

## **THE MIDHURST GREEN VOLUNTEERS**

### **RISK ASSESSMENT AND DAILY WORK SHEET PROCEDURE**

The following shows how the risk Assessments and Daily Work Sheets are prepared and what the key criteria are to complete them.

Once they are prepared they are shared with all volunteers and with any third party for whom we are operating.

The idea for where to work may come from any of the following sources:

Any volunteer who walks or drives around the town, or  
A suggestion or request from a member of the public, or  
A suggestion from a member of Midhurst Town council, or  
A suggestion from a member of WSCC or CDC staff with whom MGV works.

The co-ordinator checks out the work-place and ensures that the complete request is understood. The check-out will include a walk-along as well as a drive-past and may include any number of them over a period.

There is a template for Risk Assessments and this is completed for the specific work area. The template does not include all factors and so has to be used as a first step in preparing the working paperwork. Once the finished Risk Assessment is completed it is shared with the Compliance Trustee and at least one other "executive" Trustee. The Daily Work Sheet shows not only where, for example, first aid and toilet facilities are but also what tools are needed. This will include safety tools required by the Risk Assessment but also tools from MGV's tool shed and storage hut and also those supplied by volunteers.

The Risk Assessment is saved to the electronic files and the Daily Work Sheet is printed out and is taken to site.

The Daily Work Sheet is used as the basis for collecting tools and bins and bags in advance of the working session.