

# SAMPLE RISK ASSESSMENT TEMPLATE (COVID-19)

*Note: This is a sample template that offers general guidance on ways to identify different types of risks and measures you might put in place to control them. You are the experts in your own service delivery so please adjust this template based on that knowledge and taking into consideration the latest guidance from the Government. Ideally, all organisations should be in a position to provide volunteers with whatever protective equipment is appropriate given the nature of their service / volunteer roles e.g. hand sanitiser, etc.*

If you are not feeling well (in any way whatsoever) you should step down from volunteering for any role. There are many others who are well and available to help.

**Please follow Coronavirus (COVID-19) hand washing and infection control measures at all times**, including every time you enter or leave a premises or encounter others.

- ◆ Wash hands frequently.
- ◆ Use hand sanitizer frequently where handwashing facilities are not available.
- ◆ Cough or sneeze into a tissue or your elbow.
- ◆ Dispose of tissues in a waste bin.
- ◆ Maintain social distancing of 2 metres.
- ◆ Avoid touching your eyes, nose and mouth.

| Activity  | Hazard   | Pre-Control Measure Risk Rating | Control Measures  | Residual Risk Rating |
|---|--|---------------------------------|---|----------------------|
| <b>Shopping</b>   |  |                                 |   |                      |
| <b>Collection and delivery of shopping to individuals in self-isolation</b> | Exposure to COVID-19, colds and other viruses and infections | <b>High</b>                     | <ul style="list-style-type: none"> <li>◆ Where possible confirm the list of items needed over the phone so that you can minimise contact with the individual in self-isolation.</li> <li>◆ Where you need to pick up a list from the individual contact them by phone before arriving, so they know to expect you.</li> <li>◆ Follow hand cleaning and social distancing guideline procedures as outlined at each shop.</li> <li>◆ When delivering items to an individual in isolation leave the shopping items at the front door, ring or knock on door and step back a minimum of 2 metres.</li> <li>◆ Do not enter the person's home even if invited, explain that this is for their own and your safety.</li> <li>◆ Use any protective equipment/measures as instructed.</li> </ul> | <b>Medium</b>        |

| Activity  | Hazard   | Pre-Control Measure Risk Rating | Control Measures  | Residual Risk Rating |
|---|--|---------------------------------|---|----------------------|
| <b>Leaflet Distribution</b>                             |  |                                 |   |                      |
| <b>Collection &amp; delivery or posting of leaflets</b> | Exposure to COVID-19, colds and other viruses and infections   | <b>High</b>                     | <ul style="list-style-type: none"> <li>◆ Follow hand-cleaning and social distancing guideline procedures before and after picking up leaflets and at each location where leaflets are posted or distributed.</li> <li>◆ Use any protective equipment/measures as instructed.</li> </ul>   | <b>Medium</b>        |
|   | <p>Muscular / joint injury / repetitive strain. Injury due to slips/trips/falls</p> <p>Exposure to weather &amp; outdoor environment</p> | <b>Medium</b>                   | <ul style="list-style-type: none"> <li>◆ Wear comfortable clothing and walking shoes. Be sure to wear clothing suitable for the weather forecast for that day.</li> <li>◆ Before doing any heavy lifting consider if you are fit enough to do so. If not, please ask for help or consider if this is the right role for you.</li> <li>◆ Follow manual handling guidelines for correct lifting, bending and kneeling methods:               <ul style="list-style-type: none"> <li>○ Bending your knees when picking up or putting down a load;</li> <li>○ Keeping your back straight;</li> <li>○ Using both hands;</li> <li>○ Not overstretching;</li> <li>○ Keeping the load close to your body.</li> </ul> </li> <li>◆ Be aware of your environment and stay alert for any tripping hazards e.g. uneven pavements, wet or slippery floors etc.</li> </ul> | <b>Low</b>           |

| Activity  | Hazard   | Pre-Control Measure Risk Rating            | Control Measures   | Residual Risk Rating                      |
|---|--|--|--|---|
| <b>Food Pack Assembly</b>   |  |  |  |   |
| <p><b>Moving and unpacking boxes etc</b></p> <p><b>Assembling packs</b></p> <p><b>Loading assembled packs</b></p> | <p>Exposure to COVID-19, colds and other viruses and infections</p><br><p>Muscular / joint injury / repetitive strain</p> <p>Injury due to slips, trips or falls</p> | <p><b>High</b></p><br><p><b>Medium</b></p> | <ul style="list-style-type: none"> <li>◆ Follow hand-cleaning and social distancing guideline procedures before entering and leaving each location where food packs are assembled. Follow these procedures at all times while in the food assembly location.</li> <br/> <li>◆ Use any protective equipment/measures as instructed.</li> <li>◆ Wear comfortable clothing and shoes.</li> <li>◆ Before doing any heavy lifting, consider if you are fit enough to do so. If not, please ask for help or consider if this is the right role for you.</li> <li>◆ Follow manual handling guidelines for correct lifting, bending and kneeling methods: <ul style="list-style-type: none"> <li>○ Bending your knees when picking up or putting down a load;</li> <li>○ Keeping your back straight;</li> <li>○ Using both hands;</li> <li>○ Not overstretching;</li> <li>○ Keeping the load close to your body.</li> </ul> </li> <li>◆ Be aware of your environment and stay alert for any tripping hazards e.g. uneven pavements, wet or slippery floors etc.</li> </ul> | <p><b>Medium</b></p><br><p><b>Low</b></p> |

| Activity                                  | Hazard  | Pre-Control Measure Risk Rating | Control Measures  | Residual Risk Rating |
|---|---|---------------------------------|---|----------------------|
| <b>Meals on Wheels</b>                    |   |                                 |   |                      |
| <b>Collection &amp; delivery of meals</b> | Exposure to COVID-19, colds and other viruses and infections                                  | <b>High</b>                     | <ul style="list-style-type: none"> <li>◆ Follow hand-cleaning and social distancing guideline procedures as outlined before entering and after picking up meals and delivering meals.</li> <li>◆ When delivering meals to an individual in isolation, leave the delivery at the front door, ring or knock on door and step back a minimum of 2 metres.</li> <li>◆ Do not enter the person's home, even if invited, explain that this is for their own and your safety.</li> </ul>   | <b>Medium</b>        |
|   | <p>Muscular / joint injury / repetitive strain</p> <p>Injury due to slips, trips or falls</p> | <b>Medium</b>                   | <ul style="list-style-type: none"> <li>◆ Use any protective equipment/measures as instructed.</li> <li>◆ Wear comfortable clothing and shoes.</li> <li>◆ Before doing any heavy lifting, consider if you are fit enough to do so. If not, please ask for help or consider if this is the right role for you.</li> <li>◆ Follow manual handling guidelines for correct lifting, bending and kneeling methods:               <ul style="list-style-type: none"> <li>○ Bending your knees when picking up or putting down a load;</li> <li>○ Keeping your back straight;</li> <li>○ Using both hands;</li> <li>○ Not overstretching;</li> <li>○ Keeping the load close to your body.</li> </ul> </li> <li>◆ Be aware of your environment and stay alert for any tripping hazards e.g. uneven pavements, wet or slippery floors etc.</li> </ul> | <b>Low</b>           |