

RISK ASSESSMENT – Solway C-19 Samaritans (Bowness Group) – Volunteer Tasks

Date: 19/04/20 rev2

Prerequisites for all Volunteer tasks

1. Volunteers to be selected from known individuals to the Church PCC and the Parish Council. They must comply with the requirements in the Group **Volunteers Handbook**.
2. All tasks will be received by the nominated Group Contacts and details recorded on a confidential spreadsheet by the nominated Coordinator(s) who will allocate tasks and follow-up completion and satisfaction of task with client. Copies of all receipts will be kept & recorded on spreadsheet.
3. Coordinator has Enhanced DBS check and completed Refresher CIPD accredited Safeguarding course in April 2020
4. St Michael's Data Privacy (GDPR) and Safeguarding Policies will be respected, and the Church Safeguarding Officer will overview compliance with policies.

Volunteer Task	What are the hazards?	Who might be harmed and how?	Do you need to do anything to control this risk?	Action by who?	Action by when?	Done
Collect Shopping	Potential fraud	Client. Money could be handed over to Volunteer and no shopping, or fewer items, received.	N.B. Group encourage use of food purchases from mobile delivery services (eg. Paisley's Butchers/Groceries take orders and payment by telephone and deliver throughout parish twice/week and will leave at door. Supermarket deliveries are difficult to book at present but improving, some are prioritising the extremely vulnerable. Encourage payment by telephone to supplier so no cash payment required. Alternatively use cheque rather than cash, only use cash as a last resort. Ensure clients check their shopping against the shopping receipt so that the correct change is provided.	All	2/4	Yes
	C-19 transmiss'n	Client and/or Volunteer. C-19 illness.	Ensure scrupulous hand washing (inc. when travelling by car) and/or use of hand sanitiser (details in Volunteer Handbook). Occasional audit checks to be made to ensure compliance. N.B. disposable gloves and masks are not recommended By Cumbria CC for this role.			
Collect prescriptions	Potential misuse of medicine?	Medicine not delivered could lead to deterioration in health.	N.B. Group encourage client to request pharmacy delivery if available. Ensure client check their prescriptions once received to ensure they have not been opened/tampered with. Volunteer confirms delivery to Coordinator for cross-checking and record kept.			
	C-19 transmiss'n	Client and/or Volunteer. C-19 illness.	Ensure scrupulous hand washing (inc. when travelling by car) and/or use of hand sanitiser (details in Volunteer Handbook). Occasional audit checks to be made to ensure compliance. N.B. disposable gloves and masks are not recommended By Cumbria CC for this role.			
Deliver parish magazines / newsletters. Posting letters.	C-19 transmiss'n	Client and/or Volunteer. C-19 illness.	Advice from C of E regarding delivery of parish magazines and other printed material: encouraged to use digital comm's and telephone calls to keep in touch. Government has designated postal workers and delivery professionals as keyworkers, so any vital printed communication should be sent through the post. OK for Volunteers to collect & post Client letters in PO postbox.			
Other tasks eg: • Dog Walking • Gardening • Putting bins out	Various, including man. handling, slips & trips.	Clients and/or Volunteer. Various.	Not recommended Group Volunteer tasks. Specific risk assessment required If requirement considered essential. Contact Coordinator.	Coord' or (SH)	As req'd	No

RA completed by **S Hinks (M. 07908466850)** for Solway C-19 Samaritans. To be reviewed every month or more frequently if changes in circumstances.

Original draft provided by Judith Smale of Cumbria CVS Community Emergency Planning Group, dated 16/03/2020.

Rev2 – use of disposable gloves and masks not recommended by Cumbria CC for this role