|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Volunteer Task** | **Who might be harmed and how?** | **Do you need to do anything to control this risk?**  | **Action by who?** | **Action by when?** | **Done** |
| All COVID-19 volunteering activities Safeguarding issues  | * The resident maybe experiencing abuse and this may not be identified or the volunteer does not know who to report it to.
 | * Volunteers provided with basic safeguarding training and guidance to assist with identifying some of the signs of abuse.
* Volunteers are made aware of how to report safeguarding concerns
* <https://www.nottinghamshire.gov.uk/care/safeguarding/reporting-abuse> (adults)
* <https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash> (children) or phone 0300 500 80 80.
 | Group Coordinator (insert name) |  |  |
| Food Shopping | * Volunteer infected by Covid-19 from access to shop or supermarket
* Potential of fraud being committed against the resident
* Potential risk of accusations of fraud/theft against the volunteer
 | * Use volunteers that are known to you or known to existing groups
* Coordinator to keep a running record of which volunteers are dispatched to assist.
* Volunteer should show their ID or have agreed a password with the resident
* Volunteer should agree a ceiling price with the resident and ideally only shop for essentials to keep the amount to a minimum
* Consider alternative payments, to avoid volunteer handling money, for example explore whether local shops can take payment over the phone directly from the person being assisted.
* Try to limit shopping to essentials to reduce the amount of money involved.
* Volunteer to provide a receipt for all purchases
* Volunteer to take a photo of the receipt and keep a record
* Volunteers should try and do their shopping at the same time as the shopping for the person that they are assisting to avoid multiple trips.
 | Group Coordinator (insert name) |  |  |
| Medicines Collection  | * Risk of medicine not being delivered to the person
* Risk of incorrect medication being delivered
* Risk of medicine being delivered to incorrect address
 | * Volunteer to agree a time with the resident to deliver their medication
* Before volunteer leaves the pharmacy check the name and address details that are on the external labelling of the package to ensure they correspond to the resident you are collecting the medication for.
* When the resident answers the door volunteer to confirm with the resident that they are at the correct address.
 | Group Coordinator (insert name) |  |  |
| Dog Walking | * Risk of bites to volunteer or members of the public
* Risk of the dog being lost or stolen
 | * Telephone the dogs owner to find out about the dog and how it behaves in public and to new situations. use a muzzle if the dog owner has one and recommends use.
* Keep the dog on the lead
 | Group Coordinator (insert name) |  |  |
| Befriending  | * Risk of the volunteer taking advantage of the person being assisted
 | * Resident to have the details of the group coordinator so that they can contact the group coordinator if the resident has any concerns.
 | Group Coordinator (insert name) |  |  |

**Risk Assessment completed by:**

 Group Coordinator (Insert name) for (insert name of group) on 1/03/2020

This risk assessment will be reviewed every two months or more frequently if changes to response arrangements mean that an intermediate review is necessary. **Next review due: 1/05/2020**