

Volunteer Risk Assessment: Ruan Lanihorne Parish Council v 1.0

Effective from: 02 January 2024

Description of identified volunteer activities:

Gardening and ground maintenance

- Use of strimmers
- Mowing with push and ride on mowers
- Use of hand tools (e.g. secateurs, pruning saws, hand saws, snips, spade, forks, trowels etc)
- Removal of vegetation (e.g. heavy lifting, using wheelbarrows etc)

Litter picking

- Use of hand or grabbers to collect waste

Pond clearance

- Accessing the pond via boat
- Use of hand tools (e.g. modified tools for scooping pond weed)

HAZARD and RISK	STAYING SAFER	PROBABILITY	SEVERITY	RISK
Manual Handling/Personal Fitness: Gardening, litter picking and tidying may require lifting and moving heavy items.	Volunteers should be physically capable and should make this assessment about themselves before attempting work. • Volunteers should get lifting help if required, share repetitive work and avoid tiredness.	2	2	4

<p>Road Traffic: Work may take place at roadside and verges</p>	<ul style="list-style-type: none"> • Volunteers should wear Highly Visible clothing. • Be aware of higher risk areas such as blind corners and junctions. • Not work alone in higher risk areas. 	1	3	3
<p>Power Tools, Garden Tools: Risk of injury to operators and others.</p>	<ul style="list-style-type: none"> • Volunteers must only use tools they are familiar with or trained to use. • Suitable personal protective equipment should be worn. • Safe working areas should be established. 	2	2	4
<p>Children: Lack of supervision, inexperience to danger.</p>	<ul style="list-style-type: none"> • Children must be accompanied by a parent or guardian and supervised at all times. • Children should wear appropriate clothing. • Children should not use tools unless they have a parent or guardian's permission. • Volunteers should not supervise or accept responsibility for other people's children. 	3	3	9
<p>General maintenance and cleaning: Working alone, use of cleaning materials.</p>	<ul style="list-style-type: none"> • When working alone, tell someone where you are and how long you will be. • Take a mobile phone (if working in 'Reading Rooms' log into Wi-Fi.) • Only use cleaning products as manufacturer's instructions. 	1	2	2
<p>Hands on gardening/Litter picking: Risk of injury or contamination</p>	<ul style="list-style-type: none"> • Gloves should be worn gardening and litter picking. • Glass and sharp objects should be handled with care. • Animal faeces should be removed without direct contact using a suitable bag and/or disposable gloves. 	2	2	4
<p>Pond clearance: Risk of drowning</p>	<ul style="list-style-type: none"> • Volunteers should work with a buddy and not alone • Those working close to or on the pond should 	2	3	6

	<ul style="list-style-type: none"> wear a life jacket • Lifeline and life ring should be available. • One volunteer should be nominated Guard to watch over activities. • Volunteers are not to enter the water intentionally. 			
Volunteers Group Activity: Attempting work beyond capabilities Over exuberance	<ul style="list-style-type: none"> • Group activities should have a nominated person overseeing workload and capabilities. 	3	2	6
Tree work: Falls and injury from equipment Falling branches	<ul style="list-style-type: none"> • Tree pruning and lopping should only be carried out by those familiar with or trained to use tools used. • No volunteer should work alone. • Tree felling should be accessed separately. 	3	3	9
Working at height: Falls and use of inappropriate equipment.	<ul style="list-style-type: none"> • Works above 2m should be risk assessed separately or carried out by a suitably qualified person. • No volunteer should work alone.. 	3	3	9

Ruan Laniorne Parish ensures that all volunteers have sight or a copy of this risk assessment.

This assessment is based on known voluntary work carried out within the Parish and will be reviewed every 3 years or sooner as needed.

The assessment uses the 5x5 assessment as shown below:

Impact
How severe would the outcome be if it occurred?

Probability <i>What is the probability the risk will happen</i>		Insignificant 1	Minor 2	Significant 3	Major 4	Severe 5
	5 Almost certain	Medium 5	High 10	Very high 15	Extreme 20	Extreme 25
	4 Likely	Medium 4	Medium 8	High 12	Very high 16	Extreme 20
	3 Moderate	Low 3	Medium 6	Medium 9	High 12	Very high 15
	2 Unlikely	Very low 2	Low 4	Medium 6	Medium 8	High 10
	1 Rare	Very low 1	Very low 2	Low 3	Medium 4	Medium 6

Accepted date	Prepared by	Document version	Review date
02 January 2024	Gary Cairns	Version 1.0	January 2027