**Working Bee**

**Working Bee Guidelines:**

To ensure the Working Bee is safely completed and compliant with H & S issues.

That approval is initially sought from the Person in Charge and the Health & Safety Warden within each Parish regarding any proposed working bee.

That a Working Bee risk assessment is undertaken that considers the specific risks associated with the planned Working Bee.

That the Working Bee plan and risk assessment is presented to Vestry.

That the Person in Charge and H & S Warden \ are responsible for the implementation of the Working Bee plan and risk assessment.

That the Working Bee plan (form attached) and risk assessment is signed off by the H & S Warden at the conclusion of the task(s).

**Working Bee Checklist:**

Preparation:

* Work to be done?
* Sufficient people?
* Correct tools for task?
* Special protective gear required?
* Specialist tradespeople needed?
* Length of time each task will take?
* Equipment Training needed? e.g. cherry picker
* Rubbish disposal?
* Police Vetting needed?
* Supervision of children needed?
* Food and refreshments?
* Cancellation – how will this be communicated?

On the Day:

* Person in Charge and H & S Warden in the Parish present for the implementation of the Working Bee
* Cell phone available?
* Briefing for Volunteers? Include: Task outline, thanks, safety requirements including hazards, first aid kit location, who is first aid trained, Incident reports.
* Volunteers fit for task?
* Ensure volunteers understand what is required
* Regular breaks scheduled?
* Sunscreen available if working outside?
* H & S Warden to consult, co-operate and co-ordinate with volunteers during the day

End of Day:

* Debrief for Volunteers?
* Review practices
* Record how improvements can be made for next time
* Continuous improvement is key
* If any incident has occurred record in Incident/Accident Register

Date:

Completed:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Person in Charge of Parish Health and Safety Warden

Date:

Next Update: