



Team Leader Challenge Pack



Doing good together

Contents

Team Leader checklist

Please use the checklist to help you through your challenge.

Challenge Agreement Sheet

This must be completed, signed by both team leader and community group, each keeping a copy (page 7).

Health and Safety information, risk assessment and public liability insurance

There is a blank risk assessment in the challenge agreement sheets. Please send a copy of the completed risk assessment to yourcoop.community@midcounties.coop

If you need any further help contact the Community Team on the email above or a member of the Health & Safety Team.

Photography, Social Media & Filming

It is very important that the amazing work you do in the community is recognised. The information here will help you navigate through and achieve maximum impact for the Society, your volunteers, and the community group you are volunteering for. All hi res pictures, videos etc should be sent to: yourcoop.community@midcounties.coop

This pack contains everything you need to complete your community volunteering successfully and safely.

Please complete all sections of this pack as you work through your volunteering challenge.



Team Leader Checklist

Before the challenge

Task	Completed
<p>Visit the community group before the challenge</p> <ul style="list-style-type: none"> • Complete the Team Leader brief with the community group and then ensure both the community group and yourcoop.community@midcounties.coop have a copy • Complete the risk assessment with the community group or, if the group has their own, then you can use this as the basis for your own Risk Assessment. Our own Risk Assessment must be completed. A copy of the completed risk assessment MUST be sent to yourcoop.community@midcounties.coop • Print out a copy of our public liability. This can be found on Colleagues Connect. Simply type in 'Public Liability' and go into the policies page • Take your completed team leader pack with you to the challenge 	<input type="checkbox"/>
<p>Ensure that your team are fully briefed about the challenge:</p> <ul style="list-style-type: none"> • Where the challenge is • What time they are required to be there • How they will get there (consider car share) • What clothing they will need (eg. comfortable shoes, old clothing) • Bring a packed lunch and a drink if required • Bring enough drink to keep them hydrated • Sun cream (Weather dependant!) • Small equipment, colleagues are asked to provide: spade or fork, masks, gloves, plastic bags, paint brushes, dust sheets etc. This should never include their own electrical equipment eg hedge trimmer • Remind colleagues not to bring valuables with them • Appoint a colleague in your team to take photographs and to participate in Social Media live on the day. If you have difficulty with this and feel it would be a missed opportunity then contact yourcoop.community@midcounties.coop • make them aware you will be taking pictures, doing Social Media and possibly filming on the day 	<input type="checkbox"/>

On the day

Task	Completed
<p>** IT IS IMPORTANT TO DO AN 'ON THE DAY' RISK ASSESSMENT PRIOR TO COMMENCING THE CHALLENGE'</p> <p>As Team Leader you should make a final decision if the task can safely go ahead and that the current conditions still match the original risk assessment. It may be that you have to add some additional controls. For example, bad weather may mean that an outdoor event should be postponed.</p>	
<ul style="list-style-type: none"> • Contact the person in charge of the location as soon as you arrive 	
<p>**IT IS IMPORTANT TO HOLD A HEALTH & SAFETY BRIEF PRIOR TO COMMENCING THE CHALLENGE**</p> <p>Talk through the key hazards of activity using your risk assessment and the suggested controls you've noted</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Show the team where the rest rooms are, where tea and coffee can be made and where they will eat their lunch 	<input type="checkbox"/>
<p>• Team Leader responsibilities during the challenge</p> <p>As Team Leader you must ensure that everyone is satisfied they are able to complete their task and, most importantly, they are working safely. Volunteer safety is critical and accidents do occur during volunteering. People will often not consider the risks when doing "normal" tasks. If you see anyone behaving unsafely, stop them and remind them about safe working.</p>	<input type="checkbox"/>
<p>Photography, Social Media & Filming</p> <ul style="list-style-type: none"> • Brief the Team Member/s who will be taking pictures and doing Social Media on the day • It is important that we take every opportunity to promote the work that we do in the community. You will find a brief later in the pack detailing the best ways to maximise this. 	<input type="checkbox"/>

After the challenge

Task	Completed
<ul style="list-style-type: none"> • Your team must complete their volunteer hours on-line following the challenge. Travel time should be added which is an important reason the challenge should be local to the colleagues participating wherever possible. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Email the team a week after the challenge to ensure the above has been completed 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Send feedback together with hi-res photographs & any filming done to yourcoop.community@midcounties.coop 	<input type="checkbox"/>



