



# BEDFORD BOROUGH COUNCIL

## RA01 Risk Assessment

Doc No:	RA01
Version / Revision:	V1 R7
First Published:	May 2020
Reviewed:	Jan 5 <sup>th</sup> 21

### Risk Assessment & Ref No: COVID-19 Community, Parks and Events Volunteering

**Date completed:** 09-06-2020      **Completed by:** Katie Lewis      **Review Due:** 09-06-2021

**Persons at risk (tick)**    **Employees**     **Public**     **Volunteers**

*Use these tables to identify the hazards associated with the task & to evaluate the risk prior to controls*

Severity of injury		Minor (1)	Moderate (2)	Significant (3)	Serious(4)	Major (5)	
		Likelihood of occurrence		Rare (1)	1	2	3
Risk Matrix	Unlikely (2)	2	4	6	8	10	
	Possible (3)	3	6	9	12	15	
	Likely (4)	4	8	12	16	20	
	Almost Certain (5)	5	10	15	20	25	

Risk Rating	Low	Costs to treat risk are disproportionate to consequences
	Low / Medium	May require consideration in any future changes to works area or processes, or can be fixed
	Medium	Where possible action (s) to reduce the risk should be put in place within an appropriate timescale
	Medium / High	Requires immediate corrective action
	High	Requires immediate prohibition of the work process and immediate corrective action

Exposure to Biological / Chemical Hazards	L	S	RR	Physical Hazards	L	S	RR
Communicable diseases	4	4	16	Animal / insect			
Dust / Fumes				Deep / fast moving water			
Explosive / Flammable substances				Electricity			
Hazardous substances				Fall from height			
Viral or bacteriological agents	4	4	16	Flame / heat source			
<b>Ergonomic Hazards</b>				Inadequate signage			
Access / Egress	3	3	9	Noise			
Confined spaces / Restricted access				Pressure systems			
Manual handling operations	2	3	6	Radiation			
Repetitive Movements				Slip, trip, fall same level			
<b>Mechanical Hazards</b>				Sport / games activities			
Contact with moving machinery				Temperature (high / low)			
Contact with moving vehicles				Vibration			
Cutting / shearing / piercing actions				Weather			
Inadequate maintenance				<b>Social Hazards</b>			
Striking by moving / flying / falling objects				Anti-social hours			
Trapping between fixed / stationery items				Exposure to violence			
Trapping by collapsing / overturning equipment				Lack of safeguarding / CRB controls			
<b>Individual Hazards</b>				Lone working	5	2	10
Inadequate Supervision/ Instruction / training	2	4	8	Stress	2	2	4
Inexperience / lack of knowledge	4	2	8	<b>Other Identified Hazards</b>			
Influence of drink or drugs							
Poor communication / language barriers							
Young Person							
<b>Other Hazards</b>							



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Members of the public

3

4

12

Use of contractors



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				L	S	RR
<p><b>Spread of Coronavirus (COVID-19),</b> a new viral disease affecting the lungs and airways which can result in symptoms being mild, moderate, severe or fatal.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Community Champion volunteers, Park Champion volunteers, Event Champion volunteers (henceforth collectively referred to as 'Volunteers')</li> <li>• Vulnerable groups (young, elderly, pregnant workers, those with underlying health conditions)</li> <li>• Anyone who comes into physical contact with staff or volunteers in relation to volunteering tasks, i.e. general public</li> <li>• Individuals with increased likelihood of exposure (due to environment, task duration, etc.)</li> </ul>	<p><b>Hand washing:</b></p> <ul style="list-style-type: none"> <li>• Soap and handwashing facilities to be used where available. <b>Visit the NHS website for further information.</b></li> <li>• Staff to remind volunteers to undertake regular handwashing for 20 seconds, particularly as soon as possible after volunteering tasks are completed.</li> <li>• Alcohol gel dispensers provided by Bedford Borough Council to group leaders if operating away from a building where washing facilities are available. Replenishments/equipment for new groups, planting events or community clean ups must be requested 5 working days before they are required to allow for order and delivery.</li> <li>• Catch it, Bin it, Kill it guidance issued to volunteers for tissues following coughs or sneezes. <u><a href="#">See poster.</a></u></li> <li>• Advice issued to volunteers on avoiding touching face, eyes, nose or mouth with unclean hands. <b>Visit the NHS website for further information.</b></li> <li>• All cuts on skin should be covered.</li> <li>• Gloves to be worn at all times by staff and volunteers.</li> <li>• Face masks are optional outside, and must be provided by the volunteer if worn</li> </ul>	<p><b>Hand washing:</b></p> <ul style="list-style-type: none"> <li>• Encourage staff and volunteers to use emollient creams to protect skin.</li> <li>• Regular reminders to staff and volunteers on hand washing.</li> <li>• Regular hand washing to be scheduled into tasks where facilities are available.</li> </ul>	3	3	9



