



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

<b>“Tud Buds” – North Tuddenham Community Defibrillator RISK ASSESSMENT for Volunteers Checking Functionality</b>				
<b>Hazard</b>	<b>Risk</b>	<b>Risk – Low, Medium, High</b>	<b>Existing control measures</b>	<b>Additional Action Required (by whom and completion date)</b>
Inadequate inspection	Potential malfunction of AED due to low battery etc	H	Clear guidance given to validated volunteers undertaking checks and check sheets supplied to assist	Volunteer to report back to Clerk if there appears an emerging need for further training/support or an inability to perform the monthly check
Environment surrounding AED	Danger/risk to health and safety of volunteer	M	Clear safety guidance given to validated volunteers; PPE use; guidance and support ensuring volunteer checks	Follow advice on social distancing and use of PPE. Follow changing Government Guidance and update volunteers; review risk assessment regularly  <a href="https://publichealthmatters.blog.gov.uk/2020/03/04/coronavirus-covid-19-what-is-social-distancing/">https://publichealthmatters.blog.gov.uk/2020/03/04/coronavirus-covid-19-what-is-social-distancing/</a>



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	Slips and trips	M	<p>for approaching traffic if applicable and stops only in a safe area to park vehicle if required; suspension of monthly checks in inclement weather conditions including heavy rain, snow, ice or winds; to refer to instruction manual supplied for detailed guidance.</p> <p>Ensure that volunteer wears footwear suitable for</p>	<p>Volunteers thoroughly wash or sanitise hands upon arrival and regularly during activity (according to current official guidelines)</p> <p>Volunteer to inform Clerk of inability to undertake check due to unsafe conditions</p>
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	Inadequate light/vision	M	inspection purposes.  Undertake inspections and checks during daylight hours only	
	Risk of Electrical Shock	L	Volunteer not to attempt to perform any maintenance on the AED unit outside of that detailed in the accompanying guidance notes	Volunteer to notify Clerk asap if there is any damage to the Unit or indication of vandalism



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### **Volunteers’ Guidelines**

- **Tud Buds acting as an umbrella group of community volunteers under the auspice of the North Tuddenham Parish Council; one of the functions is performing monthly checks on the 3 AED units in North Tuddenham**
- **The aim of the inspections is to ensure sufficient battery levels and to confirm said checks by completion of a check sheets. It is also necessary to note any usage of the unit for life-saving purposes to ensure new batteries and pads can be provided for further use**
- **Check sheets to be completed and retained by North Tuddenham Parish Council each month**
- **Volunteers of the group are thanked in advance for their efforts**
- **If a volunteer requires PPE supplies, please let the Clerk know and these can be supplied; in the absence of such a 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**
- **It is the responsibility of the volunteer to read this Risk Assessment specific to this task and only carry out the task if they are 100% comfortable with the situation based on this Risk Assessment. If, for any reason, the Risk**



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**Assessment does not cover the potential risk involved, please report back to the Clerk 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 before checking the AED units and immediately afterwards, wear PPE and follow all current Government advice**
- **Please read this Risk Assessment in conjunction with North Tuddenham Parish Council’s Lone Worker Policy**

**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 community.**