



Volunteer briefing

Introduction

This note sets out the information you will need to volunteer at Finchley Way Open Space, including the location of the site and the health and safety risk assessment for works on Finchley Way Open Space.

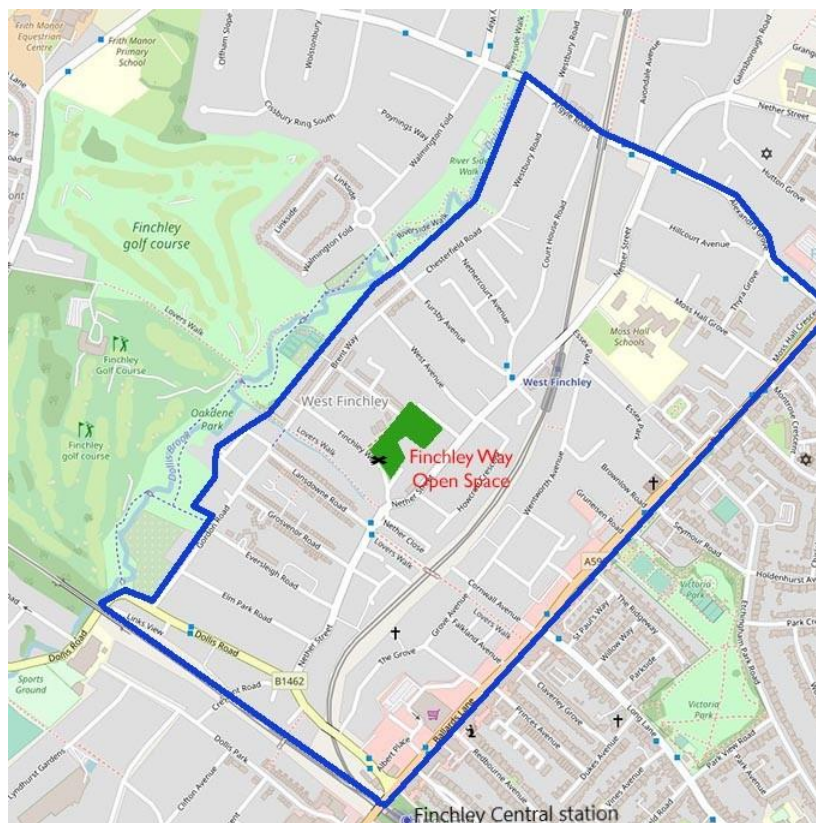
Volunteers will be briefed at the start of their first work party session on health and safety and the jobs for that session.

Volunteers must follow the guidance given by the nominated leaders to be covered by Barnet Council's insurance.

Children and young people under-18 are welcome but must be accompanied by an adult aged 18 or over who is responsible for supervising them at all times. To ensure safety we advise that no more than 2 children per adult attend.

Location

The main entrance to Finchley Way Open Space is in Finchley Way, London, N3 1AH, opposite 6 Finchley Way, N3 1AG, marked by the black 'X' on the map below. It is about 10 minutes' walk from both Finchley Central station (at the bottom of the map below) and West Finchley station, both on the Northern Line. The 326 bus stops by request only near the junction of Nether Street and Finchley Way, a couple of minutes' walk from the main entrance. The bus stops are shown as blue dots on the map below.





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Tools

Please wear boots or stout shoes.

Tools and gloves are available but you may prefer to bring your own gardening gloves. Hand gel will be available, along with hi-vis jackets.

Your belongings are your responsibility. FoFWOS cannot take responsibility for any losses.

Health and Safety

Weather conditions

In cold damp conditions make sure that you are wearing enough clothes to keep warm and dry.

In hot weather make sure that you wear a hat, use sun screen and keep hydrated. Take water breaks at frequent intervals. Do not try to do too much in very hot weather.

In extreme weather conditions please leave the site.

Assaults

1. Do not work alone - keep in sight of others.
2. Avoid any confrontation with the public, walk away and inform the work party leader.

Slips, trips and falls

Be careful where you put your feet, especially where:

1. the ground is wet and muddy
2. there are loose and unstable branches on ground
3. there is a danger of tripping over loose material, stumps and roots
4. of projecting branches especially at eye level (and lower for children) and
5. be aware that we are still finding hidden remains - e.g. bricks, metal poles etc. so be careful not to trip over or injure yourself.

Bites and stings

1. Avoid disturbing bees, wasps, ant nests. Look before cutting or moving anything.
2. Be careful around stinging nettles, brambles, etc. that can scratch and sting. Do not enter areas where signs have been placed.
3. Avoid disturbing animals e.g. dogs, foxes, squirrels, rodents.



Handling

1. Wear gloves at all times. There are thick gardening gloves, more flexible garden gloves and non-latex rubber gloves available.
2. Goggles are also available.
3. Do not attempt to lift or drag heavy or large items - ask for help.
4. Do not pick up any items unsure of - report to one of the work party leaders.
5. Take care when cutting branches (keep thumbs and fingers out of the way).
6. Take care of falling branches when cutting.
7. Take care to avoid muscle strains, cuts, bruises, grazes and crushing fingers or toes.

Traffic

1. If you are working outside the fences do not obstruct passers-by and do not allow any branches to hit people or parked cars. Remove any items cut down as soon as possible and take them back into the site.
2. Do not walk into road to view state of work. Cross the road carefully and look from the pavement or verge.
3. Keep lookout for cars and pedestrians when on pavements/unadopted section of Hamilton Way and The Drive. Both are busier than you might think.

Sharp items

1. Be careful if you find knives, broken glass, etc. Consider if you need help removing them.
2. Do not pick up needles, syringes, etc. Inform the work party leader.
3. Be aware of nails in pieces of wood.
4. Be careful where you place your feet in overgrown areas.
5. Report to hospital if you have a cut or puncture wound as the "sharp" may be infected.

Contaminated / hazardous waste

1. Avoid contact with any items likely to be contaminated - report to the work party leader.

Contact with animals and excrement

1. Do not disturb bird nests - if you find any leave them and move away. Ask for a new task if necessary.
2. Avoid contact with excrement or urine or anything that might be infectious. Inform the work party leader.
3. Please keep dogs under control at all times.



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Watering and using the pump

DO NOT DRINK THE WATER FROM THE WELL

Water is heavy so don't try to carry too much in one go.

The ground is uneven, with trip hazards and vegetation that can scratch and sting. The water may slosh as you carry it. You must therefore wear suitable shoes or boots and long trousers.

Incorrect or unsupervised use will mean that you will not be covered by Barnet's insurance.

1. Using the water butt

There is a water butt near the well but it is removed when there is no water in it for safety. You can arrange to water without a key holder present by emailing fofwos@gmail.com. You can take your own buckets and watering cans and use the water in the butt. At least one person in the group must be aged 18 or over.

If you have used the water butt, please email fofwos@gmail.com and let us know so that it can be replenished.

2. Using the pump

Use of the pump requires a minimum of three people: a key holder and at least two others. Users must follow the instructions of the key holder in the use of the pump. It should not be used without the outflow pipe as this makes using it much easier.

The key holders are:

- Suzanne King
- Karen Goodman
- Simon Dukes
- At certain times Nick Dimant

Litter picking

You can have a litter picker and rubbish bags to keep at home and litter pick when you have time. Please email fofwos@gmail.com to arrange. Please be aware of the health and safety issues highlighted above.

Cleaning-up

1. Hand sanitiser is available. Make sure you clean your hands before eating or drinking.
2. Clearing up - we will finish about 10 minutes before the end to ensure everything is tidy and for a debriefing.