

Leading tasks

The job of a task leader gets much easier with practice, but it can be a bit daunting the first few times.

Slow The Flow: Calderdale has agreed a set of *Responsibilities of a leader*. In order of decreasing priority these are:

1. Look after yourself.
2. Ensure the volunteers have a safe day
3. Protect the public during and after the task
4. Look after new volunteers: *be welcoming and considerate and involve them in the group.*
5. Ensure the volunteers have an enjoyable day: *worked hard (but not too hard!), fed and watered appropriately and kept informed and engaged*
6. Communicate with and educate volunteers and the public

This document:

- Sets the Task Leader's priorities (above)
- Describes the [process of leading a task](#).
- Gives additional information on [risk assessment](#).
- Gives information on [common health hazards associated with conservation work](#)
- Gives standard procedures for [tool safety](#)

Before you lead a task, it's important to be familiar with Slow The Flow: Calderdale's procedures for task leading:

- Make sure that you have read through this document.
- Make sure that you are familiar with the contents of [Slow The Flow: Calderdale's first aid kits](#)
- Make sure that you know how to recognise any dangerous materials or species which may occur on sites worked by Slow The Flow: Calderdale and that you know what action to take if you spot them. ([common health hazards from conservation work](#)).
- You may also want to check out [Slow The Flow: Calderdale's policies](#) particularly as they relate to Health & Safety and the Protection of Vulnerable Groups.

If you have any queries or would like any further information then ask a member of the Management Group