

Penketh Parish Council

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PENKETH PARISH COUNCIL - VOLUNTEER RISK ASSESSMENT

Adopted on: 8.7.24

Volunteer Responsibility

Whilst carrying out work for Penketh Parish Council, each volunteer has the responsibility of ensuring they undertake their work considering their own health and safety and that of others around them.

As a volunteer you should not put yourself in a position that could place yourself, or others, in danger. You are under no obligation to participate or continue with any work. You are under no obligation to visit a particular site, even if organisers have suggested it. You should never undertake any work if you have concerns about your own or others' health and safety. If you have any such concerns, you should stop the work and raise these with Penketh Parish Council.

Risk Assessment

Before undertaking any activities, every volunteer should consider the particular health and safety hazards associated with their individual sites and whether their individual circumstances and medical conditions expose them to particular hazards.

A table outlining generic areas of risk likely is given below. However, you should identify the potential risks specific to the activities associated with your individual sites and should think about, and apply practical precautions to minimise the level of any risks.

Volunteers should also pass on health and safety information provided to them by Penketh Parish Council to any other people helping them with related activities.

Health and Safety Reporting

Please report any health and safety issues or concerns to Penketh Parish Council.

All accidents and incidents which could have led to harm must be reported to and recorded.

Risk	Outcome	Who is at risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Using equipment and hand tools	Blisters, cuts	Staff and Volunteers	Demonstration on how to use the equipment and hand tools at the start of the day. Gloves to be worn when appropriate. All tools are well maintained and appropriate supervision levels provided. First Aid kit and first aiders available	3	1	3	Due diligence to be undertaken at all times and all equipment to be fully inspected prior to use to ensure it is in good working order.
Bending down, manual handling, repetitive movements	Repetitive strain injuries, musculoskeletal injuries	Staff and Volunteers	At the start of the day participants to be reminded to work within their personal capabilities and to take regular breaks. Demonstration to be given on correct use and handling of tools. Project supervisors to monitor.	2	2	4	Participants to stop immediately if suffering any pain or discomfort. Seek medical attention if ill effects persist.
Working near roads, horse tracks and paths	Injury resulting from collision with vehicles, bikes, horses and other pedestrian users	All	All instructed to be aware of the roads/ horse tracks/ paths and their users at the start of the day. Monitoring of the roads and paths and alert volunteers if necessary.	2	2	4	Hi-vis to be worn if there is risk of bikes, vehicles/horses passing within 5 meters of staff or volunteers.

Slips, trips and falls.	Bruising, broken bones	Staff and Volunteers	Volunteers advised at the start of the day not to run and be careful underfoot after heavy rainfall in case ground is slippy/muddy. Walking routes will be clearly defined and appropriate, stout, footwear to be worn by all. Volunteers advised to be aware of uneven surfaces in the work area, particularly in dense vegetation where the ground can't be seen. Work area to be kept tidy. First Aid kit available at the Council offices.	3	1	3	
Weather/ temperature related illness	Sunburn, sunstroke, chilblains, hypothermia	Staff and Volunteers	Volunteers at the start of the day should wear weather-appropriate clothing. Suncream and water provided. Volunteers reminded to work in shade where possible.	3	1	3	Activities to be stopped if necessary.
Lightning strike	Burns, death	Staff and Volunteers	Volunteers advised to check weather forecast at the start of the day in event of lightning, and cease work and turn off mobile phones if storm arrives.	1	3	3	

Hazardous plants	Stings, thorns, allergic reaction, poisoning if eaten, burns from photo sensitive saps, bioaccumulation	Staff and Volunteers	Volunteers to be careful of any injurious plants and advised to avoid them. Gloves to be worn at all times. Volunteers advised not to eat any plants found growing wild. Long sleeve to be worn If working with/ nearby ragwort/ hog weed/ wild parsnip. Hands should be washed if contact is made.	3	1	3	Participants to stop immediately if suffering any pain or discomfort. Seek medical attention if ill effects persist.
Animal faeces- bird & dog	Bacterial infections, Toxocariasis	Staff and volunteers	Volunteers advised to be vigilant for possible presence of faeces, volunteers instructed to wash hands before eating and at end of session. Volunteers advised to carry hand sanitizing gel.	3	2	6	Seek medical attention if illness develops.
Working under and near trees	Falling branches	Staff and volunteers	Regular tree inspections will be undertaken. Avoid working under trees in strong wind. In event of extremely high winds, volunteer session to be re-scheduled on an alternative day.	1	3	3	
Working near other park users	Violent or aggressive behaviour	Staff and volunteers	Volunteers to be aware of other users. If feeling at risk, volunteer to move away from the locations and make themselves safe. Volunteers must not work alone.	1	3	3	999 to be called immediately in case of any violent or aggressive behaviour.
Coming into contact with wildlife/animals	Grazes, bites, infection.	Staff and volunteers	Volunteers advised at the start of the day to not touch or aggravate wildlife whilst working on their activity.	3	2	6	

Coming into contact with hazardous litter.	Cuts, infection, tetanus, blood borne diseases	Staff and volunteers	Visual inspection of work area by volunteers. Volunteers must not touch or pick-up litter, needles or syringes found unless there is a disposable sharps box available. Gloves to be worn where appropriate whilst carrying out activities. Volunteers to have up to date tetanus.	1	3	3	Report any needles or syringes found at the project site immediately to the supervisor.
High pollen count	Hayfever	Staff and volunteers	People with severe allergies advised to bring appropriate medication.	2	2	4	In case of severe reaction, phone 999.
Insect bites and stings	Pain, Allergic reaction	Staff and volunteers	Remove bee sting as quickly as possible. Watch closely for symptoms. Volunteers asked to declare any allergies and bring any necessary medication e.g. Epi pen.	1	3	3	In event of sudden swelling, breathlessness or increased heart rate, ambulance to be called immediately by phoning 999.
Project Site: The Royal Parks		Date of Risk Assessment production: 20.07.18					
Assessor(s): Emma Broadbent							

¹Likelihood of Occurrence	²Likely Consequences	³Risk Rating $R = L \times C$
<p>1. Improbable: probability is close to zero</p> <p>2. Remote: Unlikely though conceivable</p> <p>3. Occasional: Could occur some time</p> <p>4. Probable: Occurs repeatedly/an event to be expected</p> <p>5. Frequent: Not surprised if event occurs/ will occur several times</p>	<p>1. Negligible: Trivial injury (requiring minor first aid)</p> <p>2. Minor: Minor injury/short term issue</p> <p>3. Serious: Single severe injury and/or multiple minor injuries</p> <p>4. Critical: Single fatality and/or multiple severe injuries</p> <p>5. Catastrophic: Multiple fatalities</p>	<p>1-5 Tolerable: No additional controls required</p> <p>6-10 Low Risk: Probably requiring written guidelines</p> <p>11-15 Medium Risk: Written guidelines required until risk is designed out</p> <p>16-20 High Risk: Consider need for activity and additional control methods</p> <p>21-25 Intolerable Risk: Cease activity</p>