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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.
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| 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.
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| 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.
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| 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.
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