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		<p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>• Task-specific PPE to be utilised as normal and cleaned or disposed of immediately after use.</li> <li>• Disposable gloves and cloths used for cleaning where appropriate.</li> <li>• In the event of coronavirus contaminated waste, this will be double bagged, tied, stored securely until 72 hours has passed, when it is then disposed of as normal. This is an essential procedure for all litter picking due to unknown origin of waste.</li> <li>• Staff or group leaders to sanitise all used equipment before, after each session with antiviral cleansing wipes, and sprays that kill off the virus on surfaces. Gloves will be worn by leaders/staff who are permitted to use these chemicals and COSHH information will be drawn up by leaders using any of these chemicals accordingly.</li> </ul>	<p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>• Issues relating to cleaning to be reported to the Volunteer Coordinator.</li> <li>• Provision of cleaning products to staff and group leaders organised prior to commencement of any session</li> </ul>	3	3	9
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<p><b>Spread of Coronavirus (COVID-19),</b> a new viral disease affecting the lungs and airways which can result in symptoms being mild, moderate, severe or fatal.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteers</li> <li>• Vulnerable groups (young, elderly, pregnant workers, those with underlying health conditions)</li> <li>• Anyone who comes into physical contact with staff or volunteers in relation to volunteering tasks, i.e. general public</li> <li>• Individuals with increased likelihood of exposure (due to environment, task duration, etc.)</li> </ul>	<p><b>Social Distancing General:</b></p> <ul style="list-style-type: none"> <li>• Group size will represent the current Government guidance on gatherings at any given time. <u>See guidance.</u></li> <li>• Shielding staff and volunteers- those at increased risk of severe illness from an identified medical condition for example, those aged 70 and above, those with underlying medical conditions and pregnant women, unless approval has been given and can be evidenced by a qualified medical professional are not permitted to volunteer until restrictions are lifted as per Government guidance. <u>See guidance.</u></li> <li>• Anyone identified as extremely vulnerable will be advised by letter notification from their local health authority and must follow the Government guidance. <u>See guidance.</u></li> <li>• Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person should minimise contact outside the home and follow the social distancing guidance. <u>See guidance.</u></li> <li>• Staff and Group Leaders to remind volunteers of the 2 metre social distancing rule.</li> <li>• Staff and volunteers to follow building signage and adhere to one way systems in place to access indoor facilities where available.</li> <li>• Staff and volunteers attending</li> </ul>	<p><b>Social Distancing General:</b></p> <ul style="list-style-type: none"> <li>• Task sessions may be staggered to reduce group size. This may be enforced at the Group Leader/Volunteer Coordinator's discretion at any time and numbers will be recorded on the group register. Any changes to group size will be logged in the group log book provided by Bedford Borough Council.</li> <li>• Group Leader to ensure overcrowding does not occur, through possible changes to processes or restricting numbers of volunteers on site at any one time.</li> <li>• Group Leader to review start/finish times to remove risk of overcrowding.</li> <li>• Group Leader to encourage participating</li> </ul>	3	3	9



