

Risk Assessment for Volunteers

General:

- Ensure that Personal Protective Equipment where provided is suitable for use, that it does not restrict the volunteers or create any additional hazards.
- A first aid kit should be available at all work sessions.

| Hazard | Nature of risk | Control measures |
|--|---|--|
| Manual Handling | Moving large objects, reaching, bending or twisting. Stooping, top heavy bending (bending from the waist using the back), can lead to strained, pulled muscles, general backache. Cuts and grazes from sharp objects, leading to infection, as well as from handling contaminated items | Lift and move items using your legs to bend, not your back. Do not handle large items. Assess items before you move them for hazards such as unknown substances, sharp edges. Wear appropriate footwear that has suitable tread and ankle support, so that you are less likely to slip whilst carrying out the activity. Always wear protective gloves. |
| Environmental hazards, Ground surfaces (un-even, poor, slippery) Steep banks, shrubs, brambles, tree branches etc. | Slips, trips, leading to cuts, bruises. Sprains Bites/Cuts leading to infection | Be aware of surfaces walked on, wear appropriate footwear. Volunteers are personally responsible for keeping their Tetanus up to date and recognising the symptoms of Weil's disease and Lyme disease Do not handle any tools with which you are not familiar. Do not handle items you suspect could be contaminated with a hazardous substance. |
| Weather, sun and hot temperatures | Sun and heat, leading to dehydration, sun burn | Take regular breaks out of the sun, at least every 2 hours and more frequently in extreme temperatures. Water should be carried and drunk regularly. A sun hat and sun cream should be used. Keep covered up as much as possible |
| Wet and cold weather | Cold and wet, leading to general ill health | Suitable waterproof and warm clothing |

| | | |
|---|---|---|
| Soil | Infection from bacteria | All volunteers should wear gloves. Hand washing to be advised at end of session. |
| Hand Tools | Injury to self or others | Volunteers to be responsible for the safety of their own tools. Safety briefing at start of the session to outline safe working practice. |
| Powered tools e.g. strimmers, chainsaw | Injury to self or others | Powered tools to only be used by those qualified to do so or at the individuals own risk. Personal Protective Equipment to be worn at all times. Powered tools should not be used in isolation (a second person should always be on site to maximise safety of self and others around). Working area to be cordoned off. |
| Road Safety e.g. Litter pick, cutting of vegetation | Not seen by drivers Awareness of traffic Uneven ground | To be aware of traffic Work accompanied if wearing ear defenders Wear High Vis Jackets |
| Moving vehicles | Injury to self and others | Any on site vehicles to be aware of members of the public and volunteers. Driver of vehicle to adhere to highway code at all times A maximum speed limit of 10 mph to be maintained |
| Covid-19 | | |
| Volunteering | Staff, volunteers and members of the public. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated surfaces | Use pre-booking system to attend sessions. Volunteers to follow Government Covid-19 guidelines on who can volunteer. Identify places, where under normal circumstances, volunteers would not be able to maintain social distancing rules. Identify how to keep people apart in line with social distancing rules. Follow social distancing guidelines. Staff or volunteers to sanitise hands when arriving and be mindful of hand hygiene throughout the day. Volunteers are informed that they should not attend any volunteer sessions if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. |
| Movement through entrance points/gates/padlocks or other contact points such as benches | Contracting or spreading of Coronavirus (COVID-19) through contact with contaminated surfaces | Contact transmission risks such as benches/signs/gates should be avoided where possible. Gloves should be worn when opening gates/padlocks etc. anyone touching the site furniture should wash their hands as soon as possible afterwards |
| Using tools, equipment & PPE | Contracting or spreading Coronavirus (COVID-19) | Each volunteer should be supplied with their own pair of work gloves to keep hold of and |

| | | |
|--------------|---|---|
| | through touching contaminated shared tools, equipment and ppe | use for all volunteer sessions. Tools, equipment and PPE should be allocated to particular volunteers/staff and not exchanged/swapped during the volunteer day. All tools, equipment should be wiped down with suitable disinfectant before allocation/at the end of the volunteer day. PPE should be worn for cleaning tools – minimum gloves and disposable apron. Ensure all PPE is clean at the start of each volunteer day. Replace damaged items promptly. Particular attention should be paid to gloves. Always put on, take off, hang to dry and store PPE away from rest and eating places, stored personal clothing and from personnel areas of vehicles. Anyone having items handed to them should wear gloves and wash their hands as soon as gloves are removed. |
| Refreshments | Contracting or spreading of Coronavirus (COVID-19) through contact with contaminated surfaces | Volunteers will be asked to bring their own refreshments, cups, utensils and lunch. Sharing of any food, cups or utensils should be avoided. |