

# **Brockwell Park Community Greenhouses Volunteer Handbook 2009**

## **About us:**

### **Welcome**

Hi and welcome to Brockwell Park Community Greenhouses. Thank you for your interest in volunteering with us. We are a small charity and community garden managed and maintained by volunteers. It is the ideas, dedication and creative input of both existing and new volunteers which carries our innovative work forward. We hope you will become a part of it.

### **Vision and values of BPCG**

*Insert vision*

*Insert values*

### **Background**

Brockwell Park became a public park in the 1890s and many years later the park's nursery facilities (including greenhouses) were placed in the area that is now used by our charity, Brockwell Park Community Greenhouses. The greenhouses and cold frames supported the propagation of bedding plants used across the park and existed as such until the 1970s, after which the site was used as a dumping ground. In 1998 an environmental charity called Green Adventure, with a focus on permaculture and local food projects, took over the running of the site, but ended their work in 2002. The charity Brockwell Park Community Greenhouses was formed in 2003, incorporating some of the objects of Green Adventure, and the project has slowly expanded in accordance with the skills and interests of volunteers.

### **Public visiting times (2009)**

The Community Greenhouses are open to visitors and volunteers on the following days every week:

(The site may also be open to volunteers on other days)

#### Summer

Tuesdays 1-5pm, Thursdays 1-5pm, Sundays 1-5pm

#### Winter

Tuesdays 12-4pm, Thursdays 12-4pm, Sundays 12-4pm

## **Volunteering Information:**

### **Induction**

Before you start volunteering you will receive an induction which will include:

- A tour of the site
- A Health and Safety talk including tool safety
- Receiving and reading the Volunteer Handbook
- A map of the site
- The chance to ask any questions you may have

### **Activities & Roles**

Most volunteers help out in the gardens themselves, but there are many things you could be doing. Here are some of them:

#### **Helping maintain the site**

- planting and growing
- helping with plant propagation
- watering and caring for the plants
- harvesting produce
- composting
- selling plants and produce
- dealing with public enquiries
- helping with construction and maintenance
- showing people around the site

#### **Community outreach**

- organising educational and horticultural events
- assisting with workshops for schools and community groups
- representing the Greenhouses at local festivals and events
- raising awareness of the Greenhouses amongst the local community

#### **Management and Supervisory Roles**

- Project development/coordination
- Site supervision
- Other

#### **Behind the scenes**

- accounting
- fundraising
- updating the website
- designing publicity

#### **Other activities**

There are all sorts of ways to be involved in the running of the site. Some people take part in existing projects, others use their time to develop a project of their own in conjunction with the aims of the charity. Come and discuss your thoughts with us. We are always keen to involve new people, skills and ideas.

## **Routine**

The day has a basic routine, but can vary depending on weather, public involvement and volunteer numbers. Here's a brief guide:

When you arrive on site it is important the first thing you do is sign in the log book so that we are aware of who is on site at any given time.

The site will be opened to the public and signs are put outside the main gate. A display is also useful to encourage visitors to enter.

Any produce for sale will be harvested and displayed in the upper greenhouse. Each day of opening there will be a designated person who is responsible for money taken from sales. If anyone wishes to purchase produce or plants they need to be directed to the designated sales person. Please note: the site is currently open for sales on Sundays only.

Ask the Site Manager/Volunteer Coordinator for that day if any particular tasks need to be attended to. There will also be a task-list for the day. If you feel that there is anything useful you could do in addition, simply raise it with the Site Manager/Volunteer Coordinator.

Any visitors to the site should be welcomed and offered assistance or information about what there is to see on site.

At some point in the afternoon we stop for a well-earned tea and biscuit break all together.

At the end of the day the site needs to be left tidy, well-watered, and ready for the next volunteers. Tools need to be cleaned and put away in the shed, rubbish taken out for collection, plant waste put on the compost heap, kitchen tidied and signs and plants brought back in from outside.

Once the gates are closed it is also good to get together for a chat about the day, to evaluate what has been done and what still needs doing and to make any suggestions. All volunteers are required to sign themselves out in the log book on completion of their shift.

## **Rules and responsibilities**

Like all organisations there are some rules and responsibilities that we all need to adhere to, in order to benefit all volunteers and visitors-

- Volunteers need to work within the aims and objects of the charity.
- Confidentiality needs to be respected.
- No alcohol or drugs allowed on site, nor anyone under the influence of them.
- All volunteers and members of the public should be treated with respect.
- Activities on site cannot be used for the financial and/or material benefit of any volunteer.
- All projects are approved and overseen by the Site Manager as part of the project as a whole, and according at all times to the aims and objects of the charity.
- Volunteers should not pick produce for personal consumption. This is because of the small scale of the site and the aim to use our produce for educational and awareness raising purposes. On occasion, surplus produce may be made available to volunteers on the day, at the discretion of the Site Manager.

## **Health and Safety**

BPCG is committed to ensuring your safety on site by maintaining safe and healthy working conditions, providing and maintaining safe equipment, and showing volunteers how to use the equipment appropriately. As a signed up volunteer you will be insured when volunteering at the Community Greenhouses. However, on an outdoor site such as this, given the nature of the work we do, each volunteer must take some responsibility for their own safety. Here are some important points in relation to health and safety whilst working on site:

- Wear appropriate clothing and shoes whilst working on site. Use the correct protective clothing for particular work, such as goggles, gloves, masks and protective footwear. If in doubt, ask!
- Use tools carefully and appropriately
- Please inform the Site Manager of any medical conditions we should know about. These would include epilepsy, diabetes and any allergies (including bee sting allergies – we have several hives on site).
- Wash your hands after any work you do on site, and before eating or drinking.
- Ensure you know the location of the first aid box in the upper greenhouse and are familiar with its contents.
- The public walking areas need to be clear of obstruction to avoid potential injury. No major work should be done on site whilst it is open to the public.
- In the event of fire, or other emergency remove yourself and others out of immediate danger and meet outside the main gates of the site. Ring emergency services on 999.
- If you are aware of any potential danger on site, please report this to the Site Manager.
- Children under the age of 16 must be accompanied by an adult.

## **Useful contacts**

Linda Tibbetts – Volunteer Coordinator [bpcgvolunteering@googlemail.com](mailto:bpcgvolunteering@googlemail.com)

Diane Sullock –Secretary, Education Coordinator [bpcgsecretary@gmail.com](mailto:bpcgsecretary@gmail.com)

Fabrice Boltho – Site Manager

Nick Abengowe – Site Manager, Treasurer

Stefan Finnis - Relief Site Manager

Website [www.brockwellparkcommunitygreenhouses.org.uk](http://www.brockwellparkcommunitygreenhouses.org.uk)