Project Details

Name of Community Group:			
Name of Contact:			
Contact telephone number:			
Date/'s of project		Start time on site	
Are there any High risk activities? If so, list them here and contact the H&S and Insurance team to discuss on HealthandSafetyTeam@midcounties.coop and insurance@midcounties.coop			
Who from the community group will be available on the day? What is their telephone number?			
How will Midcounties gain entry?			
Are there any area Midcounties Colleagues cannot enter?			
Is there any part of the challenge that Midcounties are unable to undertake?			
How many people will be required?			
Details of tea/coffee facilities?			
Detail the lunch arrangements (is there somewhere to eat on site or does the team need to bring their own lunch?)			
Are toilets available on site? If not then contact yourcoop.community@midcounties.coop NB this would be applicable when volunteering in a remote location with no facilities eg a canal. You will need to contact yourcoop.community@midcounties.coop a minimum of 2 weeks prior to the challenge			
What are the fire evacuation procedures?			
Who is the nominated first aider from your team? NB: This is applicable for high risk challenges eg working on a canal.			
Is there a first aid kit on site? If not then speak to the Health & Safety Team or email yourcoop.community@midcounties.coop			



Equipment Needed

Painting Challenge

Item	Community Group to supply	Midcounties to source (fundraise, find sponsor etc)
Gloss Paint		
Emulsion Paint		
Brushes		
Rollers		
Roller Frames		
Extension Poles		
Dust Sheets		
Step Ladders		
Filler		
Sandpaper		
Rubbish Bags		
Misc		

Gardening Challenge

Item	Community Group to supply	Midcounties to source (fundraise, find sponsor etc)
Forks		
Shovels		
Shears		
Strimmers		
Petrol for above		
Rubbish bags		
Skip		
Misc		

Agreement Sheet

I confirm that I have agreed to undertake the challenge detailed within this pack and understand that I have a responsibility to carry out the activity with a duty of care for the community group and to represent The Midcounties Co-operative in a professional manner.

Signed by Team Leader:	
Print Name	
Date	

Signed by Community Group:	
Print Name	
Date	

Once you & the community group have signed the above,
YOU MUST send the completed risk assessment to
yourcoop.community@midcounties.coop
THIS IS A LEGAL DUTY

Health and Safety Information

Introduction and general controls

The Society is eager to ensure that you enjoy the community work you are becoming involved with, however **YOUR** safety must be first and foremost at all times.

The community projects health and safety information is to be used at all times and completed to ensure that the safety of colleagues is managed.

As the 'TEAM LEADER' of the project there is responsibility you carry for the safety of your team.

Prior to undertaking the risk assessment you may find it helpful to consider the following points: -

Accidents

Accidents must immediately be reported to the location management and society procedure followed. All accidents should be reported on WorkJam on the day.

Using ladders and steps

No colleagues should be expected to work off the ground in an unsafe way. You should always use extension poles to paint high up rather than using ladders and steps as this is safer. Steps and step ladders should be checked before use to ensure they are in good safe condition. The correct ladders or steps for the job should always be used.

Any task that is assessed as requiring colleagues to work on ladders or steps should be discussed with the Health & Safety Team. Email the team at HealthandSafetyTeam@midcounties.coop

Electrical Equipment

All equipment must be hired from a reputable source – **COLLEAGUES MUST NOT BRING PRIVATELY OWNED EQUIPMENT FROM HOME – IT MAY NOT BE SAFE**

Paint Safety

Paint only surfaces that are reachable with an extension pole or at arm's length.

Store paints, turps, white spirit etc in a safe area. Do not leave lying in access areas as they can cause a tripping hazard and/or fire hazard.

Lifting Safety

Colleagues should not lift items that are too heavy for them – they should ask for assistance.

Colleagues should follow good manual handling guidelines. You can find Manual Handling guidance on Colleagues Connect.

When carrying garden refuse sacks, you should always wear protective gloves to avoid cuts or abrasions and do not carry bags containing broken glass or other sharp objects.

Assistance/Guidance

If you require further assistance or guidance on risk assessment (you are unable to implement sufficient controls) then you should contact a member of the Health & Safety Team.

Health and Safety Information

High Risk Challenges

High risk challenges and activities require additional consideration and controls to ensure they are completed safely.

