**Information for New Volunteers**

Tony Bardwell, Operations Manager, October 2021

We need all the help we can get! Most of our volunteers like to work outside and help with the physical restoration on site (details starting in the next paragraph), but there are also many things that can be done even when we are not working on site. It is like a small business and we always have room for people to help with a range of tasks, such as planning and preparatory work to empty our historic refuse dump, design tools and handling fixtures, fund raising, publicity, accountants, designers, environmental surveys, seminars and so on. If you have any skills that may be helpful to the cause I would be delighted to hear about them!  Our volunteers are generally retired and have many and varied careers and experience many of which have been very helpful.

We will add your name to the Volunteer schedule distribution list so that you can be kept up to date. You can book to work on any day (email Doug Pell   [doug.pell@wendovercanal.org.uk](mailto:doug.pell@wendovercanal.org.uk)  ) but you will see some days are less well supported than others probably because of people's other commitments.

We generally get on site at 08:15 to 08:30.

Do you have your own basic safety gear? This consists of wellingtons with steel toes caps, waterproofs and hi viz jacket or tabard. We can supply safety glasses, hearing protection, masks etc. on site. Please bring water/drinks and food for the day.

Before arriving on site, please would you read all the information on our website, ([https://wendoverarmtrust.co.uk/members-and-volunteers/procedures-health-and-safety](https://wendoverarmtrust.co.uk/members-and-volunteers/procedures-health-and-safety/)/) including our policies, volunteer induction and the risk assessments including Risk Assessment 17 which covers the C19 risks and outcomes/procedures. Please also fill in the Volunteer application form which gives us some basic information about you. You can either bring the form to the work site or send it to me by email ([tony.bardwell@wendovercanal.org.uk](mailto:tony.bardwell@wendovercanal.org.uk)). Various method statements and drawings are also on the website for you to download as needed.

Our site entrance to the car park is near HP23 4NR, at "what3words” location unwind.excavate.supreme .  This is on the opposite side of Little Tring Road to CRT’s Tringford pumping station and a few metres along, away from the canal bridge.

When you arrive on site please report to the Team Leader of the day for a site safety briefing and to sign in, including signing to say you have read and understand the contents of WATRA 17.

I hope you will be able to help us (after going through all that paperwork!). Any other questions, please call me on 01296 634973. I hope you will enjoy your time with us and the other volunteers!