

Unit: Managing Risk in Relation to Volunteers
Example Risk Assessment

Contact Name:		Ref:		
Work Activity covered in this Assessment:				
Risk being Assessed:				
Initial Risk Assessed as:-				
HIGH (red)		MEDIUM (amber)		LOW (green)
Fatal/Major injury/Loss (Certain/Very Likely) Point Range 10+		Lost Time/Disability (Reasonably Likely) Point Range 4 - 9		Minor Injury/Disease/Loss (Seldom/Unlikely) Point Range = 1 - 3
Score =		Score =		Score =
Section B Control Measures:- Steps taken and steps to be taken to reduce risk				
Activity What is the Hazard	Harm:- Who or What	What are you already doing?	Improvements that you need	Actions Who, When?
Manual Handling Injuries	Any volunteer who is regular moving items	All volunteers are trained in manual handling	Ensure all heavy items are moved using a trolley	Management Board
Cleaning Solvents	Volunteers who help with cleaning	Showing correct usage of all hazard solvents	Get locked cabinet to store solvents	Finance person to buy cabinet
Section C – Further Measures				
Additional Measures	Further Actions		Additional Measures Needed	
Trained Supervision	All volunteers trained			
Training and Instruction	Continual training and instruction			
Emergency Plans				
Tools and equipment				
Date of Review			Review Assessment – Check Progress, review if work changes/product changes and reassess if required.	
Reviewed By				
Notes:-				
The Risk Assessed after all the measures taken:-				

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Score =	Score =	Score =
If the score is low: the Assessment need go no further		
If the score is medium or high: Further Assessment is required		

Risk = Hazard Severity x Likelihood of occurrence (Probability) Hazard Severity - Should be assessed on scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work three or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for three or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

Likelihood of occurrence (probability), on scale of 1 - 5:

- 1 Not likely (an injury may occur less than once in a working year, doing this activity every day)
- 2 Possible (an injury may occur once in a working year, doing this activity every day)
- 3 Occasional (an injury is likely to occur two or three times in a working year, doing this activity every day)
- 4 Common (an injury is likely to occur more than three times in a working year, doing this activity every day)
- 5 Likely (an injury is probably going to occur)

Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results).

Risk Factors

- 1-3 Low, improve when possible
- 4-9 Medium risk factor, improve as soon as possible
- 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site.

A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task. To make equation work effectively, 'likelihood' and 'severity' must be judged independently.