

# Toolbox Talk



## 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, non-alcoholic, 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, but don't publish them without permission.
- 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 the Leader or somebody know.
- Explain about accident and incident reporting and the use of cards and that lessons are learnt from them.
- Mention the Leaders daily briefing.
- Make sure volunteers sign the induction sheet.

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