



Volunteer briefing

Introduction

Welcome to Finchley Way Open Space. Friends of Finchley Way Open Space is a registered charity that works with the London Borough of Barnet to manage and curate Finchley Way Open Space. See fofwos.org for more information.

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

You don't need any prior experience but you will need to be able to walk round the site (which does not have paved paths) and to use gardening tools, with instruction as necessary. Hopefully you will be able to see the fruits of your labour at the end of the session, although seeds and bulbs take time to appear.

Volunteers will be briefed at the start of their first work party session on health and safety. Briefings on work to be carried out will be given as necessary and additional health and safety briefings will be given for specific tasks as necessary.

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 two children per adult attend.

Please note that there are no toilets or drinking water on the site.

Volunteering

You do not need to register to attend a volunteering session - just come along.

Volunteer sessions take place on the second and last Sundays of the month from March to November, with only one session in December, January and February. Sessions start at 10.30 am and finish at 12.30 pm. Other sessions may be organised as necessary. You do not have to stay for the full time but please let one of the leaders know when you leave.

Enter through the Finchley Way entrance and meet at the container to your left as you enter, in the corner of the field.

You will be working alongside others and we hope you find the time spent on the site enjoyable.

A register is kept of attendees, which is destroyed at the end of the following year in which you last attended. So, if the last time you come is February 2024, you will be kept on the register until the end of 2025. This helps with reporting to the Charity Commission.

Friends of Finchley Way Open Space

Contact details

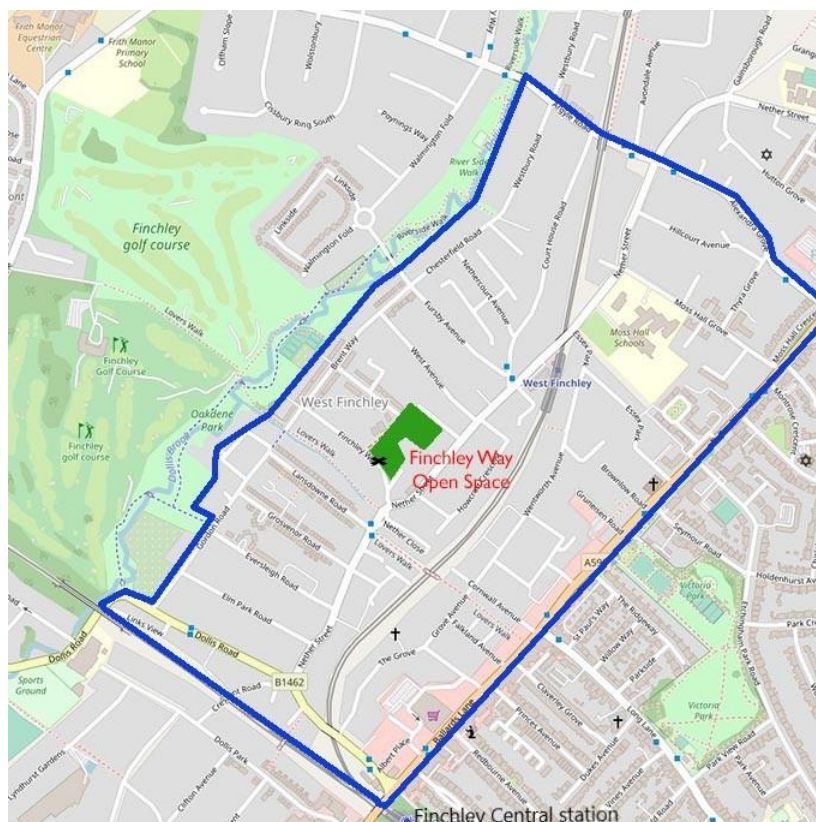
You can contact the Chair (Suzanne King), Deputy Chair (Nick Dimant) and Treasurer (Karen Goodman) by emailing fofwos@gmail.com or by the contact form on the website.

Policies and procedures

Details of the policies and procedures can be found on the website at [policies-and-procedures](#) This includes health and safety and safeguarding information.

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.



Tools

Please wear boots or stout shoes, gloves and long trousers/skirts to protect you from nettles and brambles.

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

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



Friends of Finchley Way Open Space

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 but let one of the leaders know that you are leaving.

Assaults

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

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, ants 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 gardening gloves and non-latex thin 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 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.



Friends of Finchley Way Open Space

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 the state of work. Cross the road carefully and look from the pavement or verge.
3. Keep a 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 one of the leaders.
3. Be aware of nails in pieces of wood.
4. Be careful where you place your feet in overgrown areas.
5. Report to hospital/walk in centre 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 one of the leaders.

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 one of the leaders.
3. Please keep dogs under control at all times.

Watering and using the pump

DO NOT DRINK THE WATER FROM THE WELL

When watering plants remember that 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.

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.



Friends of Finchley Way Open Space

The key holders are:

- Suzanne King
- Karen Goodman

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. Always wear gloves.

Cleaning-up

1. Hand sanitiser is available. Make sure you clean your hands before eating or drinking.
2. Clearing up - we will finish about 15 minutes before the end to ensure everything is tidy and for a debriefing.