Wirral Game Fishing Club			**Page 1**
Working Party Site Specific Briefing Notes for Supervisor			
To be completed by working party supervisor on the day.			
Completed form & attendance list to be forwarded by e mail to nominated e mail address.			
Site inspection to be carried out on the day of the planned activity, before work commences.			
Date:		Supervisor name:	
Location of site:*		Supervisor signature:	
Activity planned:			
* There are a number of ways to advise the location of the nearest emergency vehicle access:			
1. Use the What 3 Words App on your smart phone			
2. UK Grid reference			
3. Verbal description			
All attendees to sign in on the attendance sheet attached, page 2. Supervisor to ensure all attendees are			
accounted for.			
Any remarks, incidents, injuries etc to be recorded in the Remarks section on page 2			
Guidance safety briefing notes for supervisor			
Ensure parking of vehicles has been carried out safely, and no vehicles are blocking exits.			
Ensure all attendees sign the attendance form (attached).			
Check that there is mobile phone signal at the site, if not, where is the nearest available signal point.			
Where is the nearest hospital A&E department.			
Emphasise that health & safety is everyone's responsibility, & that they have a duty of care to themselves.			
No person should work alone.			
Identify any first aiders present.			
Indicate the location of the first aid equipment, & the throw line.			
In an emergency, evaluate the situation & call out the appropriate emergency service if needed. Inform			
the workimg party supervisor as soon as possible.			
Brief everybody on the planned activity, and advise of any health & safety hazards.			
Some common hazards which the supervisor may wish to			**Page 2**
mention at the briefing			
NOTE - for details on further hazards, risks, control measures etc - refer to WGFC Generic Risk			
Assessment for Working Parties document and other WGFC Health & Safety Documents.			
Appropriate clothing for weather conditions to be worn.			
Appropriate PPE to be worn when usng equipment.			
Supervisor to ensure that anyone using equipment is competent, & has the appropriate certification. For			
details, see WGFC H&S documents			
Transportation of equipment around the site is a hazard, & should be carried out with care, especially			
heavy loads.			
Dangers of overhead power lines, electric fences and thunder storm lightning.			
Live stock in fields, bulls, cows with young calves etc.			
Water pollution - ensure hands are cleaned before eating.			
Weil's Disease, Ticks - Lymes Disease - examine hair & clothing for ticks.			
Danger of Tetanus from minor cuts & grazes.			
Insect stings & bites - bees, wasps nests etc.			
Hazard of contact with Giant Hogweed, Japanese Knotweed, Himalayan Balsam etc.			
Ensure equipment, boots, etc are cleaned before leaving the site to prevent the spread of invasive species.			
Flying debris from strimming, chain saw activity, etc - eg goggles, gloves and helmet to be worn.			
Hazards of working in or near water, and from a boat.			
Carriage & use of petrol for powered equipment.			
Sharp hand tools - saws, loppers etc.			
Flammable liquids - use of petrol etc.			
Weed spraying - to be carried out only by trained personnel.			

Wirral Game Fishing Club

Working Party Attendance Sheet

Date:

List of volunteer attendees

Name	Signature	Name	Signature

Remarks

Any minor incidents, injuries, observations etc to be included here.

NOTE - Any serious injuries requiring hospital treatment will require a detailed report.

If you need more space, please turn over.