

Example Volunteer Task Record

Date:	Task Start Time:	Finish Time:
Activity: Removal of redundant plastic hedge spirals from the base of hedge		
Before task: seek landowner permissions, organise for waste disposal of collected plastic waste		
Task Leader:		
Location:	Grid Ref:	
Parking:		
Nearest hospital / minor injuries unit:		
Emergency rendezvous point:		
Nearest toilet facilities:		
Hazards relating to the site or the task (see relevant risk assessment):		
Uneven and wet ground Cuts or skin punctures from thorns Cuts or trapped fingers from plastic spirals Insect bites Insect stings Insect/animal carried illnesses Road traffic adjacent to site Repetitive strain injury Stiffness from bending and kneeling Covid-19		
Control Measures (e.g, PPE, advice to volunteers):		
Uneven and wet ground – warn the group of the hazard. Walk steadily and carefully – warn others behind of any hazards. Advise that kneel mats can be used to cushion from the ground when kneeling.		
Cuts, scratches or skin punctures from thorns – gloves and eye wear to be worn, rip-proof clothing / long sleeves & trousers advised, tuck top into trousers to cover lower back. Headwear (cap) also advised. Foam kneel mats (>1cm thick) protect knees and legs from thorns on the ground. 1 st aid kit available.		
Cuts from sharp edges of plastic spirals – wear gloves. Advise participants to be aware.		
Insect bites – suggest participants bring insect repellent for their own use.		
Insect/animal carried illnesses – tell the group to visit the doctor and say they have been working in a conservation area if they get flu-like symptoms. Check skin for ticks after the task.		
Road traffic adjacent to site – advise wearing of high visibility clothing, keep a safe distance from road when working.		
Repetitive strain injury – vary tasks and posture regularly and take breaks. Remove spirals from a section (e.g. 5m length) then get up, pack waste and walk to another section or rotate participants around jobs: removing, collecting removed spirals and packing waste.		
Stiffness from bending and kneeling – see ‘repetitive strain injury’. Task not recommended for people with pre-existing joint or back problems.		
Covid-19 – Do not attend if you have any of the key symptoms of Covid-19. Keep to social distancing rules (2 m) and the rule of 6. Sanitise hands and shared equipment before and after use. Report symptoms immediately to other participants if they develop within 10 days of the task. Participants to bring their own equipment as far as possible.		

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Relevant risk assessments:

Emergency Contact Numbers:

Toolbox talk and safety briefing given by:

Details of work to be undertaken

Work to be completed:

Clear the spirals from hedge.

Start with a safety / logistics talk. Each person will take a 5m stretch of hedge (that's 30 spirals if planted at 6 plants per metre). Once a participant finishes a stretch they will pack their waste spirals then leapfrog other participants to start on the next 5m section to be cleared.

Equipment:

Each participant needs to bring:

Gloves – gardening gloves that allow for fine motor movement.

Eyewear – glasses or safety glasses to prevent damage to eyes.

Kneel mat - most of the task will be spent kneeling on the ground.

Cap or hat - to prevent hair from getting caught in plants / head getting scratched.

Long sleeves / rip-proof outerwear

Trowel / small fork - the base of the spiral can get buried in the soil so this helps to lever this out.

Hand sanitizer / wipes for cleaning hands / equipment.

High visibility vest - if working on the roadside.

A litter picker – useful for picking up shards that break off & reaching into the hedge.

Personal first aid kit – antiseptic wipes and plasters especially.

A packed lunch and a flask.

Suggested kit list for organiser:

Receptacles for individuals to collect into e.g. black sacks with a litter picking hoop to hold them open or trugs or similar containers (especially useful for small fragments)

Bulk bag for the spirals

Group 1st aid kit

Markers to mark out sections e.g. coloured pegs, flags or tape.

Spare gloves

Hand trowel / fork

Photos taken? YES / NO

If yes, where saved?