



Cormonachan Woodlands Association

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CWA Team Leader's Check List

- 1) Team Leaders will be sent a list of the volunteers attending each volunteers day with all their mobile telephone numbers the day before each event.
- 2) The tasks for working on and compartment map area numbers will also be provided in advance of each event.
- 3) Risk Assessments have to be checked on regarding the day's tasks (available on the CWA website - <http://www.cormonachan-woodlands.co.uk/cormonachan-history/risk-assessments/>. A hard copy of each RA is held in the CW storage shed as well).
- 4) Volunteers Days normally run between 10 am to 4 pm. CWA members may sometimes only attend for a 1/2 day. Routinely National Park & Fife Volunteers will attend for the whole day.
- 5) Team Leaders are responsible for a safety briefing at the start of the day, getting annual Consent Forms signed and asking for any medical updates since last signed and for issuing the equipment, tools and PPE, Hi-Vis jackets, gloves, helmets, etc. as required for the day's tasks.
- 6) A First Aider will be advised to the volunteers who will be responsible for carrying a First Aid kit and where other First Aid kits are available such as in the Red Squirrel Hide and the storage shed.
- 7) Team Leaders should ensure that National Park and Fife Ranger volunteers are made aware of the "sit down only" compost toilet facilities adjacent to Jan's Hideaway and that the toilet must be left in a clean state.
- 8) At the end of the day, equipment, tools and PPE have to be collected up and returned to the storage shed and locked up (3241).
- 9) Team Leaders are responsible to the Volunteers Leader:-
E-mail - Volunteers@cormonachan-woodlands.co.uk