

HEALTH AND SAFETY INTRODUCTORY TALK
Festival Version – no video

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 5 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 Camp leader 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" (this is a quote from H&S at Work Act).
- Explain the leadership hierarchy (usually leader > assistant > Site Services Manager)
- 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 keeping one of the flight cases in the accommodation 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 (rarely necessary on festival sites)

Working at heights (e.g. Scaffold towers, tops of cabins etc)

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

SAFETY CONSIDERATIONS FOR THE FESTIVAL 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".
- List of likely jobs so that you start to build the idea of what they will be doing and maybe even get that rare person to volunteer who likes car parking?

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.
- Tools and material from central store and where it is (e.g. the Tardis)

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.
- Remind about being especially careful when public are about, when site is open to the public a banksman should always be used with large mobile plant and vehicles.
- People operating near plant wear Hi Vis
- Describe / show them the different plant on site and it's limitations (view, reach etc.)
- Hazards of working with each machine... and a driver – don't have loads of people offering signals, trying to 'help'

Site procedures

- Where appropriate mention the Site Safety Plan, including its location.
- Cover the emergency procedure
- Point out rendezvous points where applicable
- Cover the lost child procedure

Safety equipment

- 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 – and get it replaced before continuing
- Explain about the radios (if applicable) 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 fuels).
- Weils disease. Wash it and cover it. Explain the symptoms.
- E-coli... often (farm) animals on site at a national

Particular site hazards

- Public on site – assume they will do the most stupid things, you will rarely be disappointed
- Remember when on site you are an ambassador for wrg, particularly when wearing a red t-shirt
- The bar tent. No alcohol whilst working, “beer o’clock” will be declared in the evening once our work is done. If you want an afternoon off to sample the bar this may be possible but please ask the leader first as we may have a job later on where we need everyone.
- Some non-wrg volunteers may not be as aware of site hazards as you
- 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/plant/etc. keys should be kept.
- * Explain how the sober person/duty driver system works.
- * Explain how the compound is their home for the next week and consideration for others and keeping it clean will make all the difference. "A tidy camp is a happy camp".
- If they leave the accommodation then tell the leader.
- Ideally do not keep food in the sleeping area, any food in the sleeping area should be sealed to keep out small furry things (or even big furry things called Ben!)

Safety

- Location of First Aid kits (if any item is used tell the leader).
- Fire procedure (shout "Fire, Fire, Fire"), marquees will burn very quickly!
- Location of Fire exits (do not block)
- Location of Fire extinguishers.
- No smoking in the marquee.

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.
- * Explain about any quiet/noisy areas or lights out times.
- 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: