

COVID-19 RISK ASSESSMENT FOR VOLUNTEER LEAFLET DELIVERY

A JOINT OPERATION BY STRATFORD UPON AVON TOWN COUNCIL AND STRATFORD TOWN TRUST

STRATFORD UPON AVON SUPPORT

Supplementary guidance

If you are not feeling well (in anyway whatsoever) you should step down from volunteering for this role.

There are many others who are well and available to help

Please always follow Coronavirus (COVID-19) hand washing and infection control measures, including every time you enter or leave a premises or encounter others. Social distancing guidance should also be followed, maintaining 2 metres distance between yourself and anyone you encounter whilst out of your house.

- ◆ Wash hands frequently
- ◆ use hand sanitizer frequently where hand washing facilities are not available
- ◆ cough or sneeze into a tissue or your elbow
- ◆ dispose of tissues in a waste bin, preferably one with a lid
- ◆ maintain social distancing of two metres
- ◆ avoid touching your eyes nose and mouth

Check the HSE Coronavirus (COVID-19) website for the latest updates on how we can all play our part.

Activity	Hazard	Risk	Severity	Controls in place	Severity after controls	Action/Comments
Packing leaflets prior to the collection by the Volunteer	Transfer of Covid-19 via contaminated packaging or contaminated leaflets	Risk of infection	High	Leaflets and packing must be clean and suitable for transfer to the Volunteer. Surface for packing must be clean and sanitised prior to distribution	Low	As few people as possible should be involved in the packing process and must be from the same household
Collection of leaflets	Exposure to COVID-19, colds and other viruses and infections	Risk of infection	High	Do not enter the property to collect the leaflets. Maintain social distancing. Use hand sanitiser regularly.	Med	Collection must be contact free
Delivery of leaflets	Exposure to COVID-19, colds and other viruses and infections	Risk of infection	Med	Follow hand cleaning and social distancing guideline procedures as directed by Public Health England guidance.	Low	Volunteers must adhere to the COVID-19 Stratford Support Volunteer Code of Conduct
Carrying the leaflets	Possible overloading and fatigue	Manual handling Muscular/joint injury Injury due to slips trips or falls	Med	Volunteers must consider if you are fit enough to do so. Do not walk for longer than you are physically able. Break up the deliveries into manageable sessions Follow manual handling guidelines for correct lifting bending and carrying methods <ul style="list-style-type: none"> ◆ bend your knees when picking up or putting down a load, keep your back straight ◆ use both hands ◆ do not overstretch 	Low	Restrict your delivery time to approximately 1 hour in line with Government advice on being away from your property

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				<ul style="list-style-type: none"> ◆ keep the load close to your body <p>Follow the link for more guidance on manual handling</p> <p>https://www.hse.gov.uk/pubns/indg143.pdf</p>		Be aware of your environment and stay alert for any tripping hazards e.g. uneven pavements, wet or slippery surfaces.
Delivery	Adverse weather conditions	Risk of ill health	Med	<p>The volunteer should pick a time of day when the weather allows for reasonable conditions to deliver the leaflet.</p> <p>The volunteer must not enter the property or accept any items from the customer. Explain that this is for their own and your safety. Public Health England guidance for hygiene to be followed.</p> <p>Volunteers to carry hand sanitizer. All deliveries are to be undertaken during daylight hours.</p>	Low	Appropriate personal protective equipment (PPE) such as gloves should be worn by the volunteer
Posting	Stiff or difficult letter boxes	Nips, traps, cuts	Med	Care should be taken when pushing the leaflet through the letter box particularly if the flap is stiff or difficult to access. The wearing of gloves is strongly advised.	Low	Be aware of aggressive pets in the household.

This risk assessment will be under constant review based on experience and feedback.