

## Risk Management Document for Volunteers

Name of Volunteer(s)		Volunteering Matters Assessor	
Project name and address		Name(s) and role(s) of anyone else involved in this assessment	
Volunteering activity being assessed		Date and time of assessment	
What insurance is in place to cover this activity		Date and time of review	

Contact Details	Name(s)	Phone & Email	Notes
Volunteer(s)			
Volunteer(s) emergency contact			
Volunteering Matters project co-ordinator			These people are each responsible for ensuring volunteer carries out only the tasks outlined in this document
External project main contact			
External project emergency contact			
Person responsible for vulnerable person / child protection issues			
Alternative Volunteering Matters contact			

Agreed Activities	
Tools / materials / equipment agreed	
N.B. This document refers only to activities, tools, materials and the specified areas where volunteering activities take place, as outlined in this document. Volunteering Matters strongly advise that volunteers do not take part in tasks, nor use any additional tools or supplies not outlined here throughout their volunteering activities.	
Special considerations - volunteer	
Special considerations – others (including beneficiaries)	

Start date of volunteering		References (if required) for placement checked by	
Regular time / day / interval of volunteering			
Travel arrangements		Policy for DBS / PVG checks (if relevant)	
Arrangements for volunteer induction		Arrangements for data protection (volunteer's and others')	
Clothing / personal protective equipment (PPE) requirements		Driving documents checked by	
Toilet provision		Person(s) responsible for reporting accidents / near misses)	

First aid provision (name of person responsible for first aid, what level is required, how does volunteer find a first aider / first aid kit)		Who should accidents / near misses be reported to? (named person(s))	
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Notes

# Risk Assessment

PEOPLE AT RISK (with approx. no. if known) INVOLVED IN VOLUNTEERING ACTIVITY					
Volunteers:		Members of the public:		Older people:	
Vulnerable persons (please specify):		Children / young people:		Clients / service users:	
Expectant mothers:		Disabled persons:		External staff:	
Others (please specify):					

HAZARDS										
Workplace			Work Equipment			Occupational Health			Specific work Activities / Situations	
Fire & Explosion		Storage		Mechanical (hand tools)		Manual handling		Violence & Aggression		Working alone
Security		Temperature		Lifting / carrying aids		Noise		Stress		Height
Access / Egress		Lighting		Electrical equipment / tools		Chemical Agents		Dusts & Particles		Time constraints
Housekeeping		Ventilation		Pressure based tools		Biological agents / Living Organisms		Others – specify		Water – working in, near or over
Slips, trips & falls		Public places		Petrol powered tools						Driving
Sharp Materials		Others – specify		Vehicles on site						People at Risk
Major incident				Others-specify						Others – specify

HAZARD	EXISTING CONTROL MEASURES	INITIAL RISK LEVEL: HIGH / MEDIUM / LOW	ADDITIONAL CONTROL MEASURES TO REDUCE THE RISK	RESIDUAL RISK LEVEL: HIGH / MEDIUM / LOW
Describe all hazards identified and their effects for each task	Describe fully all existing controls applicable for each hazard.	Classify risk rating from matrix for each hazard	Describe all further controls to be implemented on or before the event date. All controls must be valid in that they reduce severity, likelihood or both. Please specify who is responsible for each action	Classify risk rating from matrix for each hazard

This matrix is to be used to calculate the level of risk; both before and **after** additional control measures have been applied

The potential harm caused by a hazard will vary in severity and likelihood. You should use the table below to allocate ratings:

Category	Severity of harm	Likelihood of harm
1	Non-injury	Almost impossible
2	First aid required	Unlikely
3	Fewer than three days off work	Possible
4	More than three days off work	Likely
5	Major injury	Almost certain

Harm arising from some invisible hazards such as emotional distress are very difficult to quantify but can be present and should be controlled and rated as necessary.

Multiply severity by likelihood to find risk rating:

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

Results:

1 – 4 = Low risk	5 – 15 = Medium Risk	16 – 25 = High risk
Monitor	Plan & introduce further controls	Do not do task. Or introduce further controls immediately