

WISBOROUGH GREEN PARISH COUNCIL

This Risk Assessment is to be read in conjunction with the Wisborough Green Community Volunteering (WGCV) Scheme Policy.

In this Risk Assessment, “**Volunteer**” means anyone offering support to a Service User under the LCAV Scheme; “**Service User**” means anyone receiving support from a Volunteer under the WGCV Scheme.

| Identified Risk / Hazard | Who might be harmed and how? | What are we doing to reduce/minimise the risk / hazard | Action by who? | Action by when? |
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| Deviation from official public health guidance. | Volunteers and Service Users may increase the risk of spreading and contracting Covid-19. | The WGCV Scheme: <ul style="list-style-type: none"> • follows Government guidance • is reviewed daily and amended when necessary • has a comprehensive Policy • Volunteers and Service Users are provided with the Policy and are required to follow it • Volunteers and Service Users must confirm in writing that they will abide by the Policy before being allocated a WGCV Scheme Service User. | <ul style="list-style-type: none"> • Parish Clerk to email / post WGCV Scheme Policy to all Volunteers and Service Users • Any Policy updates to be circulated immediately to all Volunteers and Service Users • Volunteers and Service Users to confirm in writing that they have received, read and understood the Policy and will abide by it • Volunteers must keep up-to-date with the latest public health guidance issued by central Government | <ul style="list-style-type: none"> • At the time the Parish Council is contacted by a Volunteer and/or Service User • Ongoing requirement |

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| <p>Participation in the WGCV Scheme could put vulnerable Volunteers at unnecessary risk of contracting Covid-19. It is inappropriate for children to be in a support giving role.</p> | <p>Volunteers 70 years and over are at higher risk from Covid-19. Children could be adversely affected by providing support to a Service User.</p> | <ul style="list-style-type: none"> • Volunteers must be at least 18 years • Highlighting the risks to those 70 years and older | <ul style="list-style-type: none"> • The Parish Council via the WGCV Scheme Policy • The Parish Clerk to ascertain age of Volunteer before allocating to Service User | <ul style="list-style-type: none"> • At the time the Parish Council is contacted by a Volunteer |
| <p>Spreading Covid-19.</p> | <p>Service Users self-isolating due to age / underlying health condition / Covid-19 or suspected Covid-19.</p> | <ul style="list-style-type: none"> • Advocating remote contact via telephone and/or email via the WGCV Scheme Policy • Following public health guidance regarding social distancing when face-to-face contact is unavoidable • Following public health guidance regarding hand hygiene and disinfecting hard surfaces such as money / doorbells / knockers etc • WGCV Scheme cessation immediately a Volunteer or any member of a Volunteer's household show Covid-19 symptoms | <ul style="list-style-type: none"> • The Parish Council via the WGCV Scheme Policy • Volunteers and Service Users adherence to the WGCV Scheme Policy | <ul style="list-style-type: none"> • At the time the Parish Council is contacted by a Volunteer or Service User • Throughout the implementation of the WGCV Scheme |

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| <p>Uninsured risk for the Parish Council / Volunteers and Service Users</p> | <p>Parish Council / Volunteers and/or Service Users through a public liability insurance claim.</p> | <ul style="list-style-type: none"> • Undertake a Risk Assessment • WGCV Scheme Policy • Highlighting potential risks within the WGCV Scheme Policy • AXA Insurance UK PLC Policy Number: RGBX6962034 Expiry Date: 30th September 2020 Limit of Indemnity any one occurrence £10,000,000 | <ul style="list-style-type: none"> • The Parish Council have notified their Insurance company • The Parish Council will review and renew their Insurance Policy before it expires. | <ul style="list-style-type: none"> • September 2020. |
| <p>Opportunists take advantage of vulnerable people in self-isolation.</p> | <p>Service Users are at risk of being deceived by unscrupulous individuals purporting to be a Volunteer and disclose personal information and/or hand over money.</p> | <ul style="list-style-type: none"> • Initial introduction between the parties by Parish Council • Volunteers to show WGCV Scheme ID at first visit • Service Users advised to ask Volunteers to wait and/or return whilst they verify their identity with the Parish Council • WGCV Scheme Policy • Allocation of known Volunteer to Service User wherever possible • WGCV Scheme Policy advice regarding payments and/or reimbursements | <ul style="list-style-type: none"> • The Parish Council via the WGCV Scheme Policy • Volunteers and Service Users adherence to the WGCV Scheme Policy | <ul style="list-style-type: none"> • At the time the Parish Council allocates a Volunteer to a named Service User. |

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| Service Users struggling to cope in self-isolation. | Volunteers being put under undue pressure and stress from excessive contact or being asked to undertake inappropriate support tasks. | <ul style="list-style-type: none"> • WGCV Scheme Policy • Withdrawal option at any time • Referral to the appropriate statutory services | <ul style="list-style-type: none"> • The Parish Council via the WGCV Scheme Policy • Volunteers and Service Users adherence to the WGCV Scheme Policy • Referral(s) by Parish Council where appropriate | <ul style="list-style-type: none"> • At any time throughout the implementation of the WGCV Scheme |
| Misuse of personal data – breach of GDPR. | Volunteers and/or Service Users through the misuse of their personal data. | <ul style="list-style-type: none"> • WGCV Scheme Policy • Obtaining written consent from all Parties to hold their personal data and disclose it to a third party under the WGCV Scheme only. • Electronic filing of consent. • Accurate record keeping on WGCV Scheme spreadsheet • Secure Parish Council laptop (password protection and Windows anti-virus software) | <ul style="list-style-type: none"> • The Parish Council via the WGCV Scheme Policy • Volunteers and Service Users providing written consent | <ul style="list-style-type: none"> • At the time the Parish Council is contacted by a Volunteer and/or Service User • Ongoing requirement |

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| Uninsured use of a vehicle. | Other road users if the Volunteer does not hold the appropriate insurance for participation in the WGCV Scheme | <ul style="list-style-type: none"> • WGCV Scheme Policy – advice to notify car Insurer • Written confirmation that the Volunteer has received, read, understood the Policy and will abide by it | <ul style="list-style-type: none"> • The Parish Council via the WGCV Scheme Policy • Volunteers providing written confirmation | <ul style="list-style-type: none"> • At the time the Parish Council is contacted by a Volunteer and/or Service User • Ongoing requirement |