



Group Leader (General)

General Principles for Group Leaders

All Group Leaders are responsible for:

- Implementing Health and Safety, Biosecurity and other defined policy and practices
- Setting broad framework for tasks to be done by volunteers, under the guidance of respective workstream leaders and the Day Coordinator
- Providing parameters for safe, effective, and enjoyable working
- Working closely with Volunteer Coordinator, Day Coordinator and other Group Leaders to allocate people appropriately to particular work activities and areas
- Knowing how to give good instructions for planting out and nursery work, (or other activity) and ensure instructions are followed and adequate quality control is in place.

If you are asked to be a Group Leader for the day on Motuike, whether for nursery, planting, weeding or other work, these are the things you need to be aware of:

- Every person needs to have had a specific safety briefing – a general briefing is likely to have been completed earlier in the day by the Day Coordinator, or by DOC regarding general hazards and safety on the island. You need to ensure that you cover any items specific to your group, eg working near cliffs, handling sharp tools, wearing the appropriate PPE (Personal Protective Equipment). There is a H&S briefing sheet for many activities available at the kiosk or the nursery and on line on the website
- Make sure the group understands the ablutions arrangements and opportunities
- Brief and then supervise your group on the task they are performing – this will involve following up and checking, for example, that plants are adequately heeled in, or cuts on weed stems are at the appropriate height. Quality control is important
- Make sure you are familiar with the emergency response procedures and that you are able to contact the ranger and or the Day Coordinator
- Ensure you have key phone numbers in your mobile phone and have a record of the woolshed combination padlock number.
- Check to make sure you have conveyed your messages to all of your group
- Tell people politely if their behaviour is unacceptable or dangerous
- Make sure that your group enjoys the task, the day and has an opportunity to take advantage of and enjoy the tracks, the beaches and the flora and fauna we have established
- Health and Safety responsibilities for all Group Leaders

- Be familiar with hazards, the briefing protocol for area of responsibility and safe practices
- Carry phone and emergency numbers
- Know location of nearest First Aid equipment
- Know who amongst regular volunteers have First Aid experience
- Identify and be able to access leader responsible for organised groups (schools, Scouts, Corporates)
- Report any H&S issues, and use of First Aid kit supplies, so they can be replenished.

Whether or not you take a group on a bush walk, try to have stories and topics of interest to that particular group. There are plenty of resources to help you become well informed.