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| **CONTACT DETAILS** | | | | |
| Volunteer Group: | | | Date of assessment: Click here to enter a date. | |
| Name of person submitting assessment: | | | | |
| Position: | | | | |
| Email: | | | Phone: | |
| **CONTEXT:** Details of the volunteer activity | | | | |
| A description of what the volunteer (s) will be doing ie. Gardening, office work, mentoring, online support  [*Describe the volunteer activity in as much detail as needed so that decision makers will understand what you want to do / want to achieve. Attach any supporting documentation eg. office layout]*. | | | | |
| **CAUSES / SOURCE OF RISK** | | | | |
| What factors may contribute to, or impact on this volunteer activity?  [*Risk of workers being exposed to COVID-19, working in a high-risk environment ie. with vulnerable people. List the types of people who will be volunteering and those who will be helped by a volunteer.*] | | | | |
| **What is the volunteer activity** | **What are the hazards, risks and consequences?** | **Who’s at risk** | | **How can you reduce the risk** |
| *Example:*  *Office administration, desk work* | *Exposure to COVID-19* | *Volunteers who fit within the vulnerable category and staff (possibly public)* | | 1. *Ask the volunteer if they can perform these duties from home.* 2. *Ask volunteers to complete a volunteer update form about their current health and any exposure to COVID-19 to limit risk to others.* 3. *Explain physical distancing protocols put in place for the local area eg. desk placement in open plan, entry and exit points, sharing spaces eg. kitchen* 4. *Making sure that volunteers have access to sanitising gel* 5. *Explain cleaning protocols of their workspace eg. wipe down phone, keyboard, mouse etc and make sure that volunteers have access to cleaning products in order do so.* 6. *Making sure that volunteers understand the capacity limit of people per room by placing up signage and explain the possible need to have separate shifts.* 7. *Using the HSW Induction Checklist – conduct an induction with the volunteers prior to them starting their first shift.* 8. *Regular cleaning processes (at least once a day)* |
| **FURTHER INFORMATION** | | | | |
| We recommend Volunteer Coordinators discussing their Risk Assessment for Volunteering Activities (post COVID019) with their Line Manager and HSW Officer; as key consideration must be given to the current environment and returning staff/students that may impact on restrictions.  For further assistance refer to the [Risk Management Process](http://www.adelaide.edu.au/legalandrisk/risk-management/global-mobility/) guide or contact [Anne Hill](mailto:anne.hill@adelaide.edu.au) in Legal & Risk team | | | | |