

CRoW - Task Leader Role

Prior to the task the administrator will provide the leader with a task sheet containing a summary of the task, meeting point, risk assessment, etc.. On completion of the task, this document should be returned to the administrator with details of the volunteers who attended and any other pertinent information.

Before the task

- Confirm that appropriate tools will be available together with first aid kit and PPE.
- Review the task risk assessment to make sure that it is relevant for the task and contact administrator to apply any changes, e.g. 'Bonfires' omitted when there may be a bonfire.

Start of task

- Note names of those attending and obtain emergency contact details for new volunteers.
- Describe nature and purpose of task to volunteers.
- Carry out tool and safety talk where necessary.
- Where required, notify Fire Service if having bonfire (risk assessment will indicate if notification required).

During the task

- Regularly check volunteers are:
 - Working safely and following correct use of tools.
 - Adhering to the task requirements.
- Note any tools requiring maintenance.

End of task

- Check work site to ensure:
 - It is in a safe state particularly any bonfires, see 'Bonfires' risk assessment for guidance.
 - All tools have been collected.
- Ensure all volunteers have been accounted for.

After the task

- Complete task sheet with details of volunteers attending, etc., and return to administrator.

Simple Tasks

Simple tasks are where the end user organisation provides detailed instructions of what must be done and/or provides a task leader on the day. Most tasks fall into this category and the role of the task leader is covered by the above.

On rare occasions, a site visit ahead of the task may be desirable to confirm details.

More Complex Tasks

More complex tasks are where the end user organisation has provided an outline or objectives but not specified how these are to be achieved.

The CRoW task leader then needs to carry out the above plus:

- Decide how best to achieve the task outline or objectives by either a site visit prior to the task or decisions on the day.
- Give guidance to volunteers on what is to be done and to be clear on why it is needed and what it is we are trying to achieve.

Refreshments

Currently limited to providing biscuits.

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