

Alderbury Wildlife Volunteers

Volunteer Activities – Risk Assessment Form

Activity undertaken: **Wildlife Volunteering**

Conducted by: Steve Milton (Parish Clerk)

Date: November 2021

Alderbury Wildlife Volunteers should read the Briefing Notes at the end of the form which add specific detail to the Actions that are particularly relevant to their work.

Risk	What could happen?	Who could be hurt?	Action needed
1. Slips, trips, falls	An individual could slip, trip or fall during activities causing injury	Volunteers, councillors, council employees	Safe working briefings before activity commences (see notes below). Sensible clothing, boots, shoes. Site assessment - avoidance of dangerous sites. Working in pairs if required. Access to First aid kit at the Community Resource Hub.
2. Strains and muscular injury	An individual could suffer strains and muscular injury while undertaking tasks.	Volunteers, councillors, council employees	Safe working briefings before activity commences (see notes below). Volunteer fitness assessment and declaration. Access to First aid kit at the Community Resource Hub.
3. Cuts and bruises	An individual could suffer cuts and bruises while undertaking tasks.	Volunteers, councillors, council employees	Safe working briefings before activity commences. Access to First aid kit at the Community Resource Hub.
4. Serious injury caused by unsafe operation of machinery	An individual could suffer serious injury.	Volunteers, councillors, council employees	Safe working briefings before activity (see notes below) Annual machinery inspection and maintenance. Machinery operated by approved individuals. Licenses certification and training for operatives. Supervision during operation – exclusions zones, etc. Access to First aid kit at the Community Resource Hub.
5. Contact with hazardous materials	An individual might be affected by hazardous materials, chemicals or bio-hazards (viral and bacterial).	Volunteers, councillors, council employees	Safe working briefings before activity commences (see notes below). Protective clothing – gloves, masks, litter pickers and bags. Site assessment - avoidance of dangerous sites. Access to First aid kit at the Community Resource Hub.
6. Loss of property	An individual could lose property or items may be stolen	Volunteers, councillors, council employees	Safe storage of valuables.
7. Road accidents	An individual may be involved in a collision with a vehicle	Volunteers, councillors, council employees	Safe working briefings before activity (see notes below). No working alongside A and B Roads without necessary road signage and barriers approved by the Highway Authority.

8. Damage to third party property	Accidental damage to property	Third party property owners	Safe working briefings before activity (See notes below). Site assessments and third-party property identification.
9. Violence and intimidation	Volunteers subjected to intimidation and violence	Volunteers, councillors, council employees	Safe working briefings before activity (see notes below).
10. Victimisation or harassment	Volunteers subjected to racial, sexual or gender related abuse.	Volunteers, councillors, council employees	Safe working briefings before activity. (See notes below)
11. Safeguarding	Vulnerable volunteers subject to physical or psychological abuse	Volunteers, councillors, council employees	Safe working briefings before activity. DBS process and checks for supervisors. Reporting procedure to Parish Clerk. Safeguarding statement. No under 16s to be involved other than when supervised by a sponsor organisation.
12. Covid- 19 Precautions	An individual could inadvertently transmit covid to another volunteer	Volunteers, councillors, council employees	Follow the current Government guidelines and regulations

NOTES

When you are working alone, you should have a mobile phone with you in the event of requiring assistance. The Co-ordinator's phone number is 07701032010. A First Aid kit is available from the Village Community Hub in the recreation ground.

You should not take part in Volunteering unless you are fit and able to do the work safely. On no account should you undertake more than you feel able to do without compromising your health. Remember, you are a volunteer, and you can withdraw from helping at any time, either temporarily or permanently. Just let the Co-ordinator know if you wish to do so.

You are only INSURED to undertake the activities approved in the [Alderbury PC Volunteer Policy](#). If you undertake any other activities, this is AT YOUR OWN RISK and the Council cannot be held liable for any resulting injury or damage.

In the unlikely event of any threatened violence, intimidation or abuse, you should immediately withdraw from the situation, and inform the Co-ordinator - and, if necessary, the Police – as soon as possible. Do not enter into any confrontation.

Although most activities take place outside, volunteers who are working together should observe social distancing, and may wish to wear face masks or visors. Anyone who has tested positive for Covid-19 or is isolating should not go out to help during the relevant period. In the event of the Government introducing more stringent restrictions, you must comply with these in any volunteering you do.

Please submit completed form to the Parish Clerk – clerk@alderburyparishcouncil.gov.uk