

AT THE START OF YOUR SESSION

1. Welcome everyone and introduce yourself.
2. If there are new people, introduce them around the group.
3. Explain the context of the session, e.g. “What we are doing today will help restore this part of the reserve and allow the young native plants to grow and provide habitat for birds and lizards.”
4. Outline the day’s tasks and if you will be doing them in groups/pairs.
5. Explain the methods and tools you will be using. If there are new people, remember to explain the basics, e.g. pull weeds out by the roots, don’t leave them lying on the ground...
6. Make sure everyone has the tools and equipment needed to do the task.
7. Confirm the date, time and place of the next session, if applicable.

A SAFETY BRIEFING

- The risks we need to be aware of today are . . .
 1. Weather-related (sun, wind, rain, slips)
 2. Tools: Please carry tools by your side, not over your shoulder
 3. When tools are not in use, place them carefully in a central place
 4. Lifting and carrying these objects . . .
 5. Handling herbicides . . .
 6. Working on slopes . . .
 7. Plants, e.g. thorns, irritants, allergens . . .
 8. Insects . . .
- Ask that anyone with injuries talk to you about appropriate tasks.
- Check that everyone is wearing appropriate clothing, e.g. covered shoes, long sleeves, sunhat, gloves and provide these where possible

- The first aid kit will be located at ...
- Check that there is at least one mobile phone with each group so that someone can call 111 if a serious incident occurs
- Please let me know if you feel unsafe or notice any additional risks while working.
- Are there any questions?
- Remember to advise if there is any accident, incident or near miss (use the online form on the contact page of the PFK website or let a PFK staff member know ASAP).

DURING THE SESSION

- Make sure new people are working closely with experienced volunteers and having both support and a chat - make it fun.
- Make sure everyone has the gear they need.

AFTER THE SESSION

- Thank volunteers, both as a group and individually. Remind them how the specific things they have achieved today contribute to the restoration work in the reserve.
- For those who have come for the first time today, ask them how it was and whether they have any questions or feedback.



Coming soon - watch our video guide to safety briefings on the PFK website