

**RISK ASSESSMENT** – Great Cheverell community response to supporting local neighbours and the local community in response to COVID19

This risk assessment is based on the community response role which is to support individuals in the community affected by social isolation or quarantine due to COVID-19.

This risk assessment is used to update a safety checklist for volunteers.

Volunteer Task	What are the hazards?	Who might be harmed and how?	Do you need to do anything to control this risk?	Action by who?	Action by when?	Done?
Shopping	Potential fraud	People accepting offers of help from volunteers who they do not know and those that are vulnerable could be taken advantage of. Money could be handed over to volunteers and no shopping received.	<p>- Ensure that volunteers are known to the Sector Co-Ordinators and/or Parish Council. If in doubt, people offering to volunteer who are not known, will not be asked to participate. This information will not be shared outside the Parish Council and will be subject to Data Protection.</p> <p>- Ensure individuals check their shopping against the shopping receipt to ensure that items are all present. Cash should not be used at all.</p>	<p>Parish Clerk/Sector Co-Ordinators/Parish Council to verify each volunteer</p> <p>'Client'</p>	Prior to initial task allocation for all volunteers	
	Handling infected cash	Where cash is used to pay for shopping, the monies may be carrying the infection.	Advise volunteers and individuals receiving support to transfer funds using electronic banking. This will mean that volunteers will need to provide their bank details – which is low risk. Cash should not be used at all.	<p>Volunteer Co-Ordinator; Volunteer</p>	19/04/2020	
Collecting prescriptions	Potential misuse of medicine. Loss of prescriptions	People accepting offers of help from volunteers who they do not know could mean medicines are not delivered to them and vulnerable people taken advantage of. Deterioration in health to the individual that is self-isolating as medicines are not received	<p>- Ensure that volunteers are known to the Sector Co-Ordinators and/or Parish Council. If in doubt, people offering to volunteer who are not known, will not be asked to participate. This information will not be shared outside the Parish Council and will be subject to Data Protection.</p> <p>- Ensure individuals check their prescriptions once received to ensure they have not been opened/tampered with.</p>	<p>Parish Clerk/Sector Co-Ordinators/Parish Council to verify each volunteer</p> <p>'Client'</p>	<p>Prior to initial task allocation for all volunteers</p> <p>Each delivery of item/s</p>	
	Sharing of personal information	Individuals requesting help may inadvertently share personal information relating to their medication.	<p>- Ensure that volunteers receive information relating to their obligations regarding data protection.</p> <p>- Ensure individuals check their prescriptions once received to ensure they have not been opened/tampered with.</p>	<p>Volunteer Agreement for each volunteer. Parish Clerk</p> <p>'Client'</p>	<p>3/4/2020</p> <p>Each delivery of item/s</p>	<p>Yes</p> <p>Ongoing</p>

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Volunteer Task	What are the hazards?	Who might be harmed and how?	Do you need to do anything to control this risk?	Action by who?	Action by when?	Done?
Collecting and delivering items	Infection from items	Volunteers may handle contaminated items as they collect and/or deliver items to individuals receiving support.	Ensure volunteers following the protocols.	Volunteer Guidance Document	22/4/2020	22/04/2020
Dog Walking	Dog bites Loss or injury to dogs	- Volunteers may be taking dogs out to walk who they do not know and dogs may react badly to volunteers or other dogs/individuals in the community. - Loss of or injury to dog.	- Volunteers should only offer to walk dogs that they know and can control. - If the dog is aggressive, ensure the dog has a fitted muzzle. - Always use a leash. Never allow a dog off the lead.	Volunteer Co-Ordinator to advise and remind Volunteer when allocating the task.	Upon each allocation of task	Ongoing
Gardening	Injury from items in the garden and machinery	Volunteers may offer to provide garden maintenance in unfamiliar surrounding using equipment that they haven't operated before.	- Volunteers should use their judgement, including: wearing eye protection; wearing hard boots when grass cutting; wearing protective gloves; taking own gardening equipment. - Access to electricity supply could be through an extension lead that is kept outside so no human contact made with individuals infected. In which case, volunteers should not offer to help, to keep themselves safe.	Volunteer Co-Ordinator to advise and remind Volunteer when allocating the task.	Upon each allocation of task	Ongoing
Sharing resources - books, dvds, games between neighbours	Potential sharing of germs	Volunteers and individuals accepting resources from different neighbours could mean the spread of the coronavirus if individuals have not been washing their hands correctly and often.	Ensure volunteers following the protocols.	Volunteer Guidance Document	Sector Co-Ordinator to remind volunteers of potential hazards	Ongoing
Using IM apps	Sharing of personal contact numbers and sensitive information	- Individuals may not want their contact number shared between neighbours - Sensitive information may also be inadvertently shared.	Ensure that volunteers receive information relating to their obligations regarding data protection.	Volunteer Agreement for each volunteer. Parish Clerk	03/04/2020	Yes

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Putting bins out	Bad posture/pulling items that are too heavy  Touching infected parts of bin.	Volunteers pulling muscles or affecting own health due to moving heavy bins	Inform volunteers of basic manual guidelines: <a href="https://www.hse.gov.uk/msd/manual-handling/index.htm">https://www.hse.gov.uk/msd/manual-handling/index.htm</a> Encourage volunteers who have been trained in manual handling to move bins. Ensure volunteers who may not be physically able NOT to carry out this task if there is a risk of injury  Advise volunteers to disinfect areas to be touched prior to handling with disinfectant wipes and to wash hands thoroughly for at least 20 seconds as soon as possible afterwards.	Volunteer Co-Ordinator to advise and remind Volunteer when allocating the task.  Volunteer Co-Ordinator to advise and remind Volunteer when allocating the task.	Upon each allocation of task  Upon each allocation of task	Ongoing  Ongoing
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**Date:** 21<sup>st</sup> April 2020

**Review Date:** 31<sup>st</sup> May 2020

**Jan Sargent**  
Parish Clerk, Proper Officer and RFO  
Cheverell Magna Parish Council