

AWARENESS VOLUNTEERING RISK ASSESSMENT

Your safety while volunteering is important to us.

Please **read** and **follow** this risk assessment in your volunteering activities.

You **must** notify us of all planned awareness activity at least one week beforehand using [this form](#)

Thank you.



PLEASE OBSERVE ANY ADDITIONAL SAFETY INFORMATION OR RULES PROVIDED BY THE VENUE YOU ARE ATTENDING



Hazard	Risk	Control Measures
Viruses and transmissible diseases (including COVID 19)	<p>Spaces with no air flow mean that germs and viruses spread more easily.</p> <p>Confined and crowded spaces increase risk of transmission.</p>	<ul style="list-style-type: none"> • Don't volunteer if you feel unwell. • Open doors and windows where possible. • Maintain good hand hygiene, use hand gel if no washing facilities. • You may wish to consider wearing a face covering.
Hygiene – Food and drink	Food poisoning	<ul style="list-style-type: none"> • Food should be prepared by professional companies with good hygiene standards. • If you have an allergy please read or ask for food ingredient details
Lone working and personal safety	Accident, injury, attack or abuse	<ul style="list-style-type: none"> • Avoid lone working wherever possible, volunteer in pairs or at a location or event where others will be present • Make sure someone knows where and when you are volunteering and your travel plans • Avoid travelling late at night
Cash collecting	Attack, robbery	<ul style="list-style-type: none"> • The person who is taking the cash away from the venue should be accompanied by someone else. • Put the cash in a bag that disguises it • Bank cash as soon as possible
Slips and Trips	Injury	<ul style="list-style-type: none"> • If cables are being used – please move out of walkways or if not possible cover with a mat • Keep walkways clear of boxes and equipment



Hazard	Risk	Control Measures
Manual Handling	Injury	<ul style="list-style-type: none">• Please see the attached manual handling instruction sheet.• Don't attempt to lift or move any item that is awkward or heavy.• Borrow a trolley where necessary or reduce the load (e.g. carry one box at a time or empty items to make it lighter.)• Where an item is large, get people to help.• If in doubt do not move the item• Check the floor is clear of obstacles and not slippery• <u>For setting up a gazebo</u> – please see the separate instruction sheet• <u>Stay at ground level</u> - do not use ladders or other aids when putting up gazebos or banners
Fire	Smoke inhalation, burns	<ul style="list-style-type: none">• Be aware of where the fire exits are located if the fire alarms sounds• Leave everything behind and exit as quickly as possible
Terrorist attack	Injury	<ul style="list-style-type: none">• Follow instructions from emergency services• Don't put yourself at risk
Dehydration or exhaustion	Becoming unwell	<ul style="list-style-type: none">• Ensure you have enough water and food for the amount of time you are carrying out the activity.• Check there are chairs available so you are not standing for lengths of time• Make time for regular breaks
Weather Conditions	Becoming unwell .	<ul style="list-style-type: none">• Check the weather before attending and take the appropriate clothing – sun block or waterproofs, warm clothing if cold etc.• If hot weather try to stay in the shade and have drinking water/sun hat, glasses etc.



Manual handling dos and don'ts

- ✘ Avoid twisting, turning, and bending your back.
- ✘ Avoid looking at your feet while carrying; keep your head upright.
- ✘ Avoid carrying loads that block your line of vision.
- ✘ Avoid lifting the load above your shoulders or letting it drop below your waist.
- ✔ Move smoothly in order to keep control.
- ✔ Put down and adjust the load if necessary.
- ✔ Push and pull using your body's own weight.
- ✔ Keep the load within safe zones.