

Team Leader Challenge Pack

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 8).

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 communityteam@midcounties.coop

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

Feedback

We would encourage you and the community group or charity, where the volunteering takes place, to feedback about your experience by emailing communityteam@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 communityteam@midcounties.coop have a copy • Complete the risk assessment with the community group or, if the group has their own, then use theirs • Print out a copy of the Society's Public Liability (this can be found on the intranet. Look under 'specialist services', 'insurance' and 'employer, public liability & Third Party'. • Ask the community group to talk to your team, before the challenge begins, about the work they do and impact completing the challenge will make. the group should also talk about any other volunteering opportunities they have • 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 if required • Sun cream • Small equipment colleagues are asked to provide: spade or fork, masks, gloves, plastic bags, paint brushes, dust sheets etc • Remind colleagues not to bring valuables with them 	<input type="checkbox"/>

On the day

Task	Completed
<p>Talk through the day with your colleagues</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Contact the person in charge of the location as soon as you arrive 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Show the team where they can make tea and coffee 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Go through the day with the team <p>As expectations of the team leader, make sure you take time to ensure that everyone is happy and able to complete their task</p>	<input type="checkbox"/>
<p>Photography:</p> <ul style="list-style-type: none"> • take pictures of colleagues and the challenge • towards the end of the challenge, get your group together and take pictures of everyone - think about props; eg if you're painting then get colleagues to hold paint tins & brushes • make sure you send your hi-res pictures communityteam@midcounties.coop. Pictures need to be hi-res in order to be used by the media 	<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 	<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 of your experience & encourage the community group to do the same to communityteam@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	
Will fundraising be required or does the group need to apply for a £250 grant, to ensure completion of the challenge			
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 can not 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 communityteam@midcounties.coop at least 7 days before your challenge			
What are the fire evacuation procedures? NB: This is applicable for high risk challenges eg working on a canal. For further guidance contact the email address above.			
Who is the nominated first aider from your team? NB: This is applicable for high risk challenges eg working on a canal. For further guidance contact the email address above.			
Is there a first aid kit on site? (if not then speak to the Health & Safety Team or email communityteam@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
communityteam@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 that 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. Ensure a green accident / incident form is completed on your return to work.

Using ladders and steps

No colleagues should be expected to work off the ground in an unsafe way. We recommend extension poles for paint rollers where possible, steps or a scaffold platform. 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.

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.

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

Assistance/Guidance

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

Health and Safety Information

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 COSHH 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 "dangerous" under Society's insurance? (contact H&S Team in unsure)	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
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 	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: