



# Project Day

## Risk Assessment

VOLUNTEER.IE



**Volunteer  
Ireland**  
Obair Dheonach Éireann



# Project Day Risk Assessment

Below you will find a template volunteer day risk assessment to use for your project.

**ORGANISATION** – Your organisation name

**VOLUNTEERING ACTIVITY** – Project name or 1-line project description

**LOCATION** – Your organisation or project address

**FORM COMPLETED BY** – Your name

| Activity & Hazard  | Pre-control Risk Rating | Control Measures  | Residual Risk Rating |
|--|-------------------------|---|----------------------|
| <p><b>Painting:</b><br/>Exposure to chemicals in paint and paint fumes.<br/>Working at heights.</p>  | Low                     | <ul style="list-style-type: none"> <li>• Latex gloves will be provided and should be worn while painting.</li> <li>• Eye goggles and face masks will be available for use as requested.</li> <li>• When painting indoors windows and doors will remain open to ensure adequate ventilation and air circulation and volunteers will be encouraged to regularly step outside for fresh air.</li> <li>• Where possible paints used are water-based.</li> <li>• Some volunteers may be requested to use step ladders to reach higher points. When doing so volunteers should maintain 3 points of contact with the ladder at all times and rotate this task with a colleague every 15 minutes. Where higher ladders are used appropriate health and safety training will be conducted for those volunteers by the Organisation Lead.</li> </ul> | Very Low             |
| <p><b>Gardening:</b><br/>Exposure to weather &amp; outdoor environment.<br/>Cuts, bruises, or Injury through use of equipment.<br/>Working in a group.</p> | Low                     | <ul style="list-style-type: none"> <li>• Gardening gloves will be provided and should be worn at all times.</li> <li>• Volunteers are requested to wear footwear with grips and hard soles e.g. hiking boots for digging and planting.</li> <li>• Volunteers should prepare for changeable weather by bringing rain gear, a hat &amp; sunscreen.</li> <li>• Correct bending and kneeling guidelines, as per manual handling training, should be followed.</li> <li>• Volunteers should leave adequate distance between one another when using tools.</li> <li>• Volunteers will be instructed on proper digging techniques, on where and how to leave tools that are not in use and on individual space requirements for each activity.</li> </ul>  | Very Low             |
| <p><b>Lifting &amp; moving materials:</b><br/>Muscular / joint injury.</p>   | Medium                  | <ul style="list-style-type: none"> <li>• Any heavy lifting should only be carried out by those fit to do so.</li> <li>• Heavy materials should be lifted in pairs, groups or using a wheelbarrow.</li> <li>• Correct lifting, bending and kneeling guidelines, as per manual handling training, should be followed.</li> </ul>  | Low                  |



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|--|---------------|--|------------|
| <p><b>Power Tools:</b><br/>Injury due to unfamiliarity with tools.</p> | <p>Medium</p> | <ul style="list-style-type: none"> <li>Volunteers may use small power tools e.g. drills on the day. Volunteers will only be requested to do this activity if it is something they have done previously and are comfortable doing. Team leaders will assist with this activity.</li> </ul>  | <p>Low</p> |
| <p><b>Project Site:</b><br/>Injury due to slips and trips.</p>         | <p>Medium</p> | <ul style="list-style-type: none"> <li>Volunteers are asked to take care when on site and be alert for any possible tripping hazards.</li> <li>Volunteers are requested to leave tools, including paint rollers, leaning against an upright surface to the side of the work area, not in the middle of the work area as they can become tripping hazards.</li> </ul> | <p>Low</p> |

## Additional Controls

- Company to ensure all volunteers have received manual handling training.
- A project briefing including health and safety will be given before work begins.
- A variety of tasks are made available to suit all interests and capabilities.
- Volunteers are requested to only undertake tasks they feel comfortable with.
- Volunteers are encouraged to rotate tasks.
- Where possible lone working will be avoided. Where it is suitable control measures and adequate lines of communication will be put in place.
- Volunteers are asked to wear footwear with grips to prevent slips and trips.
- Gardening volunteers are asked to wear heavy soled shoes such as hiking boots.
- Old clothing is recommended. Volunteers should wear layers as weather may change throughout the day. If working outside bring rain gear, a hat and sunscreen.
- Volunteers will be spaced far enough apart to ensure the working area is safe.
- Volunteers will be encouraged to take breaks and stay hydrated throughout the day to maintain energy.
- Where possible toilet and hand-washing facilities will be available for use before consuming food.
- There will be a first aid kit on site for minor cuts or grazes.
- The nearest hospital is X Hospital which is X away.
- Organisation staff are trained as first responders and have attended manual handling training.
- Volunteers are asked to provide emergency contact details to their Team Lead in advance of the volunteering day in case of accident or emergency.

### Person Responsible for all of the activities above:

NOTE\* Individual volunteers assigned to any task are responsible for their own personal safety and the safety of other volunteers.

### Supervision and training will be provided by:

### Date form completed:



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