

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.



PREPARING WILD FLOWER SEED BED AT WENDOVER

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.



SCYTHING AT ASTON CLINTON ORCHARD