West Berkshire Countryside Society

WEST BERKSHIRE COUNTRYSIDE SOCIETY
TASK LEADER CHECKLIST

Before the Task:	
Liaise with WBCS Site Assessment Team to fix potential dates for visit	
Liaise with Landowner to agree date and initial thoughts on task	
Visit site with Landowner and define/agree task	
Finalise task details including parking, access issues, known road closures etc.	
Advise Andy of task, tool and parking requirements	
Fill in Risk Assessment	
On the Day of the Task:	
Arrival	
Arrive early and if necessary confirm details with Landowner	
Walk around task location(s) to identify last-minute issues	
Open access/gates to parking/task locations	
Pass Risk Assessment to Chris Sayer	
Briefing	
Introduce any new Volunteers and assign a 'buddy'	
Introduce Site	
Describe Task	
Explain purpose/benefit of Task	
Identify 'best' tools for the task	
Highlight any Health & Safety hazards/issues	
Identify First Aiders	
Split team as appropriate	
Appoint sub-task leaders as appropriate	
During the Task	
Take team to task location(s)	
Respond to questions/clarifications	
Regularly walk around the team(s)	
Call tea/coffee and lunch breaks	
Respond to 'Emergencies' or minor First Aid issues	
Close of Task	
Close task - thanks, fire arrangements, tool checks etc.	
After the Task:	
Feedback	
Close-out with Landowner	
Feedback appropriate comments/ideas to WBCS Site Assessment Team	