

## HCCV Work Party Leader's Responsibilities

Before the work party starts.

- Make sure everyone signs the attendance sheet.
- Explain the tasks to be undertaken.\*
- With reference to the relevant risk assessment explain the risks associated with the task in hand and the appropriate safe working procedures.\*
- Ensure that newcomers get safety and tool talks.\*

During the work party.

- Check that everyone is working safely.
- Pair newcomers with an experienced member.
- Make sure everyone has an appropriate job to do.
- Keep an eye on the time (coffee @ 10.45, finish @ 12.00)

After the work party.

- Check that all tools have been returned.
- Check that everyone has signed the attendance sheet (especially latecomers).
- Fill in the work party progress record and return it to the record keeper or group coordinator.

\* Delegate if required