

DISCLAIMER: This risk assessment is to be used as a guidance document to inform any volunteer work that may be carried out during the outbreak of Covid-19. Currently, as of 6th July 2020, going by government guidelines, **volunteering must not take place in groups of more than 6 people from different households, socially distanced.** Two different households can meet in an unlimited number outdoors (e.g. two families of 6 could meet but not with any others). As a volunteer/volunteer group, please read and review the below and adjust to your needs to help keep you safe whilst volunteering during the Covid-19 outbreak. This should go hand in hand with your usual volunteering risk assessment and guidance, as supplementary information that is regularly checked by the group leader and on-hand if volunteers wish to see it. Those who are [clinically extremely vulnerable](#) should not engage in Parks Volunteering.

Covid 19 Risk Assessment

Activity	Volunteers and community groups attending &/or carrying out activities on BCC sites during Covid-19 pandemic		
Service Directorate	Growth and Regeneration		
Department	Parks and Green Spaces		
Assessed By	Ella Hogg		
Assessment Date	04/07/2020	Date Review Due	Live

Likelihood x Severity = Risk Rating		SEVERITY			
		1 Negligible injury No lost time	2 Minor injury Lost time <7 days	3 Major injury Lost time >7 days and <3 months	4 Severe or fatal injury >3 months lost time
LIKELIHOOD	1 Rare	1	2	3	4
	2 Unlikely	2	4	6	8
	3 Likely	3	6	9	12
	4 Certain	4	8	12	16



RISK RATING (Likelihood x Severity = Risk Rating)		
1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.
12 - 16	Extreme	Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level.

Hazard	Who might be harmed?	Existing control measures	Risk rating L x S = R			What other controls are needed?	By when?	Person responsible
			L	S	R			
Spread of Covid-19 (Coronavirus) Personal Hygiene Transfer of virus through poor personal hygiene.	Volunteers, staff involved in or leading and members of the public passing by any activities.	Hand sanitiser gel should be available for volunteers where washing facilities are not readily available. Ideally access to hand washing facilities with soap and hot water in place. Access to paper towels/hand driers for drying of hands. Safety talk at the beginning of activity.	2	4	8	Volunteers reminded regularly to use hand sanitiser/wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Reminded to catch coughs and sneezes	Once activities begin.	Volunteer lead for each activity.

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						in tissues – follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unclean hands. Where possible posters displaying handwashing reminder/guidance.		
Contamination - Transfer of virus from multiple people touching and moving items. This could then be transferred to other surfaces or to the face.	Any volunteer, staff member or member of public who may touch the same surfaces.	Individuals observing social distancing guidelines where possible, practice good hand hygiene behaviour's and wear gloves as required. Everyone must wash their hands thoroughly before and as soon as possible after the activity	2	4	8	Ongoing visual monitoring to ensure volunteers are observing social distancing. Wearing of gloves - Volunteers advised to wear gloves when moving/touching items which could be used by a member of the public, or using any tools/equipment to prevent cuts. Group size must not exceed 6.	Once activities begin.	Volunteer lead for each activity.
Individuals not being continually aware of the 2m social distancing guidance	Any volunteer, staff or member of public who may touch the same surfaces.	Volunteers made aware of social distancing guidelines - https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people Advise back-to-back or side-side working, rather than face-to-face, where possible.	2	4	8	Ongoing volunteer visual monitoring to ensure social distancing is being adhered to by volunteers. Trying to reduce the amount of volunteers in any one area. Where the social	Once activities begin.	Volunteer lead for each activity.

