

RISK ASSESSMENT FORM

Volunteer Services	<i>Involvement of volunteers during COVID-19 pandemic</i>	ASSESSMENT No	<i>VOL/COVID/001</i>	Likelihood	Consequence					
Source	<i>COVID-19</i>	Date of Assessment	<i>25/06/2020</i>			1	2	3	4	5
PREMISES	<i>All HB sites and community</i>	PERSON RESPONSIBLE	<i>Katie Taylor</i>		1	2	3	4	5	
				2	4	6	8	10		
				3	6	9	12	15		
				4	8	12	16	20		
				5	10	15	20	25		

Ref No	Activity/ Hazard	Person(s) exposed to Hazard	Risk Identified	Pure Risk Rating			Control Measures Required	In place		Residual Risk Rating		
				C	L	R		Y	N	C	L	R
001	Volunteers present in clinical areas; acute sites, clinics, field hospitals	Staff/ patients/ volunteers	Possible spread of infection from COVID-19	5	3	15	Social Distancing measures communicated to all volunteers to adhere to. Posters displayed in areas to remind staff/volunteers/patients of 2m distancing rule. Volunteers to be reminded of hand washing and hygiene measures and provided with resources – washing hands more often with soap and water for at least 20 seconds or use a hand sanitiser when coming into contact with others or touching items.			3	2	6

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							<p>Hand Sanitiser supplied to volunteers/readily available during volunteer activity.</p> <p>Advised to avoid touching eyes, nose and mouth and to cover their cough or sneeze with a tissue or in to elbow, then dispose of the tissue in a bin and washing hands.</p> <p>Sharing items such as pens and equipment will be discouraged. Disinfectant wipes will be supplied/readily available to clean and to disinfect touched objects and surfaces where necessary in line with ICP guidance.</p> <p>Advice given to volunteers to be self-aware of COVID-19 symptoms and are not to volunteer if displaying any of the symptoms or living with someone displaying symptoms. Volunteers and staff must follow National Guidance on self-isolating.</p> <p>PPE will be supplied where appropriate and training provided on safe use of PPE.</p>					

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							<p>Staff and volunteers from separate households should travel to and from HB sites and volunteer activities separately. Where lifts are shared or public transport is necessary Welsh Government guidelines should be followed.</p> <p>Minimum number of volunteers will be involved at any one time, spilt breaks will be encouraged, food items and utensils should not be shared.</p> <p>Disposing of items should be in line with current guidance in a safe and timely manner.</p>					
002	Volunteers present in clinical areas and returning to roles.	Volunteers	Increased risk of infection for volunteers themselves when potentially exposed to or volunteering in areas with confirmed or suspected patients.	5	3	15	<p>Volunteers will only be deployed into areas in line with the Health Boards infection control and risk guidance – all areas have own risk assessment.</p> <p>Volunteers will adhere to wearing appropriate PPE and its correct use.</p> <p>Volunteers to follow infection control guidance and resources and training will be made available.</p> <p>All new and existing volunteers changing role are required to undergo</p>			3	2	6

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							Occupational Health Check before commencing in role and to complete Welsh Government Self-Assessment to be discussed with Volunteer Service to assess suitability for role. Existing volunteers contacted prior to returning to role or starting another to ensure they are safe to do so. Persons who have been advised to self-isolate or shield should follow Welsh Government guidelines and not volunteer until instructed otherwise.					
003	Volunteers present in clinical areas and returning to roles.	Patients /Volunteers/ Staff	Increased risk of infection posed to patients, other volunteers and staff if volunteers have been infected or exposed to COVID-19 and do not follow the infection control guidance.	5	3	15	Volunteers will only be deployed into areas in line with the Health Board's infection control and risk guidance – all areas have own risk assessment and specific measures in place. The recruitment process (consisting of application, interview, and references) will ensure that the volunteer has the appropriate experience/skills to undertake the role or can be trained to undertake the duties, the correct clearance under Disclosure and Barring Service legislation and the appropriate level of OH clearance for the area where they will be volunteering.			3	2	6

