

Reviewed: May 2021 Future review: May 2022

## LOCAL COMMUNITY ACTION VOLUNTEERING (LCAV) SCHEME RISK ASSESSMENT DOCUMENT

This Risk Assessment is to be read in conjunction with the Local Community Action Volunteering (LCAV) Scheme Policy.

In this Risk Assessment, "Volunteer" means anyone offering support to a Service User under the LCAV Scheme; "Service User" means anyone receiving support from a Volunteer under the LCAV Scheme.

Identified Risk / Hazard	Who might be harmed and how?	What are we doing to reduce/minimise the risk / hazard	Action by who?	Action by when?
Deviation from official public health guidance.	Volunteers and Service Users may increase the risk of spreading and contracting Covid-19.	The LCAV Scheme:  • follows Government guidance  • is reviewed daily and amended when necessary  • has a comprehensive Policy (appendix A)  • Volunteers and Service Users are provided with the Policy and are required to follow it  • Volunteers and Service Users must confirm in writing that they will abide by the Policy before being allocated a LCAV Scheme 'buddy'	<ul> <li>LCAV Scheme         Administrator to         email / post LCAV         Scheme Policy to all         Volunteers and         Service Users</li> <li>Any updated Policy         to be circulated         immediately to all         Volunteers and         Service Users</li> <li>Volunteers and         Service Users to         confirm in writing         that they have         received, read and         understood the         Policy and will         abide by it</li> </ul>	<ul> <li>At the time the Parish Council is contacted by a Volunteer and/or Service User</li> <li>Ongoing requirement</li> </ul>



COVID-19 MARCH 2020 Reviewed: May 2021

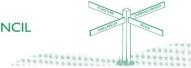
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Identified Risk / Hazard	Who might be harmed and how?	What are we doing to reduce/minimise the risk /	Volunteers must keep up-to-date with the latest public health guidance issued by central Government  Action by who?	Action by when?
Participation in the LCAV Scheme could put vulnerable Volunteers at unnecessary risk of contracting Covid-19. It is inappropriate for children to be in a support giving role.	Volunteers 70 years and over are at higher risk from Covid-19. Children could be adversely affected by providing support to a Service User.	<ul> <li>Volunteers must be at least 18 years</li> <li>Highlighting the risks to those 70 years and older</li> </ul>	<ul> <li>The Parish Council via the LCAV Scheme Policy</li> <li>The LCAV Scheme Administrator to ascertain age of Volunteer before allocating a 'buddy'</li> </ul>	<ul> <li>At the time the Parish Council is contacted by a Volunteer</li> </ul>
Spreading Covid-19.	Service Users self-isolating due to age / underlying health condition / Covid-19 or suspected Covid-19.	<ul> <li>Advocating remote contact via telephone and/or email via the LCAV Scheme Policy</li> <li>Following public health guidance regarding social distancing when face-</li> </ul>	<ul> <li>The Parish Council via the LCAV Scheme Policy</li> <li>Volunteers and Service Users adherence to the LCAV Scheme Policy</li> </ul>	<ul> <li>At the time the Parish Council is contacted by a Volunteer or Service User</li> <li>Throughout the implementation of the LCAV Scheme</li> </ul>



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Uninsured risk for the Parish Council / Volunteers and	Parish Council / Volunteers and/or Service Users	<ul> <li>Following public health guidance regarding hand hygiene and disinfecting hard surfaces such as money / doorbells / knockers etc</li> <li>LCAV Scheme cessation immediately a Volunteer or any member of a Volunteer's household show Covid-19 symptoms</li> <li>Undertake a Risk Assessment</li> </ul>	• The Parish Council have notified their	• 19.03.2020
Service Users	through a public liability insurance claim.	<ul> <li>LCAV Scheme Policy</li> <li>Highlighting potential risks within the LCAV Scheme Policy</li> <li>AXA Insurance UK PLC Policy Number: RGBDX6962034</li> </ul>	Insurance company  The Parish Council will review and renew their Insurance Policy before it expires.	



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		Expiry Date: 31st May 2020 Limit of Indemnity any one occurrence £10,000,000		
Identified Risk / Hazard	Who might be harmed and how?	What are we doing to reduce/minimise the risk / hazard	Action by who?	Action by when?
Opportunists take advantage of vulnerable people in self-isolation.	Service Users are at risk of being deceived by unscrupulous individuals purporting to be a Volunteer and disclose personal information and/or hand over money.	<ul> <li>Initial introduction between the parties by Parish Council</li> <li>Volunteers to show ID at first visit</li> <li>Service Users advised to ask Volunteers to wait and/or return whilst they verify their identity with the Parish Council</li> <li>LCAV Scheme Policy</li> <li>Allocation of known Volunteer to Service User wherever possible</li> <li>LCAV Scheme Policy advice regarding</li> </ul>	<ul> <li>The Parish Council via the LCAV Scheme Policy</li> <li>Volunteers and Service Users adherence to the LCAV Scheme Policy</li> </ul>	At the time the Parish Council allocates a Volunteer to a named Service User.



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		payments and/or reimbursements		
Identified Risk / Hazard	Who might be harmed and how?	What are we doing to reduce/minimise the risk / hazard	Action by who?	Action by when?
Service Users struggling to cope in self-isolation.	Volunteers being put under undue pressure and stress from excessive contact or being asked to undertake inappropriate support tasks.	<ul> <li>LCAV Scheme Policy</li> <li>Withdrawal option at any time</li> <li>Referral to the appropriate statutory services</li> </ul>	<ul> <li>The Parish Council via the LCAV Scheme Policy</li> <li>Volunteers and Service Users adherence to the LCAV Scheme Policy</li> <li>Referral(s) by Parish Council where appropriate</li> </ul>	At any time     throughout the     implementation     of the LCAV     Scheme
Misuse of personal data – breach of GDPR.	Volunteers and/or Service Users through the misuse of their personal data.	<ul> <li>LCAV Scheme Policy</li> <li>Obtaining written consent from all Parties to hold their personal data and disclose it to a third</li> </ul>	<ul> <li>The Parish Council via the LCAV</li> <li>Scheme Policy</li> <li>Volunteers and Service Users providing written consent</li> </ul>	<ul> <li>At the time the Parish Council is contacted by a Volunteer and/or Service User</li> <li>Ongoing requirement</li> </ul>



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		party under the LCAV Scheme only.  • Electronic filing of consent.  • Accurate record keeping on LCAV Scheme spreadsheet • Secure Parish Council laptop (password protection and Norton anti-virus software)		
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Uninsured use of a vehicle.	Other road users if the Volunteer does not hold the appropriate insurance for participation in the LCAV Scheme	<ul> <li>LCAV Scheme Policy –         advice to notify car         Insurer</li> <li>Written confirmation         that the Volunteer has         received, read,         understood the Policy         and will abide by it</li> </ul>	<ul> <li>The Parish Council via the LCAV Scheme Policy</li> <li>Volunteers providing written confirmation</li> </ul>	<ul> <li>At the time the Parish Council is contacted by a Volunteer and/or Service User</li> <li>Ongoing requirement</li> </ul>