



Work Party Guidance

Outline of Work Party Activities

Working parties are arranged to help the club manage the clubs venues, they are coordinated by Venue Leads appointed by the committee or by Baliff's appointed by the committee.

The working parties are volunteers from the clubs membership who wish to contribute to the improvement and up keep of venues. Typical works would be vegetation control Swim/Peg repair, litter picking or fencing as examples. Major works to venues should only be agreed by the committee and method and by who shall be determined by the committee.

Working party members should never be asked to undertake work they do not feel comfortable carrying out and should never be pressurised into work they do not want to do, work parties should be productive, social and enjoyable events leaving members with a sense of achievement.

Arranging Working Parties

When making arrangements for working parties use the clubs website and social media to communicate the details and give an outline what work will be tackled so members can make a decision about their attendance.

Preparation for Working Party

Before the day working party lead should familiarise themselves with the **Risk Assessment and Method Statement** (on club website) and ensure that you have the tools and equipment organised for the day.

On the Day

Ensure before you arrive at the venue that the weather conditions and venue are safe for the work to go ahead for example flooding - if you are not happy or comfortable with the conditions – cancel better to call off the working party than put people at risk

At the venue and the work

Before starting work gather members and confirm what you want to achieve discuss risks and hazards and make sure appropriate equipment is available. Ask Members to sign the work party register attached to the working party method statement. Let members volunteer for tasks and make sure they have appropriate equipment and are comfortable to use it. Never let members enter the water without suitable arrangements in place such as Life preserver or rescue ropes. Make sure plenty of breaks are taken with refreshments and members work at their pace if all the work isn't accomplished then it can be carried over to the next event. If at any time you are not happy with the working party or the actions of the working party do not hesitate to discuss directly with the member or alternatively finish the working party totally. If there is an accident record it on the Accident Sheet (on website).

During the work – monitor what work is being carried out check general wellbeing of the party to make sure members are ok and they are at ease with what they are doing try and remain aware of any changing circumstances

Completion of the Working Party

When either the work is completed or the party has agreed to cease work make sure that everyone is accounted for and all tools and equipment are stored away and a general tidy up takes place. Finally thank members for their contribution and record achievements on website or social media