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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* |
| **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. | | | | |