

## Guidance for organisations/groups hosting team volunteering opportunities in a Covid-19 world

Below are some key things to think about when offering team volunteering experiences.

### In advance of the activity:

- You will need to complete a risk assessment of the proposed team volunteering activity; this will involve thinking about specific risks and the controls that you need to put in place to ensure that the activity is feasible. **See ‘Resources’ below for a link to sample risk assessments to assist you with this**
- Make sure that your insurance covers volunteers doing the proposed activity
- Have a discussion with the leader of the volunteer team:
  - About the health and safety procedures that will be in place (e.g. social distancing and hygiene measures, and the wearing of PPE if appropriate)
  - To agree how many employees can volunteer to ensure adherence to [social distancing rules](#). **NB: the “provision of voluntary or charitable services” is an exception to the restriction which came into force on 14 September (and is set out in law) whereby you can only socialise in groups of up to 6 when meeting with people who you don’t live with. See Section 2 of the [government guidance](#)**
  - To confirm that your insurance covers volunteers doing the activity
  - About anything specific that needs to be brought or worn on the day
  - To answer any additional questions.

### On the day of the activity:

- Brief the team of volunteers at the start of the activity to ensure that everyone is clear about the health and safety procedures, and to provide the opportunity for people to ask questions. Ask all volunteers to confirm that they do not have [coronavirus symptoms](#) or have tested positive for coronavirus; an individual must self-isolate for at least 10 days from the date they started having symptoms or from the day they tested positive – whichever is the latest. **If they are unable to confirm this, then they will be unable to volunteer**
- Provide adequate supervision of volunteers during the activity to ensure adherence to health and safety procedures.

### For the purposes of NHS Test & Trace:

- Record the name of the volunteer team leader and their contact phone number, plus the number of people in the group, in case these are required for NHS Test & Trace
- Record the date of the activity, and arrival and departure times
- Record the names of your staff/volunteers, their contact phone numbers, and the dates and times that they work/volunteer

- Information about NHS Test & Trace can be found [here](#).

## Resources

- Our guidance on [running your organisation during Covid-19](#) offers advice to ensure that your organisation has Covid-19-specific measures in place so that people can volunteer safely. It includes:
  - Government guidance for different types of workplace (both indoor and outdoor)
  - Sample risk assessments, including an example of a Covid-19 risk assessment for an outdoor service (gardening with a group of volunteers) produced by Community Impact Bucks
- If you are thinking about offering a team volunteering opportunity in a village hall or community building, please email [debi@communityimpactbucks.org.uk](mailto:debi@communityimpactbucks.org.uk) for the latest copy of the re-opening guidance from ACRE
- [Coronavirus FAQs: What you can and can't do](#)
- For further support, look at our [Covid-19 advice about volunteering resources](#).

Please contact us on [volunteering@communityimpactbucks.org.uk](mailto:volunteering@communityimpactbucks.org.uk) if you have any questions or concerns.

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