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		<p>site to adhere to 2 metre markings where they exist to maintain social distancing.</p> <ul style="list-style-type: none"><li>• Staff or Group Leader to sign in all volunteers, no one else permitted to use sign in pen/sheet.</li></ul>	<p>volunteers to remain on site for duration of task e.g. for lunch breaks.</p> <ul style="list-style-type: none"><li>• Sign in and briefings must take place in an area suitable for social distancing.</li></ul>			
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<p><b>Spread of Coronavirus (COVID-19),</b> a new viral disease affecting the lungs and airways which can result in symptoms being mild, moderate, severe or fatal.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteers</li> <li>• Vulnerable groups (young, elderly, pregnant workers, those with underlying health conditions)</li> <li>• Anyone who comes into physical contact with staff or volunteers in relation to volunteering tasks, i.e. general public</li> <li>• Individuals with increased likelihood of exposure (due to environment, task duration, etc.)</li> </ul>	<p><b>Social Distancing General continued:</b></p> <ul style="list-style-type: none"> <li>• Car sharing to attend task sessions by volunteers who are not from the same household is not permitted unless in exceptional circumstances and a mask is worn, in line with Government guidance.</li> <li>• <b>If the 2 metre social distancing cannot be maintained the following should be considered:</b> <ul style="list-style-type: none"> <li>• Staff and/or Group Leaders should assess whether the task should be continued and notify volunteers of the risks involved if the task does continue.</li> <li>• Attendee numbers should be limited to as few as possible.</li> <li>• Tasks should be shortened to reduce exposure time.</li> <li>• Screens or barriers utilised to separate people.</li> <li>• Side to side working rather than face to face working.</li> <li>• Volunteers are advised that they can stop the task at any time and leave when it is safe to do so.</li> </ul> </li> </ul>	<p><b>Social Distancing General continued:</b></p> <ul style="list-style-type: none"> <li>• Staff and volunteers regularly reminded of social distancing both in and out of the workplace.</li> <li>• Volunteers to raise concerns and suggestions with staff or Group Leader.</li> <li>• Staff and/or Group Leader to reiterate need for tracking who has been participating in volunteer tasks via sign in sheets.</li> </ul>			



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	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Vulnerable groups (young, elderly, pregnant workers, those with underlying health conditions)</li> <li>Anyone who comes into physical contact with staff or volunteers in relation to volunteering tasks, i.e. general public</li> <li>Individuals with increased likelihood of exposure (due to environment, task duration, etc.)</li> </ul>	<b>First Aiders and First Aid Cover:</b> <ul style="list-style-type: none"> <li>One qualified First Aider must be present for the duration of each task session unless otherwise approved in writing by the Volunteer Coordinator. If no first aider is present, volunteers attending need to be advised and a group member must carry a mobile phone in case of emergencies for the duration of the session.</li> <li>Handwashing facilities and/or alcohol gel dispensers are available on request.</li> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> <li>First aiders will be required to</li> </ul>	<b>First Aiders and First Aid Cover:</b> <ul style="list-style-type: none"> <li>First aiders to be provided with PPE (where there is a risk of contamination from splashes) to administer first aid. <b><u>See guidance.</u></b></li> </ul>	2	3	6



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undertake a dynamic risk assessment in the event of CPR and adopt the appropriate controls, see [guidance](#)



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- seconds or hand sanitiser if soap and water is not available before entering and when leaving a vehicle.
- Hand sanitiser or wipes provided in vehicles for staff to clean their hands between deliveries / drop offs.
  - Where possible service areas should ensure staff do not share vehicles where social distancing cannot be achieved. [See guidance.](#)
  - Where operation requires the sharing of vehicles service areas should consider the following:
    - Windows of cabs to be open for ventilation when vehicle cabs are shared.
    - Cohort pairing (using the same teams of people. [See guidance.](#)
      - Liaise with delivery teams regarding welfare facilities.
      - Ensure all vehicles with extended MOT dates are maintained in a roadworthy state.
      - Managers to consider teams to maintain capacity, reduce the risk of infection and overcrowding where staff have to work in close proximity.