

Title of Risk Assessment:	Volunteer risk assessment – to be used in conjunction with volunteer guidance notes	This risk assessment is generic: It is recommended that this Risk Assessment is reviewed by a competent person at the start of the task or activity. Any tasks or activities outside the scope of this risk assessment will require a task or site-specific assessment to be conducted prior to work being undertaken by the Line Manager / or supervisor responsible for this.	
Workplace / Location:	Walsham le Willows Play Area – Townhouse Rd		
List task/s or activities:	Odd jobs and maintenance under supervision of parish council organiser.	Key for who could be harmed:	AP = Apprentices, AW = Agency Workers, C = Contractors, E = Employees, EM = Elected Members, P = Public, V = Visitors, VO = Volunteers, YP = Young Persons
		Date of risk assessment:	March 2023
		Review date:	February 2024
		Name and job title/s of risk assessor/s:	Kevin Boardley Parish Clerk Walsham le Willows Parish Council

Hazards	Who could be harmed?	How could they be harmed?	Inherent Risk Score		Control measures in place to avoid / reduce risk	Residual Risk Score		Control measures adequate? Y/N. If No, state action needed, by who & by when
			L	I		L	I	
Lack of risk awareness	VO/EM	Applies globally	12		<ul style="list-style-type: none"> Every working party will be led by an organiser appointed by a councillor or the Clerk unless agreed otherwise (this will often be a councillor). Risk assessment will be shared with all volunteers. Organiser will provide safety briefing to all volunteers before any work commences. 	4		Yes
			3	4		1	4	

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Lack of risk awareness (continued)					<ul style="list-style-type: none"> An attendance register will be used to record attendance and confirm understanding of safety briefing and risk assessment. Permission must be sought from parent/guardian of any volunteers under 18 who must be accompanied by an adult if parent not in attendance. Organiser to decide if under 18's have the necessary awareness of risks. All volunteers to conduct a visual inspection & assessment of any potential risks prior to each job. The Parish Council has insurance cover in place that covers volunteers as long as they are registered as having understood the risk assessment and guidance. 			
Vehicles/visibility of volunteers to road users	P/VO/EM	Impact by vehicles	8		<ul style="list-style-type: none"> Volunteers to take care when entering/exiting through gates which bound the road. Any work on hedge bounding road to be undertaken in groups and with necessary warning signage in place. Wherever possible work to be undertaken from play area side. Work only during day light hours and when visibility is good. Organiser to decide if weather conditions should prohibit continuation of work. All work to stop from onset of dusk. 	4		Yes but clerk to order appropriate road signage.
			2	4		1	4	

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Lone working	VO/EM	Problems occurring when working alone	4		<ul style="list-style-type: none"> Volunteers to work in pairs or larger groups unless it is agreed by organiser that the volunteer has the experience, knowledge or qualification required to safely work alone on a particular job. The organiser will ensure that a mobile phone is always carried so that assistance can be called in the event of an emergency. 	2		Yes
			2	2		1	2	
Manual handling	VO/EM	Back/lifting issues	6		<ul style="list-style-type: none"> Volunteers should never put themselves at risk from lifting heavy items. There is always another way to accomplish this. Lifting of any heavier item will be assessed by, and agreed with the organiser who will determine how this done. 	4		Yes
			3	2		2	2	
Use of tools	VO/EM	Injury	6		<ul style="list-style-type: none"> Care should be taken with the use of all tools and only be used if the volunteer is familiar with their use. The organiser will make a judgement where necessary. 	4		Yes
			3	2		2	2	
Exposure to weather extremes	VO/EM	Sunburn or hypothermia	6		<ul style="list-style-type: none"> Volunteers will not work in extreme cold or hot weather. The organiser will make an assessment. If work goes ahead:	4		Yes
			3	2		2	2	

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Exposure to weather extremes (continued)					<ul style="list-style-type: none"> Wear a hat in cold weather for warmth and in hot weather to prevent heat stroke. Cover exposed skin to prevent sunburn. Wear waterproof in wet weather and light weight clothing in warm weather. Ensure you have ready access to hot/cold drinks 			
Uneven ground / Overhanging trees / Ditches	VO/EM	Slips, trips, falls & injuries	6		<ul style="list-style-type: none"> Volunteers must be alert to long grass/overgrown vegetation, overhanging tree branches, ditches, hidden holes, rabbit burrows etc that may not be obvious and could obscure visibility of other hazards. Volunteers must wear suitable well-fitting and flat footwear. Volunteers must be particularly alert when working anywhere near the ditches and overhanging trees. 	4		Yes
			3	2		2	2	
Insect stings/bites	VO/EM	Stings/bites	6		<ul style="list-style-type: none"> Do not disturb insect nests. Volunteers who have an allergy should inform the organiser so that it can be decided if they can safely volunteer. Volunteers with allergies should come prepared with any medications that may be required. 	2		Yes
			3	2		2	1	

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Dog Fouling	VO/EM	Contamination and Infection	6		<ul style="list-style-type: none"> Volunteers should be alert for dog fouling as they work. Volunteers should not attempt to remove. Volunteers must alert others to risk if this is spotted. 	4		Yes
			2	3		2	2	
Syringes (sharps) and/or drug paraphernalia	VO/EM	Wounded by sharp implement or potential contamination	6		<ul style="list-style-type: none"> Volunteers should not attempt to collect syringes, sharps or any substance /item which you suspect might be asbestos) in any circumstances Locations of drug paraphernalia or asbestos should be given to the group leader who will contact public realm asap so that removal can be arranged public.realm@baberghmidsuffolk.gov.uk In the event of an accidental puncture wound from a syringe or suspected syringe: <ul style="list-style-type: none"> - Don't suck the wound - Squeeze it to make it bleed - Rinse it and dress it - Go to accident and emergency immediately (within 2 hours if possible) 	3		Yes
			2	3		1	3	

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Unidentified chemicals/liquids in containers	VO/EM	Bottles could leak and break open when picked up causing the liquid within to come into contact with skin	6		Volunteers should pinpoint location of any items details of which should be passed via the group leader to public realm for removal . public.realm@baberghmidsuffolk.gov.uk	3		Yes
			2	3		1	3	
Dead animals	VO/EM	Contamination from rotting corpse	6		Volunteers should pinpoint location of any dead animals and details of which should be passed via the group leader to public realm for removal public.realm@baberghmidsuffolk.gov.uk	3		Yes
			2	3		1	3	
Soiled clothing, broken glass and general litter	VO/EM	Contamination or cuts	6		<ul style="list-style-type: none"> Items should not be handled; litter pick sticks or brush and shovel should be used for removal. Volunteers should observe personal hygiene before eating, drinking or smoking by washing hands or using wipes. Protective gloves should be worn (gardening type or disposable). 	4		Yes
			3	2		2	2	
To be completed by the organiser of the Litter Pick or another responsible person		A copy of this risk assessment has been shared with all volunteers who have confirmed, at the safety briefing, that it has been read and understood						
		Signed			Print Name			Date