

Waterway Recovery Group

WRG Canal Camps safety management - a summary.

The following paragraphs outline the usual procedure to ensure that new volunteers work safely on a Canal Camp.

- Volunteer are sent the Volunteers' Health and Safety Guide (the Green Book) with their booking confirmation, this gives basic advice on best practice for on site safety.
- When the volunteer arrives on the Canal Camp they will be given a Health and Safety talk before going on site. This will reinforce general site procedures and provide specific details as to the site and project they will be working on.
- Wherever possible the talk will include a showing of the WRG Health and Safety video as well as a talk from the leader covering points not made in the video. If video facilities are not available then the standard talk will be used.
- The talk will also introduce the additional documentation relevant to that site; this may be simple "job sheets" or a full Safe System of Work and accompanying Risk Assessment as appropriate. Other H & S documents such as the "incident report form" are introduced.
- It is made clear to volunteers that they have a responsibility and a part to play in the Health and Safety of the Camp and they are encouraged to play this part.
- The volunteer will be asked to sign that they have received this instruction and that they are willing to follow the leaders directions at all times, this form is returned to WRG Head Office and kept on record.
- All relevant documentation (including a copy of the Practical restoration Handbook) is kept in a flight case and taken on site every day.
- At all times during the Camp the leaders will ensure that volunteers are given sufficient instruction and supervision to enable them to undertake any tasks they are asked to do. Regular "Toolbox Talks" ensure that Health and Safety is kept on everyone's mind.

Any incidents are reported directly to the WRG Board.

Canal Camp leaders are sent a copy of the Practical Restoration Handbook when they are appointed by the Board to lead a Camp together with a copy of Leader guidance notes this makes it clear his/her place in the safety management structure .

All WRG H & S documentation is available freely on the WRG web site: www.wrg.org.uk.