



## **Macclesfield Fly Fishers Club Ltd**

### **Organising Working Parties**

Generally work parties are arranged by the Committee and a list of dates will be sent by email to Members informing them of the dates when work parties will be taking place.

Working parties for both Ridgeway reservoir and the rivers will take place when conditions allow.

Members are encouraged to take part in at least one work party per year.

Our work parties are great fun and they give members a chance to meet, discuss events and improve the fishing environment.

All volunteers must take care of themselves and others affected by their work and in particular are expected to:-

- Familiarise themselves with this health and safety policy and risk assessments relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with the Macclesfield Fly Fishers Club Ltd. (Please see the Risk Assessment Form on the Club's website)
- Follow the safety rules for the work activities undertaken as instructed
- Know the emergency procedures for the site/location at which they are working: If contacting emergency services please quote What 3 Words location finder

RIDGEGATE ENTRANCE LEATHER'S SMITHY -  
**manuals.crashing.summit**  
RIDGEGATE ENTRANCE FORESTRY OFFICE END -  
**crest.enhancement.prouder**

- Use work equipment in accordance with information, instruction and training provided by MFFC
- Not use defective equipment or misuse equipment
- Where applicable wear personal protective equipment issued appropriate to the job they are doing as identified on risk assessments
- Look after personal protective equipment and report loss or damage to their supervisor
- Report any safety problems, accidents or near misses to their supervisor
- Not work under the influence of alcohol or drugs.

No persons working for the MFFC as volunteers may undertake or authorise any activity which places themselves, or others, in danger, or is in breach of legal requirements with respect to health and safety.

### **Arranging Working Parties**

Members must register their intention to attend a work party with the work party organiser prior to the work party event.

When making arrangements for working parties the club will use the club's website, social media and email to communicate the details and give an outline the work to be undertaken so members can make a decision about their attendance.

Typical work would be vegetation control, litter picking or fencing. Major works to venues will only be agreed by the committee and the method and by whom shall be determined by the committee.

Working party members should never be asked to undertake work they do not feel comfortable carrying out and should never be pressurised into work they do not want to do, work parties should be productive, social and enjoyable events leaving members with a sense of achievement.

### **Preparation for Working Party:**

Before the day of the working party the leader should familiarise

themselves with the Risk Assessment and Method Statement (on club website) and ensure that they have the tools and equipment organised for the day.

**On the Day:** Ensure before you arrive at the venue that the weather conditions and venue are safe for the work to go ahead e.g flooding. If you are not happy or comfortable with the conditions - cancel. Better to call off the working party than put people at risk.

Members attending working parties are required to sign attendance forms and acknowledge/sign they have read the working party policy and risk assessments.

**At the venue and the work:-**

Before starting work gather members and brief members of what you want to achieve, discuss risks and hazards and make sure appropriate equipment is available. Ask members to sign the work party register attached to the working party method statement. Let members volunteer for tasks and make sure they have appropriate equipment and are comfortable to use it. Never let members enter the water without suitable arrangements in place such as life preserver or rescue ropes. Make sure plenty of breaks are taken with refreshments and members work at their pace. If all the work isn't accomplished then it can be carried over to the next event. If at any time you are not happy with the working party or the actions of the working party do not hesitate to discuss directly with the member or alternatively finish the working party totally. If there is an accident record it on the accident sheet.

During the work monitor what work is being carried out check general wellbeing of the party to make sure members are ok and they are at ease with what they are doing. Try and remain aware of any changing circumstances

**Completion of the Working Party:**

When either the work is completed or the party has agreed to cease work make sure that everyone is accounted for, sign out (if necessary) and all tools and equipment are stored away and a general tidy up takes place. Finally thank members for their contribution and record achievements on website or social media.