Examples of high risk activities and locations:

near rivers/lakes and canals; near roads; with animals; likely to disturb asbestos; Litter picking (needles etc); working at height (on ladders and steps); working with hazardous chemicals; working in/around open water (Weill's disease, drowning etc)

In the case or any of the above, or if you are not certain, contact the H&S Team to discuss: HealthandSafetyTeam@midcounties.coop. You must also obtain a copy of the Insurance and Risk Assessment from the group you are doing the high risk challenge for and send to our insurance team on insurance@midcounties.coop **NB: The group who runs the high risk challenge will have their own Risk Assessment / Insurance. Please obtain a copy to send to our insurance team**

Other controls

- First Aid supplies and trained First Aider available
- Colleagues must observe NO SMOKING policy at all times
- Team to ensure that any combustible materials in area of Project are kept isolated from potential ignition sources
- Team to be mindful that Health & Safety considerations should not be forgotten and to look out for themselves and others, especially due to the possible presence of visitors in the area who may not be aware of the Teams task
- Fire equipment to be available in suitable locations where relevant to task
- Any use of chemical substances such as weed killer - instructions to be followed and people around to be made aware of use
- Any use of equipment to be for short durations only using suitable equipment - minimal risk of WRULD (work related upper limb disorders) associated problems

The information above, whilst not exhaustive, is designed to reflect the range of controls to potential hazards that Colleagues may face.

Risk Assessment Form

Name of Community Group, contact name & telephone number	
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A risk assessment is an evaluation of hazards, the likelihood of harm being caused and any factors that can affect the chance and extent of the harm from occurring. A risk assessment should consider both the potential severity of the consequences and the number of people who may be exposed to each hazard.

Does Project activity fall within definition of "Any use of chemical substances" (COSHH) or involve "High Risk Challenges" under Society's insurance? (contact H&S Team if unsure on healthandsafetyteam@midcounties.coop) please contact the Insurance Team – insurance@midcounties.coop, who will be able to advise whether this activity is something our Insurers will cover	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Project Specific Controls:

Detail any other issues identified and relevant controls

Potential Hazard	Controls	Residual Risk
FOR EXAMPLE: SLIPS, TRIPS AND FALLS	<ul style="list-style-type: none"> • ensure rubbish is disposed of and that walkways are kept clear • inform colleagues if ground is uneven • inform colleagues if ceiling is low or there are unexpected steps • Inform colleagues to wear suitable clothing and footwear (is a hi viz jacket needed) 	All colleagues fully briefed prior to challenge commencing

Additional controls required – Ongoing vigilance by Leader & Colleagues
All concerns to be reported immediately.

Monitor & Review – Assessment to be reviewed throughout Project.

IN CASE OF EMERGENCY – Colleagues should dial **999** immediately. Society Health & Safety should also be contacted as soon as possible thereafter.

Assessment completed by: _____

Date: _____

Photography, Filming and Social Media

It is very important that the amazing work you do in the community is recognised. Below is to help you navigate through and to help achieve maximum impact for both your volunteers, and the community group you are volunteering for, below are some helpful hints and tips.

This content can be used to highlight the work you're doing, both live by using Social Media, and for after the challenge through our PR company, content for our website and Member newsletter & internally on Colleagues Connect or our Impact Reports and Annual Report

Before the challenge	
Task	Completed
<ul style="list-style-type: none"> Who in your Team will be responsible for this element of the challenge? It could be one or more colleagues 	
<p>Social Media:</p> <ul style="list-style-type: none"> Name of the person from the Community Group who will do their social media on the day? <hr/> <ul style="list-style-type: none"> What are their handles? @ @ <p>Photographs:</p> <ul style="list-style-type: none"> Are the group happy for us to take pictures? Are there any people or shots that they DO NOT want included? <p>Filming (especially important if they are your local charity partner)</p> <ul style="list-style-type: none"> Name of person being interviewed <hr/> <ul style="list-style-type: none"> Job title <hr/> <ul style="list-style-type: none"> Contact Telephone Number: 	
<p>Challenges in Schools:</p> <ul style="list-style-type: none"> Only use images that do not include young people <p>NB: The school MUST approve all images of young people – think about letting them take the pictures and send you any that have been approved or email the pictures you intend to use so they can respond back with agreement or a request not to use.</p>	
<p>Name of Contact at the School:</p> <hr/> <p>Email address & telephone number:</p> <hr/>	
<ul style="list-style-type: none"> Print out copies of the consent form which can be found at the end of this pack 	

