

HEALTH AND SAFETY INTRODUCTORY TALK.

CANAL CAMP No: _____ .LEADER: _____ .

This version of the talk has been modified for use with the WRG Health and Safety Video.

Please use the guidelines below and overleaf for your safety talk.

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 3 pages to Head Office 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 the leadership hierarchy (usually leader > assistant > local)
- Explain that they are responsible for possessions or valuables.
- At the end of the talk ask if there are any questions and collect any DoE books.

SAFETY CONSIDERATIONS FOR THE WORK SITE.

- Show the WRG Health and Safety Video
- Afterwards go over any points you feel are particularly important.
- Show them the flightcase and associated paperwork.
- Explain the procedure to be followed in an emergency on site.
- Explain about the radios and the phone and show how to use them.
- Find out which of your volunteers are First Aiders.
- COSHH explain what it means (Control of Substances Hazardous to Health) as we forgot to explain that in the video.
- Weils disease - Further explain the symptoms and prevention methods (this is covered in the PRH).

Use the space at the end of this document to note any additional points raised (such as **Hard Hats on site, working at heights, working close to water (who can swim, who can swim well), etc.**)

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.)

<table border="1"><tr><td>ADDITIONAL POINTS MADE:</td></tr></table>	ADDITIONAL POINTS MADE:
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Name:	Signature:	Name:	Signature: