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| **CONTACT DETAILS** |
| Volunteer Group:  | Date of assessment: Click here to enter a date. |
| Name of Volunteer: | Age of Volunteer: |
| 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]*.  |
| **CAUSES / SOURCE OF RISK**  |
| What factors may contribute to, or impact on this volunteer activity? [*Volunteers working unsupervised in a location away from other staff, special equipment required for the volunteer role eg. personal protective equipment.*] |
| **What is the volunteer activity** | **What are the hazards, risks and consequences?** | **Who’s at risk** | **How can you reduce the risk** |
| *Example: Weeding garden beds* | *Injury – falling over due to mobility* | *Volunteers and staff* | 1. *Assess volunteer tasks, discuss other opportunities with the volunteer.*
2. *Provide volunteers with Health and Safety Training*
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| **FURTHER INFORMATION**  |
| We recommend Volunteer Coordinators discussing their Risk Assessment for Volunteering Activities with their Line Manager and HSW Officer; as key consideration must be given to the current environment and staff/students that may impact on this. For further assistance refer to the [Risk Management Process](http://www.adelaide.edu.au/legalandrisk/risk-management/global-mobility/) guide or contact the Legal & Risk team. |