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|  | **Hazard**  (Something with a potential to cause harm) | ✓ **if hazard exists and who it could harm** | **Suggested action/control measure (prevention measures).** This list is not exhaustive. Below are some control measures which you may find useful when completing your risk assessment. |
| 1. | Poor selection process for volunteers |  | * Carry out a suitable and sufficient selection process to ensure volunteers are suited to the tasks they perform. * Minors are not permitted to take part in volunteer work unless supervised. * In-house training to be made available for volunteers who require it. |
| 2. | No DBS check for unsupervised volunteers |  | * Volunteers who work unsupervised or are directly responsible for children or vulnerable adults should have a DBS check and a copy to be to be kept securely on site. * Volunteers must be DBS checked if they are in regular contact with children under 18 or vulnerable adults as part of their normal duties. |
| 3. | Lack of induction for volunteers |  | * All volunteers are briefed prior to working on site. * All volunteers to be told about relevant parts of policies and guidance. * A risk assessment for volunteer role to be produced and explained to each individual, pointing out the relevant control measures. |
| 4. | Poor equipment maintenance used by volunteers |  | * Inspection and maintenance regimes in place for equipment used by volunteers. * Electrical equipment provided by volunteers must not be used unless it has been PAT tested by a competent person. * Any ladders used by volunteers must be inspected before use. Consideration to the work being carried out needs to be assessed in order to select the correct ladder to use. A separate work at height R.A. is also required, including competence to work at height. |