

Alderbury Winter Weather Volunteers

Volunteer Activities – Risk Assessment Form

Activity undertaken: **Winter Weather Volunteering**

Conducted by: Barry Sloan

Date: November 2021

Winter Weather 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

Risk 1, 2, 3 and 7: Safe working in this context means using only the gritting materials that are provided in the specific areas you have been designated to treat. Particular care must be taken when gritting at road junctions, or on any stretches of side-road (see 7 below).

Sensible clothing must include wearing the Hi-Viz tabard provided.

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 01722 710018. A First Aid kit is available from the Village Community Hub in the recreation ground.

Risk 2: You should not take part in Winter Weather 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.

Risk 4: The only piece of machinery you may occasionally use is a manually pushed grit-spreader which is stored in the Village Community Hub, where the simple instruction booklet is also kept.

More usually, you will use your own spade or shovel to spread grit.

Risk 5: The salt and grit mix in the grit bins will be the materials you use. This is not toxic, but you should protect your hands by wearing gloves. The bins will be restocked as necessary, and the Co-ordinator keeps an eye on the situation. If a bin you use is running low, please let the Co-ordinator know asap (01722 710018)

Risk 7: Given that your volunteering is linked to harsh weather conditions, you should be particularly careful of any moving traffic, even when working on the pavement (eg at bus stops). Gritting at any point on the road should ONLY be undertaken when there is NO MOVING TRAFFIC in the vicinity. You should NOT attempt to grit the main Southampton Road through the village, which is the Council's responsibility, and must limit any work to designated junctions or stretches of road.

Risk 8: You must NOT undertake gritting on any private driveways, paths, steps, etc., even if requested by a resident to do so. Your insured work is limited to the designated areas. Likewise, you are NOT insured to help someone, eg, to push a car that is stuck, and if you render any such assistance, this is AT YOUR OWN RISK and the Council cannot be held liable for any resulting injury or damage.

Risk 9 and 10: 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.

Risk 12: Although winter weather volunteering work takes 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