# Community Impact Bucks’ COVID-19 example risk assessment: outdoor

# (gardening) group volunteering activity

## Company name: *insert name of organisation* Assessment carried out by: *insert name*

## Date of next review: *insert date* Date assessment was carried out: *insert date*

Note: This risk assessment is for COVID-19 related risks only and should be read in conjunction with the standard service risk assessment for this service and any appropriate individual staff risk assessments.

| What are the hazards? | Who might be harmed and how? | | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | | When is the action needed by? | | Done |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Social Distancing** | Clients, staff, volunteers  Potential exposure to COVID-19 virus | | In line with Government Guidance service was suspended in March 2020.  1 June 2020 saw a cautious resumption of service. | 1a. Group volunteering restricted to 1 volunteer travelling with Team Leader. | | Manager | | 2 June 2020 | Yes |
|  |  | |  | 1b. Team Leader is asked on the morning of each working day if s/he is well and free from the most common symptoms of coronavirus.  1c. Provide with appropriate PPE for the role.  1d. Provide with adequate stock of PPE appropriate for the role. | | Manager  Manager  Manager | | Ongoing  Ongoing  Ongoing |  |
|  |  | |  | 2a. Clients informed of social distancing requirements in advance of visit. | | Administrator | | Ongoing |  |
|  |  |  | | 3a. Volunteers confirm to their Group Leader that they are: Well and free from the most common symptoms of coronavirus  3b. Group Leader confirms to Team Leader that their group of volunteers are: Well and free from the most common symptoms of coronavirus.  3c. Visit to be aborted if client doesn’t adhere to social distancing | | Volunteer  Group Leader  Group Leader  Team Leader | | On the morning of the volunteering day  On the morning of the volunteering day, before the session starts  In the event of social distancing rules being breached |  |
| **Lack of toilet and handwashing facilities** | Staff, volunteers | Not required prior to COVID-19 | | 1a. Provide antiseptic hand sanitiser and wipes to staff and volunteers on request  1b. Obtain antiseptic hand sanitiser and wipes from Team Leader as and when needed | | Team Leader  Volunteers | | Ongoing  Ongoing |  |
| **Access to appropriate toilet facilities** | Staff, volunteers | Not required prior to COVID-19 | | 1a. Schedule visits so that suitable toilet facilities can be located nearby if needed between gardening visits e.g. Tesco, Morisons etc.  1b. Do not enter the house to use a client’s toilet / bathroom. | | Administrator  Team Leader and Volunteers | | Ongoing  Ongoing |  |
| **Cross contamination of cars** | Staff and volunteers | Not required prior to COVID-19 | | 1a. Social distancing must be observed when travelling to take part in volunteer activities: Volunteers must travel separately. | | Volunteers | | Ongoing |  |
| **Cross contamination of gardening tools and equipment** | Staff and volunteers | No required prior to COVID-19 | | Gardening tools and equipment to be sanitised using antiseptic wipes.  1a. Before putting into the van.  1b. After taking out of the van and before putting into the storage container.  1c. Where possible, Team Leader and volunteer to use separate equipment / tools.  1d. When not possible, tools should be wiped down with a disinfectant wipe before being used. | | Team Leader  Team Leader  Team Leader  Team Leader  Volunteers  Volunteers | | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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