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							<p>Volunteers will be supervised by staff to ensure they are only involved in appropriate activities.</p> <p>Volunteers will adhere to the appropriate use of PPE to mitigate risk of infection to themselves and others.</p> <p>Volunteers to follow infection control guidance. Resources will be made available and training provided.</p> <p>Local induction/orientation will be provided by Volunteer Service Team or relevant staff member on first day for each volunteer role. This will consist of;</p> <ul style="list-style-type: none"> - layout/key areas - introduction to team members. - outlined of areas of responsibility, accountability and role expectations - set out supervision arrangements - identification of exits/fire points/extinguishers and local fire plans; including the various fire alarms and how they are to be interpreted - identified Health & Safety risks and control measures for area 					
004	Insufficient capacity to	Patients / Volunteers	Patient safety and experience and volunteer	4	3	12	Areas to complete pro-forma request for volunteer involvement and take part in			3	2	6

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	involve and supervise volunteers in safe manner due to the pressures posed by COVID-19 in clinical areas.		safety and experience and diminished value of volunteer activity.				<p>individual volunteer role risk assessments. Role Description and risk assessment of activities to be confirmed by Senior Staff and Volunteer Service Team.</p> <p>No volunteer roles are recruited to without dedicated persons responsible to supervise.</p> <p>Volunteer Service Team will meet with Service/Dept Lead to go through boundaries of volunteer role and supervision arrangements.</p> <p>Training requirements and supervision structure for each role to be identified on individual role risk assessment.</p> <p>Pilot/Trial of roles to take place before wider recruitment begins to ensure there is sufficient capacity to supervise volunteers; and that staff, volunteers and patients feel volunteers can be safely deployed despite the pressures of COVID-19 and that the role adds value.</p> <p>Only after successful feedback from the trial will the role be recruited to more widely.</p>					

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005	Volunteers undertaking two different roles, or have paid employment, in both lower and higher risk areas.		Increased risk of COVID-19 infection and spread of infection when around volunteers who have been in high risk areas volunteer in low risk areas if appropriate infection control guidance and social distancing measure are not followed	3	3	9	All volunteers to wear appropriate PPE where appropriate, adhere to infection control guidance and observe physical distancing measures. Donning and doffing training provided and designated areas provided for this where appropriate. All volunteers declare circumstances including second jobs and other volunteer roles on application. All concerns checked with Occupational Health to assess suitability for carrying out second role/volunteer role.			2	2	4
006	Volunteers present in clinical areas and returning to roles.		Infection control risk from contaminated volunteer uniforms being worn to and from volunteer activity.	3	3	9	Volunteers to wear volunteering uniform underneath any PPE. Volunteers recommended to change into and out of volunteer uniform at start and end of each shift and follow ICP measures ensuring good hand hygiene. Consideration of volunteers in ward areas to wear scrubs instead of usual volunteer uniform.			2	1	2

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							The latest national laundry guidance will be shared with all volunteers and any changes to the PPE guidance will be incorporated. Certain areas may request volunteers to leave uniform on site to be laundered and returned.					
007	Volunteers present in clinical areas and returning to roles.		Health Board may be liable for volunteers becoming infected with COVID-19 through their volunteering with the HB.	3	3	9	Latest guidance from NHS Resolution highlights that volunteers will be covered by the same protection as staff.			2	1	2

Consequence X Likelihood = Risk Total (C x L = R)

RED IMMEDIATE ATTENTION REQUIRED Top Priority – Justification to continue must be clearly recorded if not able to stop activity/process

ALL ORANGE & RED risks MUST be reported/discussed with your line manager

ORANGE ATTENTION REQUIRED As soon as possible.

YELLOW RISK REDUCTION REQUIRED As soon as reasonably practicable

GREEN NO IMMEDIATE ACTION REQUIRED Risk is tolerable for the time being, needs reviewing regularly, especially after changes.