



Barrowby Parish Council

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Volunteer Risk Assessment

Volunteer guidance

This form must be completed before any Council-approved volunteer activity takes place where there is a foreseeable risk of injury, harm, damage or significant public interface.

Volunteers must:

- follow the instructions of the Lead Volunteer and any Council representative;
- only undertake tasks they are competent and authorised to carry out;
- use any equipment and PPE provided or specified for the task;
- stop work and report immediately if conditions become unsafe;
- report all hazards, incidents, injuries and near misses to the Lead Volunteer and Clerk;
- not undertake specialist, high-risk or contractor-type work unless specifically approved by the Council and supported by suitable competence, training and controls.

Where the activity is assessed as high risk, involves significant public interface, roads, work at height, power tools, chemicals, water, trees, heavy manual handling, or any uncertainty about competence, the matter should be referred to the Clerk and, where necessary, the Council before proceeding.

Activity / Task:

Location:

Date(s) of Activity: _____

Group / Working Party (if applicable):

Lead Volunteer: _____

Volunteers Involved:

1. HAZARD IDENTIFICATION AND CONTROL MEASURES

No.	Hazard / Risk	Who may be harmed?	Potential Harm	Initial Risk Rating (L/S/R)*	Control Measures Required	Final Risk Rating (L/S/R)*
1						
2						
3						
4						
5						
6						
Add rows as needed						

Likelihood (L): 1–5

Severity (S): 1–5

Risk Rating (R): L × S

2. GENERAL SAFETY CONTROLS

Tick or note as applicable:

- Safety briefing provided
- PPE required (e.g., gloves, suitable footwear, high-visibility clothing)
- Tools inspected before use
- Only tools authorised by Lead Volunteer used
- Lone working avoided or controls agreed
- First aid kit available (if appropriate)
- Participants informed of nearest access point for emergency services
- Weather conditions checked
- Area visually inspected before work
- Incident / hazard reporting process understood
- Emergency contact arrangements in place
- Mobile phone / communication available
- Public protection / signage considered
- Toilets / welfare / drinking water considered where relevant
- Task suitable for volunteers and not better undertaken by a contractor
- Other controls:

RISK LEVEL GUIDE

Score	Category	Action
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1–6	Low Risk	Safe to proceed
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7–12	Medium Risk	Apply additional controls before proceeding
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13–25	High Risk	Do not proceed — reassess or refer to contractors
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RISK SEVERITY CALCULATION MATRIX

Risk is calculated as:

Risk Rating (R) = Likelihood (L) × Severity (S)

Range: 1–25

1. Likelihood Scale (L)

Score	Descriptor	Definition
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1	Very Unlikely	Rare occurrence; would only happen in exceptional circumstances
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2	Unlikely	Could occur but not expected; infrequent
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3	Possible	Might occur at some time; foreseeable under certain conditions
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4	Likely	Expected to occur; happens regularly in similar situations
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5	Very Likely	Almost certain to occur; frequent or repeated
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2. Severity Scale (S)

Score	Descriptor	Example Outcome
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1	Insignificant	Minor inconvenience; no injury
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2	Minor	Minor injury requiring simple first aid (small cuts, bruises)
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3	Moderate	Injury requiring professional medical attention (sprains, deeper cuts)
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4	Major	Serious injury resulting in hospital treatment or long-term impact
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5	Severe / Fatal	Life-changing injury or fatality
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3. Risk Rating Matrix (L × S)

Severity ↓ / Likelihood →	1	2	3	4	5
1 – Insignificant	1	2	3	4	5
2 – Minor	2	4	6	8	10
3 – Moderate	3	6	9	12	15
4 – Major	4	8	12	16	20
5 – Severe / Fatal	5	10	15	20	25

Document control

- **Owner:** Buildings and Assets
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Buildings and Assets for formal adoption at Parish Council May 2027