

Appendix B – Example Risk Assessment
RISK ASSESSMENT

 _____ **Community Emergency Planning Group**
Date: DD/MM/YYYY

This risk assessment is based on the community response role which is to warn and inform and pass on information about people that may need help. The role is not about duplicating the role of the emergency services or undertaking any physical activities such as: moving furniture; sandbagging; clearing snow etc. This risk assessment is used to update a safety checklist for volunteers.

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|--|--|---|--|--|------|
| Harm from environmental conditions brought about by the emergency eg chemical or radioactive leaks | Public Community Volunteers Agency staff Risk of serious harm or death. | Coordinators: Do not use volunteers – only the agencies can respond. If already on site then withdraw all volunteers whilst giving them up to date public safety advice from the responding agencies. | Safety advice will be presented to volunteers as part of the volunteer role description. The volunteer role is about checking on neighbours and asking if they are ok. It is not about taking risks or carrying out any significantly physical or risky activity. | Emergency Planning Group Coordinators | As and when volunteer groups join the Emergency Planning Group | |
| Vehicles | Volunteers may be hit by vehicles. Risk of serious injury or death. | Volunteers: Follow the green cross code. Wear a high visibility tabard or jacket. Carry torch. | As above | As above | As above | |
| Flood water | Public or volunteers. Shallow water can sweep people off their feet if moving quickly – risk of drowning. Manhole covers may be open but hidden – risk of drowning. Cold water immersion can bring about hyperthermia. | Volunteers: Do not enter any flood water for any reason. | As above | As above | As above | |
| High Winds | Blown over or hit by debris from buildings or trees. Risk of severe injury or death. | Volunteers: Take shelter indoors when necessary or advised to do so. | As above | As above | As above | |
| Injuries to back | Public or volunteers. Manual handling activity can damage the spine and soft tissue for the long term. | Volunteers: Avoid manual handling activity such as lifting, lowering, carrying, pushing and pulling. | As above | As above | As above | |

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|----------------------------------|--|---|----------|----------|----------|--|
| Cold / Freezing weather | Public or volunteers. Inadequate clothing can bring about hyperthermia. | Volunteers: Wear warm and waterproof clothing suitable for the conditions. | As above | As above | As above | |
| Dark / Night | Public or volunteers. Floodwaters may be concealed if hard to see. Uneven or steep surfaces may be difficult to notice in poor light. Risk of drowning and broken bones. | Volunteers: Carry a charged and bright torch and a spare torch. Do not enter flood water. Avoid poorly lit areas where possible. | As above | As above | As above | |
| Verbal / Physical Abuse | Public or volunteers. Verbal abuse or physical assault by people in crisis – risk of mental trauma or physical injury. | Volunteers: Remain calm and sympathetic or back away. | As above | As above | As above | |
| Snow & Ice | Public or volunteers. Inadequate footwear leads to slips and falls – risk of broken bones, head injuries. | Volunteers: Wear stout footwear with good grip on soles. Avoid icy areas. | As above | As above | As above | |
| Accident whilst working on own | Public or volunteers. Accident is not noticed and therefore no one helps – risk of hyperthermia or death. | Coordinators: Check with volunteers that they have returned safely. Volunteers: Always work in pairs. Tell someone where you are going and when you will return. Provide a contact number for yourself. Follow above safety advice and carry a fully charged phone and high vis safety tabard and a whistle for getting help. | As above | As above | As above | |
| Accident needing minor first aid | Public or volunteers. Cuts and grazes can lead to blood loss and infection | Volunteers: Carry small first aid pack containing plasters, alcohol wipes and a small bandage. | As above | As above | As above | |
| Tiredness | Public or volunteers. Long hours, insufficient breaks or nutrition or fluid intake can result in tiredness. This can result in poor decisions, errors and accidents. | Volunteers: Take regular breaks as an when needed. Take easy snack food – eg chocolate bar and sandwich. Take a bottle of water / small flask. Take enough money to buy extra food and drink. | As above | As above | As above | |

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|-----------------------------------|--|--|----------|----------|----------|--|
| Slips, trips and falls | Public or volunteers. Uneven surfaces, surfaces at different heights, drops. Risk of broken bones. | Volunteers: Avoid heights or drops, poorly lit conditions, uneven surfaces. Wear robust footwear with good grip. | As above | As above | As above | |
| Injury from dogs or farm animals. | Public or volunteers. Bites, trampling, infection, trauma, death. | Volunteers: Do not visit properties where you suspect that animals are not adequately controlled. If there is a chance of being harmed do not visit the property. Common causes of dog aggression are protection of territory, fear, and where dogs have been trained to be aggressive. Anyone who sees a dog exhibiting the following behaviours shove move to a safe distance: • Pulled back head and/or ears; Tense body; Stiff tail; Wrinkled brow; Yawning; Rolled eyes so the whites show; Flicking tongue; Intense stare; Backing away To move away face the dog and back off slowly as well as the following: • Never run; Never wear headphones; Use a bag/backpack as a barrier; Back away; Be vigilant. | As above | As above | As above | |

Risk Assessment completed by:

_____ of _____ Community Emergency Planning Group on DD/MM/YYYY

Last revised by:

_____ of _____ Community Emergency Planning Group on DD/MM/YYYY

This risk assessment will be reviewed once a year or more frequently if changes to response arrangements mean that an intermediate review is necessary. **Next review due:** DD/MM/YYYY