

Guide to leading a Nature Conservation Work Party

Community work parties are a great way to care for local green spaces together. Here's a step-by-step guide to help you lead one safely and successfully.



Before the day

- Visit the site:** Check how people will get there, where they can park, and where you'll meet.
- Think about risks:** Note any hazards (water, uneven ground, tools) and plan how to keep people safe — this is your risk assessment
- Gather resources:** Make sure tools are in good condition, have a first aid kit ready, and bring any protective gear (gloves, hi-vis, etc.).
- Plan ahead:** Look at the weather forecast, tell volunteers what clothing to wear and to bring any refreshments they'd like for the day.

On the day

Before starting work

- Arrive early, take some 'before' photos of the work area. Greet people warmly, and check they're ready for the tasks.
- Explain the plan: what jobs need doing, how tools will be shared, when breaks will happen, and if there are any toilets or shelter available.
- Give a short safety talk: point out hazards, explain precautions, and show where the first aid kit is.
- For new volunteers, collect emergency contact details and pair them with someone experienced.

During the work party

- Keep an eye on how people are working to ensure they are carrying out the tasks as planned and remind them of safety points if needed.
- Offer breaks that suit the group's pace, the weather, and the type of work.

At the end

- Gather tools and check nothing is missing.
- Take a photo of the finished work to celebrate progress and share with others.
- Thank everyone for their time and effort.



After the day

- Record any accidents or near misses and share them with your group's organizer to help improve your way of working
- Restock the first aid kit if needed.
- Clean, store, and transport tools so they're ready for next time.



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