

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. From of 17th May 2021, England's Lockdown measures are easing, meaning **community group volunteering can take place in groups of up to 30 outdoors, alongside continued social distancing**. 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 pandemic. 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. [Clinically extremely vulnerable](#) people who are vaccinated can engage in parks group volunteering.

Covid 19 Risk Assessment – 17th May 2021 onwards

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	17/05/2021	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	Volunteers, staff involved in or leading and members of the public passing by any activities.	Hand sanitiser gel should be available 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 given at the beginning of activity. Group volunteering sessions to be socially distanced.	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.	Once activities begin.	Volunteer lead for each activity.

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hygiene.						Reminded to catch coughs and sneezes 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 observe social distancing guidelines, 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 If volunteering with people outside your household, avoid sharing tools or equipment.	2	4	8	Visual monitoring to ensure volunteers are observing social distancing. Wearing of gloves - Volunteers advised to wear gloves when using any tools/equipment to prevent contamination.	Once activities begin.	Volunteer lead for each activity.
Individuals not being continually aware of the 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. Where the social distancing guidelines cannot be followed in full, volunteers should wear a face mask.	Once activities begin.	Volunteer lead for each activity.
Symptoms of COVID-19	Any volunteer taking part in or associated with	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	2	4	8	Volunteer leads to keep record of attendees for 21 days after each	Ongoing	Lead volunteer as well as individual

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	volunteering activities.	and advised to follow the stay at home guidance. If advised that a volunteer has developed COVID-19 and was 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/				activity		volunteers.
Anyone in the clinically extremely vulnerable category	Anyone in the clinically extremely vulnerable category	Volunteers in the clinically extremely vulnerable category should only volunteer if they have been vaccinated. Volunteer leads should ask participants to confirm they are either not clinically extremely vulnerable, or have been vaccinated.	2	4	8	N/A	Ongoing	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 following social distancing. If they have not been vaccinated, they must not be responsible for handing out tools, cleaning equipment or working on any task that requires two people working in close contact, unless within their household or support bubble.	1	4	4	Roles for volunteers in these categories should be planned in advance of the session	Once activity begins	Lead volunteer as well as individual volunteers.
Self-isolation or quarantine	Anyone who should be self-isolating or in quarantine	Anyone in the self-isolation or quarantine category (for example, if you have recently returned from a country on the current list for quarantine), you should not volunteer.	1	4	4	Volunteers and staff to be continually aware of the quarantine requirements	Ongoing	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 and are not taken back at the end of a session. Volunteers advised to wash their gloves after attending an activity or leave for 72hours.	2	4	8	Volunteers should identify which tools they will require for the length of the activity and collect these at the beginning of the session. Volunteer leads should wipe down any tools	Once activities begin.	Volunteer lead for each activity.

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						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, where social distancing is maintained, volunteers do not need to wear a face mask. If a volunteer chooses to wear a face mask, this should not be in place of following social distancing. If any work is required which does not allow social distancing, face masks should be worn as above. 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 if risk is managed through social distancing (maintaining social distance) in outdoor spaces. 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.
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	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	3	1	3		Whilst activities are	Volunteer lead for each activity.

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not social distancing		should stop and volunteers should leave the site.					occurring.	
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/public 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 – hazardous waste is not to be touched by any volunteers	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 unnecessary contact. Wear gloves and ensure hands are washed afterwards. Be especially careful not to touch outer surface of gloves when removing them	Before activity takes place	Volunteer lead for activity