


Volunteer Role Risk Assessment

Role Risk Assessment For: [role here]

It's important to consider any risks that might be involved in each volunteering role. The list below is not finite, but a guide to thinking around some of the potential risks involved in some of the roles at the volunteer centre. Read through this list considering each item in relation to the role. At the bottom is space to add any others that are specific to the role. Please discuss appropriate actions that can be taken in relation to all of the risks that you identify to minimise the risk.

<p>Will the staff member or volunteer have supervised direct contact with the public?</p>	<p><input type="checkbox"/> →</p>	<p>Provide training/literature on safety management and dealing with difficult situations with the public.</p>
<p>Will the staff member or volunteer's role frequently or always take place at any locations out with Volunteer Edinburgh's premises?</p>	<p><input type="checkbox"/> →</p>	<p>Provide relevant personal safety training/literature and provide means of emergency contact to volunteer. Ensure that VE public liability insurance covers the staff member or volunteer at that location.</p>
<p>Will the role involve the provision of care to young people or adults at risk?</p>	<p><input type="checkbox"/> →</p>	<p>PVG check must be carried out before commencing role.</p>
<p>Will the staff member or volunteer have sustained lone contact with VE service users who are young people or adults at risk?</p>	<p><input type="checkbox"/> →</p>	<p>PVG check must be carried out before commencing their role and receive safety management training/literature to be provided on induction.</p>
<p>Will the staff member or volunteer have access to confidential VE records?</p>	<p><input type="checkbox"/> →</p>	<p>Make aware of the VE confidentiality policy and provide information about safe information handling. Ensure that staff member or volunteer's self-disclosure form indicates ability to act in a trustworthy manner.</p>

<p>Will the role involve the need to travel between different locations?</p>		<p>Provide appropriate safety management training/literature on induction.</p>
<p>Does the role involve the use of any potentially dangerous equipment?</p>		<p>Provide training in the safe usage of any potentially dangerous equipment they will use.</p>
<p>Any other risks specific to role?</p>		

Signed (staff member or volunteer) _____

Date _____

Signed (Line Manager/Volunteer Support Worker) _____

Date _____