

RISK ASSESSMENT – Covid 19 –supporting local neighbours and the local community

This risk assessment for volunteers supporting individuals in the community affected by social isolation or quarantine. Use it to update a safety checklist for volunteers

Volunteer Role	Potential hazards	issue	Mitigation to control risk?	Action by	Date
Shopping	Safeguarding issues Spread of virus	<ul style="list-style-type: none"> • People accepting offers of help from volunteers who they do not know • Risk abuse - vulnerable people could be taken advantage of. • Risk of fraud - Money could be handed over to volunteers and no shopping received. • Contamination when handing over shopping, receipts, etc 	<ul style="list-style-type: none"> • Coordinate all requests for support through the local Hubs to prevent abuse & fraud • Recruit volunteers with current DBS check and pair non DBS-checked vols with staff or DBS-approved volunteers to minimize risk • Use volunteers known to local community groups • Utilise local community groups to manage support in their locality • Do background checks on volunteers through character references (if not known to local VCF group) • Use volunteers referred to by friends that are known individuals • Ensure individuals check their shopping against the shopping receipt so that the correct change is provided. • Volunteers clearly briefed and prepared, eg wearing gloves, using hand sanitiser, not entering homes unnecessarily, informing the Hub if self-isolating and unable to complete shopping 		

To register as a volunteer - <https://www.buryvcfa.org.uk/volunteering/>
For help and support contact your local Hub on 0161 253 5353.

Dog Walking	Risk of Injury Spread of virus	<ul style="list-style-type: none"> Volunteers taking dogs who do not know them Dogs may react badly to volunteers Altercation with other dogs/individuals in the community Risk of being bitten Theft of dog Contamination when handing back dog(s) 	<ul style="list-style-type: none"> Check with dog's owner to check about the dogs behaviour in public and to new situations Use dog mask on the dog if there any potential high risks of the dog biting Volunteers clearly briefed and prepared, eg wearing gloves, using hand sanitiser, not entering homes unnecessarily, informing the Hub if self-isolating and unable to complete task 		
Volunteer Role	Potential hazards	issue	Mitigation to control risk?	Action by	Date
Gardening	Risk of Injury	<ul style="list-style-type: none"> Risk of injury to the volunteer Householder unhappy with the standard of work Contracting of virus 	<ul style="list-style-type: none"> Advise house-holder that any work is at their risk Use normal precautions e.g. eye protection/ hard boots/gloves. Vol use their own gardening equipment Access to electricity use an extension lead that is kept outside, similarly water-taps if required, so no human contact made with individuals isolating Volunteers clearly briefed and prepared, eg wearing gloves, using hand sanitiser, not entering homes unnecessarily, informing the Hub if self-isolating and unable to complete task 		
Sharing resources - books, DVD, games between neighbours	Risk of sharing virus	<ul style="list-style-type: none"> Volunteers and individuals accepting resources from well-meaning neighbours could spread germs 	<ul style="list-style-type: none"> Ensure books/DVD/games are wiped down with disinfectant wipes Wash hands thoroughly Encourage individuals receiving books/DVD/games to also clean received resources 		

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Sharing of personal data	Abuse of data	<ul style="list-style-type: none"> • Breach of confidentiality • Data breach • Abuse or misuse of personal information 	<ul style="list-style-type: none"> • Direct all inquiries through hubs 0161 253 5353 • All volunteers register via Volunteer portal at VCFA • All support requests coordinated through the Hubs 		
Getting Bins ready for collection	Risk of sharing virus	<ul style="list-style-type: none"> • Volunteers and individuals moving bins can inadvertently spread germs • Risk of injury when moving bins 	<ul style="list-style-type: none"> • Use basic hygiene wash hands after handling bins • Use disinfectant wipes to clean bin handles before touching • Inform volunteers of basic manual guidelines: https://www.hse.gov.uk/msd/manual-handling/index.htm 		
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Collecting prescriptions	<p>Potential mis-use of medication</p> <p>Spread of virus</p>	<ul style="list-style-type: none"> • People accepting offers of help from volunteers who they do not know • Prescriptions delivered to the incorrect address/person • vulnerable people taken advantage of. • Deterioration in health of the individual who is self-isolating as medication is not received, or if the prescription is incomplete • Contamination when handing over prescription/ medication 	<ul style="list-style-type: none"> • Coordinate all requests for support though the local Hubs to prevent abuse & fraud • Recruit volunteers with current DBS check and pair non DBS-checked vols with staff or DBS approved volunteers to minimize risk • Use volunteers known to local community groups • Utilise local community groups to manage support in their locality • Do background checks on volunteers through character references (if not known to local VCF group) • Use volunteers referred to by friends that are known individuals • Make individuals receiving support aware that the Emergency Response Group are not liable if medicines go missing or the full amount of medicines are not received • Ensure individuals check their prescriptions once received to ensure they have not been opened/tampered with • Ensure messages about incomplete prescriptions are clearly shared with the patient and with the Hub in order to ensure timely (re)collection. • Volunteers clearly briefed and prepared, eg wearing gloves, using hand sanitiser, not entering homes unnecessarily, informing the Hub if self-isolating and unable to complete task 		
Cash handling	<p>Risk of fraud</p> <p>Spread of virus</p>	<ul style="list-style-type: none"> • No volunteer to collect cash on behalf of some one else • Requests for cash to be handled by Hub Managers only 	<ul style="list-style-type: none"> • Only to be carried out by hub managers • Cash handlers to wear latex gloves or similar 		

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