

THE MIDHURST GREEN VOLUNTEERS

SUMMARY FOR VOLUNTEERS

- 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 and we always also note on the Daily Work sheet 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 a pair of eye protection goggles which fit over spectacles. We also always carry a pair 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 after use. Please advise Graham if you have used any battery powered piece of equipment.
- 11 RWA signs must be placed out before any work nearer than 2 metres from a road surface is started. One RWA 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 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 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 as soon as possible. Also, if any piece of equipment appears to be damaged please let the Co-ordinator 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 At the end of a session please make sure all the tools are reasonably clean and dry – there are towels in the van for this purpose.