



Community Volunteering Risk Assessment

Event Organisers must send an email confirmation to their Scottish Water contact that they have read and will share this Risk Assessment with all volunteers before they commence the activity. Activities must be confirmed with Scottish Water prior to taking place. Activities currently enabled: litter picking, bulb planting and some general cleaning activities – all in pre-approved areas.

Step 1 Hazard Identification	Step 2 Who Might Be Harmed	Step 3 Is the Risk Adequately Controlled?	Step 3a What Further Action is Necessary to Control the Risk?	Step 4 Risk Rating Rate Risks from low/medium/high
Contracting Covid-19	Volunteers and public	<ul style="list-style-type: none"> Always follow Scottish Government guidelines when organising or attending an event https://www.gov.scot/collections/coronavirus-covid-19-guidance/ Use Scottish Government's Postcode checker to identify the current rules in the area you plan to volunteer in https://www.gov.scot/check-local-covid-level/ Do not attend the volunteering event, self-isolate and get a test if you have COVID-19 symptoms 		Low



		<ul style="list-style-type: none"> • Ensure you clean hands and surfaces regularly throughout the volunteering day 		
Volunteers lacking skills and experience to carry out the task safely	As above	<ul style="list-style-type: none"> • All volunteers participating must understand the task they are undertaking beforehand and feel comfortable that they have the right skills and competences to carry it out safely. • Organisers should share any briefing / training documents that are available before the event for volunteers to read. • On the day of event, a demonstration of the volunteering task should be given by the organiser. Verbal confirmation should be received from all volunteers that they are happy to proceed with the task. • Volunteers should support one another throughout the day and be comfortable that they can stop at any point if they do not feel they have the skills and competences to carry out the task safely. 		Low
Emergencies, injury or first aid required	As above	<p>Organisers should:</p> <ul style="list-style-type: none"> • Ensure basic first aid kit is brought to the event and that all volunteers are made aware it is available if required. • Ensure emergency contact numbers are readily available. • Ensure at least two fully charged mobile phones are available. • Provide all volunteers with the mobile number of the Event Organiser in charge of the day so that they can call at any point. • Identity a muster point for the group to meet in case of an emergency. 		Low



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Under 18s and Pets	As above	<ul style="list-style-type: none"> No person under the age of 18 is permitted to volunteer on a Scottish Water site. No pets are allowed on Scottish Water sites. 		Low
Traffic Movements	As above	<ul style="list-style-type: none"> Organisers should ensure all vehicles are safely parked without interference to other road users and give safe access to vehicles. If working near a road, briefing should include warning on roads, speed limits and any known hazards. Briefing to include warning to always focus when crossing streets and be aware of surroundings. Be aware of cars, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles. Hi-vis waistcoat should always be worn. 	Confirm with Scottish Water, where your team should park when arriving at the event. Look to car share where possible.	Low
Water Safety	As above	<ul style="list-style-type: none"> All volunteers should be aware of the dangers of being near water. Event organiser should ensure that all volunteers have viewed Scottish Water's Water Safety Guidelines before attending the event - https://www.scottishwater.co.uk/help-and-resources/education/all-about-water/water-safety Event organiser should reinforce message in briefing at beginning of the event 		Low
Slippery/Uneven Surfaces	As above	<ul style="list-style-type: none"> Ensure all volunteers are advised of slips and trips due to uneven ground/steep slopes. Make sure to wear suitable footwear with good grip. If in doubt don't carry on if an area looks slippery or dangerous. 	Group Leader will consider suspending work if weather is sufficiently extreme	Low



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Use of equipment	As above	<ul style="list-style-type: none"> • Scottish Water to provide equipment (litter pickers, waistcoats, gloves and heavy duty bin bags). Organiser to ensure they have enough for all volunteers. • All volunteers should wear hi-vis waistcoats to be clearly seen and recognised as volunteers. • All volunteers should wear protective gloves when necessary. • Ensure there is good space between volunteers when working with tools. • Ensure you have been briefed properly beforehand when using tools. • When using litter-pickers to collect rubbish - NEVER scoop up items by hand. 		Low
Dog waste	As above	<ul style="list-style-type: none"> • Ensure all volunteers are aware of the risks of handling dog waste (parasites, bacteria and viruses can be present in dog feces which can infect humans) • Volunteers should only pick up dog waste which has been securely bagged • Unbagged dog waste should NOT be picked up/handled by volunteers 		Low
Hazardous substances	As above	<ul style="list-style-type: none"> • Any container found which is unmarked, marked hazardous or contents not identified should NOT be handled. Site to be marked for reporting to Scottish Water for container to be professionally disposed of. • Ensure team and volunteers stay clear of hazards. 		Low
Syringes and medical waste	As above	<ul style="list-style-type: none"> • Volunteers finding syringes should not touch them, but immediately notify the Event Organiser who will arrange 		Low



		<p>disposal via the local authority. All work must then cease in this area.</p> <ul style="list-style-type: none"> Any accidental piercing by syringe should be immediately treated at medical practice or A & E. 		
Safe storage of collected waste	As above	<ul style="list-style-type: none"> Organisers should ensure all waste is tied off in suitable plastic sacks and labelled for correct disposal. Ensure you have arranged how the items will be disposed of in advance of the volunteering day. Take advise from the Event Organiser. 		Low
Muscular skeletal strains and injuries /Lifting	As above	<p>Risk of strain and injury.</p> <ul style="list-style-type: none"> Volunteers advised to be aware of their own limitations by the Event Organiser during the briefing and not lift heavy items found during the clean-up. Volunteers with pre-existing injuries are not to lift bags or heavy items. No more than one bag at a time to be carried. Do not fill the bags too full and make them too heavy to lift. Know your load. Do not carry loads for extended distances. 		Low
Weather exposure/hypothermia	As above	<ul style="list-style-type: none"> Dress appropriately for tasks and different weather possibilities. Waterproofs Sun Cream/Hats/etc 	Keep hydrated and take regular breaks	Low
Cleaning activities, using detergent (washing up liquid)	As above	<ul style="list-style-type: none"> Ensure water brought to site for approved cleaning activities is warm, not hot, to reduce risk of burns. 		Low



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		<ul style="list-style-type: none">• Nothing other than detergent i.e. washing up liquid, may be used.• Cleaning with detergent should not take place where run off could enter a water source e.g. a reservoir.• Grey water must be disposed of directly to a drain – not into the water source or anywhere that may flow towards it.• When detergent is being used, the Volunteering Group leader must reinforce these messages prior to cleaning commences.		
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