



Undertaking Volunteer Risk Assessments

As an organisation you have a duty to risk assess a role or activity a volunteer will be undertaking. It is not possible to create a risk-free role for a volunteer, but as an organisation you can put control measures in place to reduce the risk.



Why risk assess?

To protect your organisation, your volunteers, beneficiaries and service users, comply with your insurance. It is best practice, because you value your volunteers and their safety.



What types of roles do you need to Risk Assess?

Lone working, home based roles, group opportunities, outdoor activities, 1:1 opportunities.



Risk Assessing and things to consider

You should discuss out of pocket expenses process with potential volunteers during the induction process, as well as providing them with the relevant documents they may need to make a claim.

Identify the risk(s) or hazards



- Identify who will be harmed.
- Analyse the risk.
- Identify controls that can be put in place to reduce the risk.
- Identify if there are any further considerations to be made.
- Continue to monitor the activity/role
- Keep an accurate record of all risk assessments completed.





Informing the volunteer

Having completed a risk assessment of a role or activity a volunteer will be carrying out, it is important to share this information with the volunteer. The volunteer should be aware of a risk assessment that has been developed and where appropriate be given a copy for their records.

Reviewing a risk assessment

When a risk assessment is carried it is important to continually review and update it. If any amendments are made to the risk assessment then the volunteer should be updated of the changes to make them aware. It is also important that the volunteer understands the process of reporting back any changes to the risk assessment, to allow your organisation to reassess the volunteering role and to update the risk assessment accordingly. You may find that as an organisation you and your staff could benefit from training around risk assessments. This will allow you to better support your volunteers in their volunteering role.

Useful links



TSSW – TSSW guide for keeping volunteers safe.

– Includes how to Risk Assess volunteer activities.



Health and Safety Executive:

https://www.hse.gov.uk/simple-health-safety/risk/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=risk&utm_content=home-page-info



NCVO/KNOWHOW:

<https://knowhow.ncvo.org.uk/studyzone/how-to-carry-out-a-risk-assessment-1>



Investing in Volunteers:

<https://iiv.investinginvolunteers.org.uk/download-the-standard>



NICVA:

<https://www.nicva.org/resource/risk-assessment>



West Glamorgan Volunteering Support is a multi-agency project creating shared resources to develop the knowledge, management and coordination of volunteers and volunteer involving organisations across the Swansea and Neath Port Talbot areas. It has been funded through the Welsh Government Volunteering Recovery Fund.

The project partners are:

Neath Port Talbot Council, Neath Port Talbot Council for Voluntary Service, Swansea Bay University Health Board, Swansea Council, Swansea Council for Voluntary Service and West Glamorgan Regional Partnership.

For more information visit:

www.westglamorgan.org.uk/wgvs