



Friends of Finchley Way Open Space

FoFWOS Work Party 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 health and safety advice.

Volunteers will be briefed 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 who is responsible for supervising them at all times. To ensure safety we advise that no more than 2 children per adult attend.

Please note: there are no toilets, refreshments or other facilities on site.

We don't advise bringing dogs but if you do they must be kept under control.

Tools

Please wear boots or stout shoes and long trousers and make sure you have the right clothing for the weather, including waterproofs and sun hats. You may also need to bring sun screen. It is advisable to bring drinking water.

Tools, goggles, hand gel and Hi-Viz jackets are provided as required.

We have gloves but you may prefer to bring your own gardening gloves. Gloves should be worn at all times.

Please look after your belongings as FoFWOS cannot take responsibility for loses.

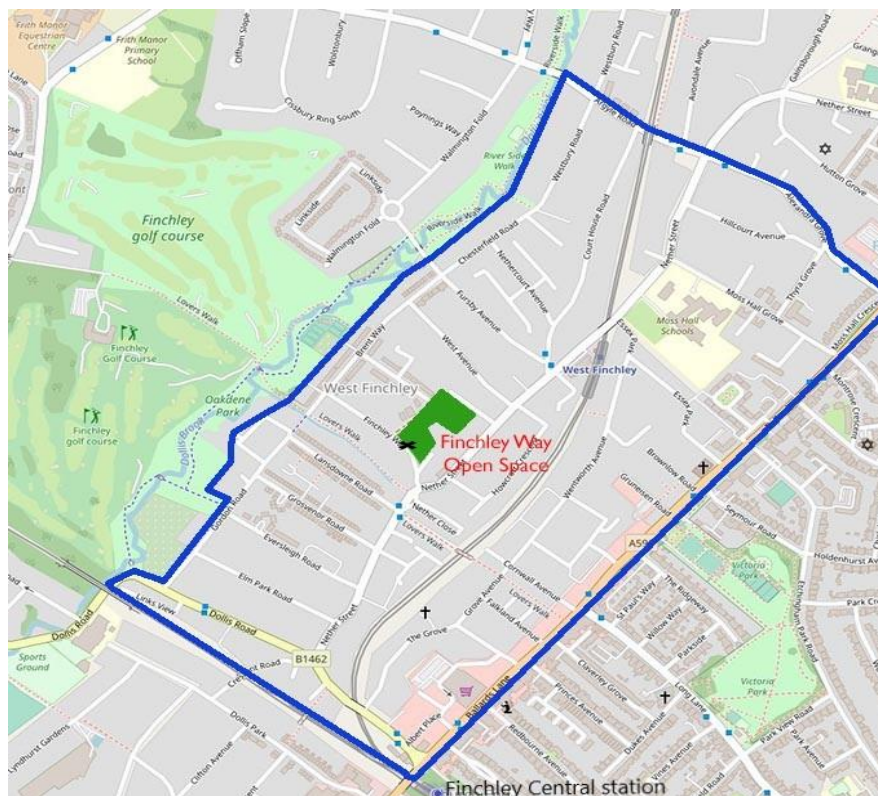
Location

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'.

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 entrance. The bus stops are shown as blue dots on the map.



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Health and safety advice

A first aid kit is always on site.

Other people

1. Keep in sight of others during the work party.
2. Avoid confrontation, seek advice from a Committee member.

Weather conditions

1. In cold damp conditions make sure that you are wearing enough clothes to keep warm and dry.
2. 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.

Slips, trips and falls

Take care:

1. where ground is wet and muddy
2. of loose and unstable branches on ground
3. of tripping over loose material, stumps and roots
4. of hidden remains - e.g. bricks, metal poles, etc.
5. of projecting branches especially at eye level (and lower for children).



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Bites and stings

1. Avoid disturbing bees, wasps, ants.
2. Avoid disturbing animals e.g. dogs, foxes, squirrels, rodents.

Handling

1. Gloves are essential.
2. Do not attempt to lift or drag heavy or large items.
3. Do not pick up any items you are unsure of.
4. Take care of falling branches when cutting.
5. Take care when cutting branches.
6. Take care to avoid muscle strains, cuts, bruises, grazes and crushing fingers or toes.
7. Take care when handling brambles and nettles.

Traffic

1. Take care when on pavements/unadopted section of Hamilton Way and The Drive and keep a lookout for cars.
2. If you are working outside the fences take care not to obstruct passers-by and do not allow any branches to hit people or parked cars. Remove cut down items as soon as possible and take back into the site.

Sharp items

1. Do not attempt to pick up sharp items such as - knives, needles, syringes, broken glass etc.
2. Take care of nails in pieces of wood.
3. Be careful placing feet in overgrown areas.
4. Report to a Committee member if cut as the sharp item may be infected.

Contaminated / hazardous waste

1. Avoid contact with any items likely to be contaminated. Report them to a Committee member.

Contact with animals and excrement

1. Take care not to disturb bird nests.
2. Avoid contact with excrement or urine. Report it to a Committee member. If you accidentally touch this make sure to clean your hands immediately - hand gel and wipes are available.

Clearing up

There will be an opportunity to give feedback and suggestions at the end of the session or feel free to email comments later to fofwos@gmail.com

1. Collect all litter in the green bags and place as directed.
2. Take all branches and prunings and stack neatly in designated location.
3. Check there is nothing left on the roadway or pavement outside of the boundaries, on the paths or on The Green Field.



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4. Return shared use tools and equipment to organisers.
5. Clean hands.
6. Check that you have all your belongings.

Privacy policy

A register of volunteers' names and their attendance at work parties is kept in a password protected file accessible only to the Chair, Secretary and Treasurer.

Additionally, names and email addresses are kept to facilitate quick and easy contact with volunteers, for example in case we need to cancel a work party at short notice.

We also hold the names and email addresses of volunteers in Mailchimp.

The full privacy policy can be found on our website at www.fofwos.org. The website contains our other policies, for example our safeguarding policy, as well as more information about the site and plans for the site.