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						distancing guidelines cannot be followed in full, in relation to a particular activity, volunteer leads should stop the activity		
Symptoms of Covid-19	Any volunteer taking part in or associated with volunteering activities.	If anyone is unwell with a recognised Covid 19 symptom they are told strictly not to volunteer. If symptoms are seen whilst volunteering then the volunteer will be sent home and advised to follow the stay at home guidance. If advised that a volunteer has developed Covid-19 and were recently at one of the volunteer activities, the volunteer lead for the activity should contact the Public Health Authority to discuss the case, identify people who have been in contact with them through "Test and Trace" and take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/	2	4	8	N/A	N/A	Lead volunteer as well as individual volunteers.
Anyone in the clinically extremely vulnerable category	Anyone in the clinically extremely vulnerable category	Volunteers in the clinically extremely vulnerable category should not volunteer during the Covid-19 outbreak. They are recommended to stay at home. Volunteer leads should request volunteers to disclose prior to attending if they are in this group. If a volunteer discloses this on site they should be asked to go home. Our insurance cannot currently cover these individuals.	2	4	8	N/A	N/A	Lead volunteer as well as individual volunteers.
Volunteers who are over 70 or clinically vulnerable	Volunteers who are over 70 or clinically vulnerable	Volunteers in these groups are able to volunteer provided they maintain at least 2m distance from others at all times. They must not be responsible for handing out tools, cleaning equipment or working on any task that requires two people. They must work in an area separate to others and other volunteers must be made aware of this to ensure extra care is taken to maintain 2m at all times.	1	4	4	Roles for volunteers in these groups should be planned in advance of the session	N/A	Lead volunteer as well as individual volunteers.
Shared tools during activities.	Any volunteers taking part in activities.	Volunteers are asked to keep the sharing of tools to a minimum. Gloves are not shared between volunteers and are not	2	4	8	Volunteers should identify which tools they will require for	Once activities begin.	Volunteer lead for each activity.

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		taken back at the end of a session. Volunteers advised to wash their gloves after attending an activity, or leave for 72hours.				the length of the activity and collect these at the beginning of the session; they should not share these tools with others. Volunteer leads should wipe down any tools and equipment after each activity with anti-bacterial wipes/sprays. Anti-bacterial wipes/sprays should be on hand to clean any tools throughout the activity.		
Correct use of Personal Protective Equipment (PPE)	Any volunteers using/wearing PPE. Anyone accompanying.	For outdoor volunteer activities, PPE does not include face masks. If a volunteer chooses to wear a face mask, this should not be in place of following social distancing. Gloves should be given to volunteers at the start of any activity for them to keep. They should be used by volunteers if they are required to touch surfaces which may be used by members of the public or other volunteers.	2	4	8	Face masks are not required when risk is managed through social distancing (e.g. maintaining a distance of 2 metres) in an outdoor space. Volunteer activities should be planned in a way which does not require people from different households to come into contact closer than 2m.	Once activities begin.	Volunteer lead for each activity.

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First Aid	First Aiders and anyone they are practicing First Aid on.	First aiders to be aware of the information from the Resuscitation Council (UK). In an emergency, the need for resuscitation by a First Aider overrides the risk posed by not maintaining the 2m social distancing rules. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/	2	4	8	Volunteers carry out personal inspection for minor cuts and grazes and make sure these are cleaned	Once activities begin.	First Aider for each activity and volunteers
Aggressive members of the public who are not social distancing	Any volunteers taking part in activities.	Volunteers asked to interact with the public in a considered and polite manner. If members of the public remain aggressive or threatening in any way, the volunteer activity should stop and volunteers should leave the site.	3	1	3		Whilst activities are occurring.	Volunteer lead for each activity.
Busy sites	Any volunteers taking part in activities and BCC staff.	Busy locations should be avoided if possible, using a dynamic risk assessment approach. Activities to be kept to a minimum time.	3	2	6	If site areas are or become too busy to maintain social distancing then the volunteer lead should cancel or stop the activity. Volunteers should respect social distancing measures to protect themselves and BCC staff, refraining from approaching a member of staff unless essential.	Whilst activities are occurring.	Volunteer lead for each activity.
Collection of green waste/litter bags (risk of handling contaminated surfaces)	BCC staff and volunteers	Volunteers should only generate waste if they have agreed in advance with their area coordinator that a collection will be possible. Activities which do not result in waste collections being required are to be prioritised, to avoid unnecessary staff contact with volunteers and given the additional strain the Parks Service staff are currently under. Report any hazardous items found on sites to the Council –	2	4	8	If waste is to be collected, volunteers should take extra precautions to seal and leave in the agreed place. Handle waste with care, minimising	Before activity takes place	Volunteer lead for activity

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		hazardous waste is not to be touched by any volunteers				unnecessary contact. Wear gloves and ensure hands are washed afterwards. Be especially careful not to touch outer surface of gloves when removing them		