

## Scottish Water Volunteering Risk Assessment

Step 1 Hazard Identification	Step 2 Who Might Be Harmed	Step 3 Is the Risk Adequately Controlled?	Step 3a What Further Action is Necessary to Control the Risk?	Step 4 Risk Rating
List the hazards below	List groups of people who are at risk from the hazards identified	List existing control measures or note where the information may be found	List the risks that are not adequately controlled and the action you will take where it is reasonably practical to do more.	Rate Risks from low/medium/high
<b>Contracting covid-19</b>	Volunteers and public	<ul style="list-style-type: none"> <li>Always follow Scottish Government guidelines when organising or attending an event <a href="https://www.gov.scot/collections/coronavirus-covid-19-guidance/">https://www.gov.scot/collections/coronavirus-covid-19-guidance/</a></li> <li>Use Scottish Government's Postcode checker to identify the current rules in the area you plan to volunteer in <a href="https://www.gov.scot/check-local-covid-level/">https://www.gov.scot/check-local-covid-level/</a></li> <li>Do not attend, self-isolate and <u>get a test</u> if you have COVID-19 symptoms At volunteer event, ensure to clean hands and surfaces regularly</li> </ul>		Low



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<b>Volunteers lacking skills and experience to carry out the task safely</b>	As above	<ul style="list-style-type: none"><li>• Volunteers participating must all understand the task they are undertaking beforehand and feel comfortable that they have the right skills and competences to carry it out safely</li><li>• Organisers should share any briefing / training documents that are available before the event for volunteers to read through</li><li>• On the day of event, a demonstration of the volunteering task should be given by either the charity/organisation you are volunteering with, or in some cases the Scottish Water organiser. Verbal confirmation should be received from all volunteers they are happy to proceed with the task.</li><li>• Volunteers should support one another throughout the day and be comfortable that they can stop at any point if they do not feel they have the skills and competences to carry out the task safely.</li></ul>		Low
<b>Emergency, Injury or first aid required</b>	As above	<ul style="list-style-type: none"><li>• Ensure basic first kit is brought to event and all volunteers are made aware that it is available should they require it.</li><li>• Organisers should ensure they have emergency contact numbers readily available.</li></ul>		Low



		<ul style="list-style-type: none"> <li>• Ensure more than one fully charged mobile phone available.</li> <li>• Provide all with the mobile number of the organiser in charge so that they can call at any point.</li> <li>• Identity a muster point for the group to meet in emergency situation.</li> </ul>		
<b>Pets</b>	As above	<ul style="list-style-type: none"> <li>• No pets are permitted to attend Scottish Water volunteering events</li> </ul>		Low
<b>Traffic Movements</b>	As above	<ul style="list-style-type: none"> <li>• Ensure all vehicles are safely parked without interference to other users of road and gives safe access to vehicles</li> <li>• If working near a road, briefing should include warning on roads, speed limits and any known hazards</li> <li>• Briefing to include warning to always focus when crossing streets and be aware of surroundings at all times</li> <li>• Be aware of cars, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles</li> <li>• Hi-vis waistcoat should always be worn</li> </ul>	<p>Confirm with organisation, where your team should park when arriving at the event. Look to car share where possible.</p>	Low



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<b>Water safety</b>	As above	<ul style="list-style-type: none"> <li>• If Volunteering event is taking place near water, Event Organiser should ensure all volunteers have viewed Scottish Waters Water Safety Guidelines before attending event - <a href="https://www.scottishwater.co.uk/help-and-resources/education/all-about-water/water-safety">https://www.scottishwater.co.uk/help-and-resources/education/all-about-water/water-safety</a></li> <li>• Event Organiser to reinforce message at beginning of event</li> </ul>		
<b>Slippery/Uneven Surfaces</b>	As above	<ul style="list-style-type: none"> <li>• Ensure all volunteers are advised of slips and trips due to uneven ground/steep slopes</li> <li>• Make sure to wear suitable footwear with good grip.</li> <li>• If in doubt don't carry on if an area looks slippery or dangerous</li> </ul>	Group Leader will consider suspending work if weather is sufficiently extreme	Low
<b>Use of tools</b>	As above	<ul style="list-style-type: none"> <li>• Wear protective gloves as well as eye protection when necessary.</li> <li>• Ensure there is good space between volunteers when working with tools. Ensure you have been briefed properly by the volunteering organisation beforehand when using tools</li> <li>• When using litter-pickers to collect rubbish - NEVER scoop up items by hand</li> </ul>	If using tools, confirm with the volunteering organisation whether they will be providing PPE or if you should take your own.	Low



<b>Hazardous substances</b>	As above	<ul style="list-style-type: none"> <li>Any container found which is unmarked, marked hazardous or contents not identified should NOT be handled. Immediately notify the Event Organiser who will mark the site for reporting to SEPA for the container to be professionally disposed of.</li> <li>Ensure team and volunteers stay clear of hazards.</li> </ul>		Low
<b>Dog Waste</b>	As above	<ul style="list-style-type: none"> <li>Ensure all volunteers are aware of the risks of handling dog waste e.g. during litter picks (parasites, bacteria and viruses can be present in dog feces which can infect humans)</li> <li>Volunteers should only pick up dog waste which has been securely bagged</li> <li>Unbagged dog waste should NOT be picked up/handled by volunteers</li> </ul>		Low
<b>Syringes and medical waste</b>	As above	<ul style="list-style-type: none"> <li>Volunteers finding syringes should not touch them, but immediately notify the Event Organiser who will arrange disposal via the local authority. All work must then cease in this particular area.</li> <li>Any accidental piercing by syringe should be immediately treated at medical practice or A &amp; E</li> </ul>	Syringes and medical waste	Low
<b>Safe storage of collected waste</b>	As above	<ul style="list-style-type: none"> <li>Organisers should ensure all waste is tied off in suitable plastic sacks and labelled for correct disposal</li> </ul>		Low



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		<ul style="list-style-type: none"> <li>• Take advise from Event Organisers</li> </ul>		
<b>Muscular skeletal strains and injuries /Lifting</b>	As above	<p>Risk of strain and injury. .</p> <ul style="list-style-type: none"> <li>• Most equipment is of no significant weight, but all volunteers should be aware of their own limitations for lifting weights</li> <li>• Use 2 or multiple people for heavier lifting</li> <li>• Use mechanical aids i.e. wheelbarrow or trolley to move loads where possible</li> <li>• When lifting a load, test the weight, get a secure handling of the load and keep it close to your body</li> <li>• Do not carry loads for extended distances</li> <li>• When moving loads turn your body and avoid twisting your back</li> </ul>		Low
<b>Weather exposure/hypothermia</b>	As above	<ul style="list-style-type: none"> <li>• Dress appropriately for tasks and the different weather possibilities.</li> <li>• Waterproofs</li> <li>• Sun Cream/Hats/etc</li> </ul>	Keep hydrated and take regular breaks.	Low