

## Risk assessment for Volunteers – Outdoor work

Name of assessor		Marion Fox Goddard					Date		May 11th 2022				
Location		Woodland behind the nursery, Village Hall Grounds, Car Park between Village Hall and Fernwood Day Nursery											
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?	
				L	C	R		L	C	R			
General emergency	Volunteers	Injury	<p>Volunteers/Fernwood Parish Council staff to be aware of nearest Accident and Emergency hospital - Kings Mill Mansfield and Minor Injuries Unit – Newark Hospital; A first aid kit must be accessible at the Village Hall at all times; Volunteers to carry their mobile phone should be available at all times (if no/poor signal, nearest landline in village hall office); All incidents and near misses to be reported to the Parish Clerk, recorded in the accident log and reported to Fernwood Parish Council.</p> <p>Volunteers to report to the Parish Clerk/Caretaker on arrival and departure.</p>	1	4	4	Copy and reminder of this risk assessment to be sent to current volunteers annually.				Parish Clerk	June each year	

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Hand Tools	Volunteers	Injury	<p>Caretaker to ensure all tools are in good/safe condition. Clerk to provide volunteers with tool use and safety information for powered tools; User to</p> <ul style="list-style-type: none"> <li>Inspect tools before and after each use.</li> <li>Use correct tool for the job;</li> <li>Ensure firm and stable stance and wear sturdy footwear;</li> <li>Wear gloves unless using a swinging tool;</li> <li>Not use tools when handles are wet;</li> <li>Maintain safe working distances.</li> </ul>	2	3	6	As above				Parish Clerk	June each year
Arisings	Volunteers	Slips, trips, injury	<p>Volunteers to:</p> <ul style="list-style-type: none"> <li>Wear sensible, sturdy footwear;</li> <li>Ensure safe working distances</li> <li>Ensure arisings and unused tools are left in a safe place</li> <li>Tidy arisings as they are cut.</li> </ul>	1	3	3	As above				Parish Clerk	June each year

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				L	C	R		L	C	R		
Poor housekeeping	Volunteers	Slips, trips, injury	All unused equipment to be stored in the container/caretaker cupboard; Volunteers to use only what is necessary to avoid excess equipment lying around.	1	3	3	As above				Parish Clerk	June each year
Traffic	Volunteers	Accident	Wear high visibility clothing when working by roads; Volunteers are not permitted to work on the carriageway or on the roads of the car park. i.e., work from within the flower beds – do not stand where there may be traffic.	2	3	6	As above				Parish Clerk	June each year
The following risk assessments cover more detailed guidance: <ul style="list-style-type: none"> <li><a href="#">Volunteer litter picking</a></li> <li><a href="#">Woodland</a></li> </ul>			Volunteer litter picking and woodland risk assessments to be copied to volunteers conducting these activities.				Copy and reminder of these risk assessments to be sent to current volunteers annually.				Parish Clerk	June each year
Review date		June 2023				Signature		<i>M. Goddard</i>				

RISK MATRIX				Hazard Severity				
				1	2	3	4	5
				Low	Slight	Moderate	High	Severe
Doing this activity every day:				Minor injury not requiring First Aid	Moderate injury resulting in First Aid	Injury or disease resulting in >7 days off work	Death or major injury to one individual	Multiple death
Likelihood of occurrence	1	Unlikely	Injury may occur less than once in a lifetime	1	2	3	4	5
	2	Possible	Injury may occur less than once a year	2	4	6	8	10
	3	Occasional	Injury may occur two-three times per year	3	6	9	12	15
	4	Likely	Injury will occur more than three times per year	4	8	12	16	20
	5	Very likely	Injury is probably going to occur	5	10	15	20	25

	If control measures are followed as described, risk factor is low enough to continue
	Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary
	Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.