

THE MIDHURST GREEN VOLUNTEERS

SUMMARY FOR VOLUNTEERS - 2022

- 1 If any volunteer carries an epi-pen please let the Co-ordinator know in advance.
- 2 Please advise the Co-ordinator if you suffer from any medical problem which needs to be taken into account. For summer working please also advise if you have a respiratory problem.
- 3 Unless you are working on the Town Orchard please do not work “solo” but in at least a pair.
- 4 Please do not work on private property unless we have got specific permission to do so.
- 5 There is a first aid kit in the van, we always note on the Daily Work Sheet where the nearest first aid post is plus where the nearest hospital with an Accident and Emergency section is. That will almost always be St Richards in Chichester unless advised otherwise.
- 6 We always have a tube of Factor 50 sun-cream in the van. If you need it please ask for it.
- 7 We always have a facility to supply water for summer working. Please ask if you feel the need for a drink.
- 8 We always carry two pairs of eye protection goggles which fit over spectacles. We also always carry two pairs of ear defenders. These are in the van so please use them if you are mowing or strimming.
- 9 The power tools are all battery powered. The specific instructions for each piece of equipment must be gained before you use them but they are all operated by “dead man’s switch” – in other words if you drop them or take your hand off the trigger they will stop.
- 10 The batteries are all re-charged by Graham Pooley or Alain Mardle after use. Please advise either of them if you have used any battery powered piece of equipment.
- 11 Road Works Advice (RWA) signs must be placed out before any work on the side of a road (whether 1m or 2m is not relevant) is started. One sign goes at least 50 metres before the work area, the second goes at the start of the work area and the third (if needed) goes half way along the working area if that exceeds 50 metres.
- 12 Dog excrement is never to be handled without gloves. There are bags in the van with tying handles so please put the dog excrement into a bag, tie it up and put it in the passenger’s foot-well in the van during a session. The van driver will dispose of the bag into a Dog Bin in the Grange car-park after the session if not before. In the van there is also a box of disposable gloves so feel free to use these for the collection and disposal of dog excrement.
- 13 The bins of green waste will be assessed individually and each may need two people to move and control them – each case is to be assessed as and when the session finishes. If “builders bags” are used each will almost certainly need two people to handle each into the van and out again. Do not do a two-person job with just one person.
- 14 The green bins are often left on the side of a footway ready for collection and emptying by CDC’s waste team. Please choose a position out of the way of passing pedestrians and tidy but easily available for the CDC staff.
- 15 There are often more tools available at the MGV shed than are at first obvious. The driver is able to call on the shed and collect these in advance of each session – if you have a need for a particular tool please let the co-ordinator know in advance and the tools can be loaded up into the van. There is a separate list of equipment and you are welcome to a copy - just ask the co-ordinator if you would like one.
- 16 If there is ever any form of accident please put the details into the Accident Report form which is found in a hardback book in a pouch at the back of the passenger’s seat in the van. There are two pens in the front section near the glove box of the van.

- 17 If you ever notice that an item of tools or equipment which you expect to find in the shed or in the van is not where you think it should be please advise the Co-ordinator (or Alain Mardle) as soon as possible. Also, if any piece of equipment appears to be damaged please let either of them know.
- 18 If you ever feel that it is necessary or advisable to read the handbooks for the battery powered equipment please let the Co-ordinator know – these are all freely available.
- 19 In the van there is a ready supply of tissues so if you feel the need please use them.
- 20 In the van there is a window scraper for ice and a couple of small towels to use to wipe and dry the inside of the windows before the van is driven off.
- 21 At the end of a session please make sure all the tools are reasonably clean and dry.
- 22 Always wear a yellow Hi-Viz jacket before starting work. There is always a supply in the van and an extra supply in the shed.
- 23 When working alongside a roadway ALWAYS use bollards to show the line of work and to keep volunteers with a constant reminder of the danger from the road.
- 24 ALWAYS use gloves and don them before moving the first tool. There is always a spare supply of gloves in the van.
- 25 Always wear footwear suitable for the work. When using tools in particular use steel toe-capped or strong shoes or boots. Do not wear sandals or soft shoes. When working in water wear wellington boots.
- 26 After volunteering three times each person will be asked to forward to the Co-ordinator the following data:
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| Name | Address | Age range |
| Contact number | Emergency contact | Medical issues |
| Approval to hold data | Approval for photos to appear on website | |

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