



North Tuddenham “Tud Buds” Neighbourhood Scheme Risk Assessment And Volunteers’ Guidelines

“Tud Buds” – North Tuddenham Community Neighbour Scheme RISK ASSESSMENT¹ⁱ				
Hazard	Risk	Risk – Low, Medium, High	Existing control measures	Additional Action Required (by whom and completion date)
Telephone Check-Ins	Vulnerable Client Group called by phone		Clear guidance given to validated volunteers	Volunteer to report back to Co-Ordinator if there appears an emerging need or safeguarding issue- see Safeguarding Policy for guidance
Shopping	Corona Virus spread to Service User or Volunteer		Clear safety guidance given to validated volunteers; PPE use	<p>Follow advice on social distancing and use of PPE if applicable at the time. Follow changing Government Guidance and update volunteers; review risk assessment regularly. (March 2023)</p> <p>https://publichealthmatters.blog.gov.uk/2020/03/04/coronavirus-covid-19-what-is-social-distancing/</p> <p>Service users and volunteers thoroughly wash or sanitise hands upon arrival and regularly during activity (according to current</p>

¹ This Risk Assessment will be reviewed every 3 months or as and when a volunteer identifies that the assessment does not cover the risk



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	Vulnerable client group being serviced		Only DBS checked volunteers will handle money/cards	<p>official guidelines) – Guidelines sent to volunteers by their GNS Committee – Completion and promotion on-going</p> <p>Ask service user to pay over phone/use click and collect service. Volunteers are strictly prohibited from handling cash, debit cards or having access to the banking details of service users.</p>
Prescriptions/Picking up and dropping off medical items	<p>Covid-19 Coronavirus spread to volunteer or service user Vulnerable client group being serviced</p> <p>Vulnerable client group being serviced</p>		<p>Volunteer is a validated volunteer. -Clear guidance given to volunteer.</p> <p>Only volunteers who have DBS checks will pay for prescriptions with cash / card.</p>	<p>Volunteers who do not have a DBS check will only collect prescriptions that has been previously paid for. Examples of this will be click and collect or payment in advance.</p>



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Volunteers’ Guidelines

- **Tud Buds in North Tuddenham’s volunteer group specifically for volunteering to help anyone in the village affected by Corona Virus or other illness; or any resident who requires support for any other reason.**
- **The aim of the group is to co-ordinate any requests for help, to minimise cross-over**
- **Posting on the designated WhatsApp group must be specific to the above and to minimise what is shared with no relevance**
- **Messages of support to each and thanks from those who have been helped by volunteers in the group will be shared to enhance morale and motivation**
- **Volunteers of the group are thanked in advance for their efforts**
- **If a volunteer requires PPE supplies as a personal choice or for legal requisite, these will need to be requested via the Co-Ordinator; in the absence of any such request it will be assumed that the volunteer will supply their own for use**
- **Volunteers using their own vehicle whilst undertaking tasks for “Tud Buds” should advise their Car Insurance provider that they are undertaking voluntary work to ensure you are fully covered at all times; there is generally no increase in premium for such notifications. It remains the responsibility of the volunteer to undertake this provision**



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- **It is the responsibility of the volunteer to read the Risk Assessment specific to this task and only carry out the task if they are 100% comfortable with the situation based on that Risk Assessment. If, for any reason, the Risk Assessment does not cover the potential risk involved, please report back to the Co-Ordinator so the Risk Assessment can be updated/adapted**
- **It is vitally important that volunteers should NEVER put their selves at risk of danger; always practice Social Distancing, wash hands with soap for 20 seconds (if required) before helping and immediately afterwards, wear PPE and follow all current Government advice if there is increased risks of CV in the future.**

I have read, understood and agree to adhere to the above

Signature

Name (print)

Date signed

Thank you so much for your help and for the support of your neighbours.

ⁱ Reviewed and adopted at North Tuddenham Parish Council Meeting on 8th March 2022