

# WORKING BEES

## POLICY

### Rationale:

- Working bees are an essential part of our school's volunteer maintenance program. At the same time, they need to be well managed to ensure the safety of volunteers, to ensure the most effective use of the volunteer labour and resources, and to guarantee that projects are aligned to the schools needs.

### Aims:

- To conduct effective, time efficient, enjoyable and safe volunteer working bees in order to maintain our school grounds.

### Implementation:

- Working bees are the responsibility of School Council, and therefore must be approved by School Council prior to their advertisement.
- In approving working bees School Council must be provided with full details regarding date, time, tasks to be completed, equipment to be used, any special skills required, first aid access, person in charge, anticipated numbers of attendants, supervision of children, food and refreshments, safety etc.
- Working bees must be coordinated on the day by a clearly recognisable 'person in charge'.
- The tasks to be completed will be clearly explained to volunteers, and no volunteer will be asked to carry out any task that is unsafe, requires specialist training that they do not possess, or that they are uncomfortable doing.
- Any specialist equipment (eg: hired equipment) will only be used by people trained to use the equipment. Safe working procedures will be complied with at all times.
- All safety equipment such as goggles, gloves and ear protection will be available and must be used properly. Sunscreen and water will also be readily available for all workers.
- The person in charge will make sure that they constantly monitor the work being conducted with the view to ensuring the safety and comfort of the workers, and the quality of the work.
- Non-alcoholic refreshments will be available during the working bee, and a barbecue or similar will be available at the end of the work period.
- The person in charge will ensure that all participants are aware when the working bee has finished, and will be responsible for the safe return of all equipment.

### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

**March 2015**