for making sure their kit isn't interfered with.
- \* Explain about any quiet/noisy rooms or lights out times.
- \* Explain about any Hall caretaker.
- Ask them to always be courteous and considerate to the neighbours (because they never forget or forgive).
- Tell them where the nearest payphone is.

### Socialising

- Mention any trips to showers or swimming baths.
- \* Explain any other possibilities (cinema, slide show, bowling, mystery tour, etc.) and see what happens.
- Explain there is no compulsion to drink alcohol or even to go out with the main group but under 18's must be accompanied.

### NOTE:

points labelled with \* may be omitted at the Camp Leaders discretion.

Camp No: \_\_\_\_\_ Site: \_\_\_\_\_ Date: \_\_\_\_\_.

Leader: \_\_\_\_\_ Assistant: \_\_\_\_\_ Talk given by: \_\_\_\_\_.

**Health and Safety Declaration:**

I have read and understood the WRG "Volunteers Health and Safety Guide" given to me and agree to abide by it. I was also present at a safety talk given by the Canal Camp leader (or an appointed substitute) and agree to follow any instructions given then or subsequently by the Camp leader or assistant.

(Note: This information will be kept on record.)

| Name: | Signature: | Name: | Signature: |
|-------|------------|-------|------------|
|       |            |       |            |