



## An example of a risk assessment document

Once you have completed a risk assessment it's important that you share it with everyone who's volunteering. For it to be useful, people have to see it.

<b>Date of Risk Assessment</b>	
<b>Risk Assessment Completed by</b>	
<b>Describe the activity you are doing and risk assessing</b>	<i>A brief description of what the volunteer(s) will be doing i.e. 'Cooking a fresh meal', 'walking someone's dog', 'doing someone's shopping', 'driving someone to an appointment', 'chatting on the phone', 'online support'</i>
<b>People involved in the volunteering and those benefiting from the volunteering</b>	<i>A list of the types of people who will be volunteering and those who will be helped by a volunteer</i>

What is the activity?	What are the hazards, risks and consequences?	Who's at risk	How can you reduce risk
<b>General volunteering in the local area</b>	<b>Exposure to COVID-19</b>	Volunteers and public	<p>Volunteers to make sure that they self-isolate if they think they or anyone they live with have/has ANY ONE of the 2 current symptoms for COVID-19 (at present these are: a new persistent cough; a temperature (fever) of 37.8 degrees or more)</p> <p>Volunteers to make sure that they keep up with best practice via government and NHS websites</p> <p>Volunteers to make sure that they have hand washing facilities with them at all times (i.e. sanitising gel) and use it regularly, especially before any contact with any items that may be shared or passed between the volunteer and the vulnerable person</p> <p>Volunteers to make sure that they remain at least 2 meters away from others at all times</p>
<b>Doing someone else's shopping</b>	Volunteer's and/or isolated or vulnerable person's	The person	Volunteers not to volunteer if they think they

	<p>exposure to COVID-19 virus resulting in infection as a result of contact with each other and/or goods and to volunteer while shopping</p> <p>Leading to illness, infecting others, possible hospitalisation and/or death</p> <p>Risk to volunteer from poor manual handling resulting in muscle strains or pulls, herniation, pain and discomfort.</p> <p>Risk to volunteer of potential misunderstanding about financial arrangements and purchasing decisions causing emotional distress and potential accusations</p>	<p>having shopping delivered.</p> <p>Volunteers, especially those with underlying health conditions or aged 70 and over.</p> <p>People volunteers are supporting</p>	<p>or anyone they live with have/has any of the 2 current symptoms for COVID-19 (a new, persistent cough or a temperature of 37.8 degrees or more).</p> <p>Volunteers to make sure that they keep up with the best practice via government and NHS websites</p> <p>Volunteers to make sure that they have hand cleaning facilities with them at all times (i.e. sanitising gel).</p> <p>Volunteer to ring the doorbell and leave shopping on doorstep and then take 3 steps back (min. 2 meters).</p> <p>Volunteers to make sure that they have hand washing facilities with them at all times (i.e. sanitising gel), and consider wearing non latex gloves to avoid transmission of the virus through contact with goods/ shopping bags</p> <p>Volunteers to make sure that they use the gel regularly but especially before any contact with any items that may be shared or passed between the volunteer and another person</p> <p>Volunteers to ensure they utilise good manual handling techniques to reduce likelihood of injury when carrying heavy bags. This NHS link offers advice. <a href="https://www.nhs.uk/live-well/healthy-body/safe-lifting-tips/">https://www.nhs.uk/live-well/healthy-body/safe-lifting-tips/</a>.</p> <p>Volunteers to ensure they have agreed with recipient what items are to be bought, what to do if items not available, and whether appropriate substitute purchases are acceptable. Where possible, ensure volunteers should have the recipient's contact details so they can discuss product availability and clarify any other issues, while shopping.</p> <p>Volunteers to ensure they have agreed with recipient how financial transactions will take place. Where possible avoid needing access the personal information of another for example card details, pin numbers etc. Bank</p>
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*(Adapted from Volunteering Matters)*

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