

Risk Assessment for Volunteers

Work activity	Hazard, hazardous event and expected consequence	Control measures in place	Assessment of risk			Are further risk controls required?
			Likelihood level X	Consequence level =	Risk level	
Lone Working	Illness, violence/aggression, injury	Try not to work alone. Keep in sight of other volunteers. Carry a mobile phone – ensure charged up beforehand. Wear hi-vis/bright coloured clothing & Id/group association details. Awareness of potential for aggressive or difficult people in the area. Advise volunteers to not to become involved in conflict – withdraw as opposed to exacerbating the conflict. Report to Leader.	1	2	2	Yes <input type="checkbox"/> No <input type="checkbox"/>
Litter picking/general clean up	Refuse, litter, broken glass, sharp metal cans, drug paraphernalia, hazardous substances, etc. Cuts, grazes, syringe prick leading to infection, poisoning, and contamination.	Wear suitable PPE and use litter picking equipment provided. Pick up only general litter; do NOT attempt to pick up medical waste or syringes. Report drug paraphernalia to Leader or contact Council for assistance immediately. Do NOT approach or remove containers/areas which could contain hazardous substances – Leader to refer to PBC for safe removal.	1	2	2	Yes <input type="checkbox"/> No <input type="checkbox"/>

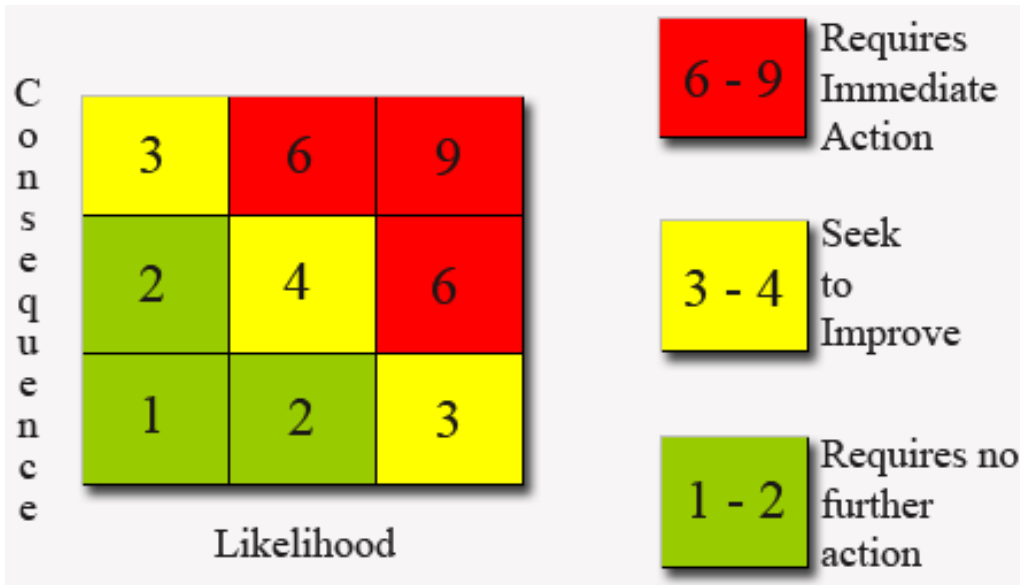
<p>Manual work involving use of tools/equipment, e.g. shovels, fork, hedge clippers, etc.</p>	<p>Injury to eyes, limbs and body, e.g. muscle strains, cuts/grazes.</p>	<p>Wear suitable PPE and ensure correct tools are used. Only trained volunteers to use tools if appropriate. Wear hi-vis/bright coloured clothing & Id/group association details. Use any other appropriate protection depending on equipment in use, e.g. protective goggles.</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Working on pavements next to highways and within green space sites.</p>	<p>Impact with motor vehicles, bicycles, pedestrians. Impact injury to vehicle driver, cyclist, member of public or volunteer, e.g. cuts/grazes, broken bones. Potential fatality if volunteer hit by vehicle/cyclist.</p>	<p>Volunteers should remain on pavements and not stray on to highways. Wear hi-vis/bright coloured clothing & Id/group association details. Awareness of surroundings and other users at all times as public pathways. Do not work on verges of highways where the speed limit exceeds 40mph.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Lifting heavy objects.</p>	<p>Manual handling associated injury, e.g. muscle strains, cuts/grazes.</p>	<p>Do not attempt to move or lift very heavy objects – leave and report to PBC for assistance. Suitable PPE distributed and worn. Break down load into smaller manageable loads or team lifting can be used. Use safe lifting techniques. Mechanical aids used where possible. Ensure volunteers are fit, consider age & capability.</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

