

Risk Assessment Form

Double click on check boxes to complete the form electronically

Department	Human Resources	Speciality	Volunteering	Site/ Location	COVID Volunteer Roles Acute Hospitals
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Description of the work activity being risk assessed

Volunteers are carrying out tasks that are required within the acute hospitals. Volunteers will not be carrying out direct patient care, moving patients or using computers.

Who is performing the work activity (check all that apply)

Nursing Staff Medical Staff AHP's Admin & Clerical Staff Staff Bank/ Locums
 Hotel Services Staff Maintenance Services Staff Contractors Students Volunteers
 New/Expectant Mothers Young Workers (<18years) Other Specify:

Total Numbers of people performing the work activity: no more than 2 at any one time

Frequency of work activity

Infrequently Once a year Every few months Monthly Several times a month
 Weekly Several times a week Daily Hourly Constantly

List all Hazards associated with the work activity

Chemical & Biological hazards should be assessed in a COSHH Assessment

Manual Handling activities should be assessed using a Manual Handling Assessment. Work associated Violence & Aggression should be assessed using Violence & aggression Assessment

Physical Risks

- Volunteers are within a clinical environment so need to follow the protocols for dress and for hand hygiene. Additionally there will be further restrictions due to the current situation
- The hospital during the current outbreak can be an unpredictable environment so volunteers may be at risk from violence or aggression from patients.

Emotional Risks

- At this time, volunteers are in place more to provide assistance to staff rather than patients. However, the situation for everyone is highly stressful and cognisance needs to be taken of this risk

Other Risks

- Due to the nature of the volunteer role, patients may disclose information about their circumstances that would not happen in other areas. There is potential for volunteers to breach confidentiality.
- Patients may be slightly confused and volunteers need to be skilled enough to be able to engage with these patients.
- Whilst the tasks that volunteers would be carrying out may not meet the personal care requirement for PPE, they will be coming into contact with a lot of people so consideration must be given for volunteers to be given aprons, gloves and facemasks as appropriate.

Control measures already in place to reduce the risk of incident/injury from identified hazard(s)

- Volunteers need to be in good health, not in any of the groups which have been designated as high risk during for COVID-19.
- Volunteers will only be doing a 2 hour shift a day in order to minimise contact with people.
- Volunteers will be expected to practice self-distancing as far as practicable and use hand sanitizer regularly.
- Volunteers work directly under the instruction of senior nursing staff in the hospitals. They will report to them on when they are going on shift and will be deployed where they need to be Senior staff will ensure that volunteers have the PPE required for their role
- Volunteers are subject to the same infection control and dress protocols as staff as this is a clinical area. At induction process, we discuss the full infection control and hand washing procedure. Volunteers are instructed to be bare below elbow, will have been given a volunteer polo shirt and have somewhere to store outdoor coats and bags in the hospital
- Volunteers will be expected to have completed the online learning on LearnPro Community prior to starting their first shift and will be able to demonstrate to the Senior Nurse that they have been aligned to that they have done this by showing a copy of the certificate.
- Volunteers asked to sign confidentiality guidance which clarifies the expectations of the organisation regarding patient confidentiality and anything else that they hear in the hospital.

Risk Rating with current control measures in place Taking into account control measures that are in place, using the risk matrix 'descriptors', the estimated residual risk to employee's Health, Safety & Welfare is:

Likelihood	Severity				
	(1) No Harm	(2) Minor	(3) Moderate	(4) Major	(5) Extreme
(5) Almost certain	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> High	<input type="checkbox"/> Very High	<input type="checkbox"/> Very High
(4) Likely	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> High	<input type="checkbox"/> Very High
(3) Possible	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> High
(2) Unlikely	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Medium	<input type="checkbox"/> High
(1) Rare	<input type="checkbox"/> Low	<input type="checkbox"/> Low	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium

Have 'current controls' reduced the level of risk to satisfactory (green) or acceptable (yellow) levels?

- Yes** If 'Yes', date and sign the assessment and review at regular intervals
 No If 'No', complete the 'further control measures required' section of the assessment

Further Control Measures Required

Where a significant residual risk has been identified, detail further control measures required to adequately reduce this risk to levels that are *as low as is reasonably practicable*

Further Action/ Control	Responsible Person	Target Date

Assessment Completed By	Katrina Murray	Designation	Voluntary Services Manager	Date	1 st June 2020
<i>Risk assessment should be reviewed following incident/injury, a change to working practice or at least annually</i>					
1 st Review Completed By		Designation		Date	
2 nd Review Completed By		Designation		Date	