On the day	
Task	Completed
Share your stories on Facebook and X(Twitter) during the event. - our comms team love live stories as they are happening	
Use the following handles to enable the Comms team to re-post: <ul style="list-style-type: none"> • X (Twitter): @midcountiescoop • Facebook: @themidcountiescooperative NB: tagging @midcounties.coop @themidcountiescooperative is the most important part.	
You can also use these hashtags: #ValuesinAction #CoopDifference	
Don't forget to tag the community group in and ensure they include our handles and you use theirs.	
Include a photograph NB: Make sure everyone is comfortable having their picture taken and shared on Social Media / used for PR follow up. If under 18 you must have parental / school consent in writing and this can ONLY be used for follow up PR	
Photography	
We do not always have the luxury of a professional photographer with us, but Managers have access to decent cameras on their work phones and colleagues are normally happy to use their own Take a mixture of landscape and portrait pictures and ensure they're hi-res for maximum usage of images	
Think about the pictures you are taking: the backdrop and positioning of people within the photo	
As well as action shots, take a staged picture of the group during a break or at the end of the challenge – think about props eg paint brushes and tins etc.	
Respect peoples wishes if they don't want to photographed and make sure you have the proper permission, in writing, for under 18's and vulnerable people.	
Schools: you must have written permission from the school prior to using images of young people. Alternatively ask the school to take pictures and send you ones they've approved	

Filming	Completed
<p>There are lots of ways we could use a film interview including on our website, at Member Events or for a piece on wider topics eg volunteering</p>	
<p>Content:</p> <ul style="list-style-type: none"> • Only short snippets are required • An interview with the community (Who are the group and what do they do? Why is this challenge being done and what difference will it make?) • Talk to a colleague who is volunteering on the day about their experience (have they enjoyed themselves and has it inspired them to do more or do something different?) • Film your Active Member (what do they get out of being an Active Member and how have they found their volunteer experience?) • Talk to one of the Store Managers / Colleague. (what has their experience been? What do they feel about the society giving them 3 days in which to volunteer in their local community?) 	
<p>Timing:</p> <ul style="list-style-type: none"> • Aim to get 30 second shots of the challenge; colleagues and community group engaging and colleagues working on the challenge. Do a few of these which can be edited by our Comms Team. • Get 2-3 minutes of interview (only 3 or 4 questions). 	
<p>Tips:</p> <ul style="list-style-type: none"> • Make sure the area you're filming in has good lighting and if possible, an interesting background. • Make sure that you film in a quiet area • You, as the interviewer, should speak from behind the camera. • Before you start the interview run through the questions you are asking with the person you are filming – so they have time to think about their answers. 	
<p>Questions:</p> <p>Plan your questions in advance as there is no 'one size fits all'. Think about the group you are engaging with, what the challenge is about and form your questions around that (send these questions to your contact prior to the challenge); for example, you may want to ask a charity partner questions such as:</p> <ul style="list-style-type: none"> • Tell me about the work of your group • What area do you cover? • What difference will this challenge make? • What impact does the work you do have on the local community? • How can our Members and Colleagues get involved? 	
After the challenge	
Task	Completed
And finally...	
Save all photos, films and screen-grabs of your Social Media to the cloud and send as a link to yourcoop.community@midcounties.coop	

General Consent form for photography/filming

Organisation	The Midcounties Co-operative Limited
Event / Date	
Article Publish date(s)	

I consent to The Midcounties Co-operative using photographs and/or video recordings including images and/or sound recordings of me both internally and externally to utilise on Colleagues Connect for use within articles, or content for the purpose of engaging colleagues on the goods, services, Society, or educational content.

I understand that these images and/or sound recordings could also be used in print and digital media formats (including print publications, websites, e-marketing, posters, banners, advertising, film, and/or social media).

I understand that images on Colleagues Connect is not just available internally and when placed within the "open" area of Colleagues Connect it can be viewed on the internet and is therefore viewable from anywhere in the world.

I understand that some images or recordings may be indefinitely publicly available once they are published and that this may be outside of Midcounties' control. I also understand that Midcounties may keep these images or recordings as part of its archive.

I have read and understand the conditions and consent to my images being used as described. I understand that I can withdraw my consent at any time by contacting communications@midcounties.coop

Print Name	
Signature	
Email address	
Date	

The Midcounties Co-operative is committed to processing information in accordance with the General Data Protection Regulation (GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes.

You can ask Midcounties to stop using your images at any time, in which case it will not be used in future marketing or publications but may continue to appear in marketing or publications already in circulation.

If you want to have your information removed, please let us know at Communications@midcounties.coop stating your full name and we will remove it as soon as we can.