

Safety briefing

Thank you for joining in with the activity today.

I am _____ and I am the event co-ordinator. The activity today is supported by Keep Wales Tidy, an environmental charity working with communities across Wales.

The task today is _____ and we will be finishing at _____ o'clock.

The nearest toilet facilities are located _____. The nearest first aid kit is located at _____, and _____ are trained first aiders.

I have with me a mobile phone for emergencies and anti-bacterial hand wipes or gel.

I will be taking some photos during the day, to help publicise the work that this group does. Please let me know if you are not happy to be photographed.

(Check suitability of footwear and clothing)

I can see that you are all wearing sturdy shoes and suitable clothes, which will protect you from _____ or I can see that some of you are wearing sandals / t-shirts / shorts, so you will need to _____.

(If litter picking, give out litter pickers, bin bags for general waste and recycling if available)

We are using two bags today; _____ colour bags for general waste, and _____ colour bags for collecting recycling. (Explain what waste goes in each bag) As the weather is _____, we will be taking these precautions: _____

These are some of the hazards we might come across and how we are going to reduce the risks:

(Refer to risk assessment and talk through control measures.)

Please work within sight of other volunteers at all times and watch out for their safety as well as your own.

Let me know if you need to leave the activity before the end, just so we don't send out a search party!

If anyone has a medical condition which might affect their work, please let me know as we start working.

(If someone reports a medical concern, check that they have any necessary medication with them and that they feel the activity is suitable for them. Ask them to stay within sight of other workers at all times.)

(Ask a volunteer to countersign the risk assessment.)

At the end of task:

- Thank volunteers for their involvement.
- Take contact details so you can send information about your next activity.