		Stop immediately if any pain or discomfort and seek medical advice if pain persists.				
Working in poor, hard to reach or difficult ground conditions/areas.	<p>River banking's, verges, steep slopes, ditches, potholes, hedges, unstable fences/walls/structures.</p> <p>Slips, trips and falls associated with the above.</p> <p>General injury including cuts/grazes, broken bones, impact and crush injuries.</p>	<p>Suitable PPE worn.</p> <p>Do not work close to the edge of steep slopes and extra care taken on banking's – specialist equipment/persons should be used, e.g. PBC trained staff.</p> <p>Awareness of potential for potholes, uneven ground.</p> <p>Avoid potentially dangerous areas and choose safest route over difficult ground.</p> <p>Awareness of weather conditions – maybe damp. Wear sturdy footwear with ankle support.</p> <p>Avoid climbing over walls & fences, crossing any ditches.</p>	1	2	2	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
Working outdoors	<p>Attack by animals. Insect stings/bites. Irritant/dangerous plants/shrubs Inadequate volunteer welfare.</p> <p>Conflict with animal owners, injury such as dog bites which could lead to infection/loss of blood/shock. Potential for other people to be at risk.</p>	<p>Volunteers to be aware of procedure to follow for stray/unsupervised dogs – access to PBC Dog Wardens contact details.</p> <p>If dog aggressive, volunteers to contact Police.</p> <p>Volunteers encouraged not to eat/drink in open areas.</p>	1	3	3	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>Allergic reaction to stings/bites, e.g. anaphylactic shock. May need minor treatment or hospital treatment if more serious.</p> <p>Dangerous/poisonous/irritant/prickly plants and shrubs, e.g. Monkshood – allergic reaction, illness, etc.</p> <p>Open to germs, illness, not looked after or provided for properly leading to dissatisfaction from volunteers.</p>	<p>Provision of First aid kit and first aider on site if possible.</p> <p>Volunteers advised to carry a mobile phone in case of emergencies.</p> <p>Be aware of risk and look out for potential hazards, e.g. low limbs.</p> <p>Be aware of any dangerous/irritant/thorny/prickly plants – PBC can advise on this.</p> <p>Awareness of volunteers with allergies.</p> <p>Use gloves/PPE at all times.</p> <p>Wash hands thoroughly after contact and before eating, drinking.</p>				
Working in extreme weather conditions.	<p>Hot/Humid/Sun – Potential sunburn, sunstroke, dehydration.</p> <p>Snow/Ice/Hailstones/Freezing temperatures – risk of slips, falls, accidents, frostbite, hypothermia, etc.</p> <p>Heavy rain/flooding – risk of drowning, slips and falls, etc.</p> <p>Wind/Gales – falling trees, infrastructure such as telegraph poles, dust and other debris.</p> <p>Thunderstorms/Lightning – risk of electrocution, major incident.</p>	<p>Adjust the work/activity to avoid extreme weather patterns – ensure weather forecast is taken in to consideration prior to start of work.</p> <p>Stop work if conditions warrant.</p> <p>Do not work if extremely cold or hot.</p> <p>Wear clothing appropriate to the weather conditions, e.g. waterproofs in wet weather and if working in the sun hats and sunscreen should be applied.</p>	1	3	3	<p>Yes <input data-bbox="1778 1010 1854 1102" type="checkbox"/></p> <p>No <input data-bbox="1778 1169 1854 1262" type="checkbox"/></p>

		<p>Keep in the shade as much as possible and at hottest part of the day.</p> <p>Be aware of your surroundings and any potential issues if extreme weather occurs.</p>				
Disposal of waste	<p>Potential of waste not being disposed of in the correct manner or on time.</p> <p>Syringes/medical waste not correctly disposed of – potential injury to member of public.</p> <p>Worry of bags/waste being left open to the elements and animals, e.g. cats/dogs. This could cause more waste and risk of rats, etc.</p> <p>If materials/rubble left on site, potential for mischief and anti-social behaviour in terms of materials being moved, used as missiles, etc.</p>	<p>Stack any waste including sacks to one side of paved areas so as not to obstruct public highways and pedestrian access.</p> <p>Try to ensure waste is disposed of the same day as work/activity or at the very latest the following day.</p> <p>Collection point & time must be agreed with the Council prior to the work/activity (usually 48 hours' notice needed for litter).</p> <p>Any syringes must be disposed of in sharps box then disposed of through medical waste collection – contact the Council's Environmental Services for advice.</p>	1	2	2	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Risk Matrix



Risk Control Form

Work activity and risk level (from assessment)	Existing risk Controls	Further risk controls required	Residual Risk			Description of monitoring required
			Probable	Potential consequence	New risk level	
						Frequency:
						Frequency:
						Frequency: