**This risk assessment is designed to document the potential risks and hazards that people may be exposed to when they’re volunteering at a charity. This is a ‘common sense’ document that demonstrates what risks have been considered and to highlight to volunteers what they need to look out for to prevent harm and injury to themselves or team members.**

**VOLUNTEER DAY RISK ASSESSMENT**

**This risk assessment should be completed by the person coordinating the volunteer day in conjunction with the charity.**

**General recommendations to consider before organising a volunteer day:**

When organising a volunteer day, we recommend that you check with your chosen charity that they have the following in place:

* A qualified first aider to be on site during this event, where possible
* A fully stocked first aid box to be made available at the event
* A record of accidents and near miss incidents involving employees or volunteers
* A safety briefing to give to volunteers at the start of the day
1. **Document review**

|  |  |
| --- | --- |
| **Charity name** |  |
| **Date completed** |  |
| **Completed by**  |  |
| **Approved by** |  |
| **Review date** |  |

1. **Persons at risk**

|  |  |
| --- | --- |
| **Abbreviation** | **Description** |
| **S** | Staff members – working either full or part-time in the organisation |
| **E** | Employees – one-off volunteers |
| **P** | Public – members of the public  |

* 1. **Hazard register**

|  |  |
| --- | --- |
| **1** | Very unlikely |
| **2** | Unlikely |
| **3** | Likely |
| **4** | Very likely |
| **5** | Almost certain |

* 1. **Severity of harm**

|  |  |
| --- | --- |
| **1** | Injury not requiring medical attention |
| **2** | First aid injury or illness |
| **3** | Day injury or illness |
| **4** | Major illness or injury |
| **5** | Fatality or disabling injury |

1. **Risk assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Potential hazard** | **Persons at risk** | **Likelihood of hazard** | **Severity level** | **Existing controls** | **Notes to volunteers** |
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