

*Note: This is a sample template that offers general guidance on ways to identify different types of risks and measures you might put in place to control them. You are the experts in your own service delivery so please adjust this template based on that knowledge and taking into consideration the latest guidance from the HSE. Ideally all organizations are in a position to provide volunteers with whatever protective equipment is appropriate given the nature of their service e.g. hand sanitiser etc.*

## **COVID-19 Sample Risk Assessment Template**

If you are not feeling well (in any way whatsoever) you should step down from volunteering for this role.  
There are many others who are well and available to help.

Please follow Coronavirus (COVID-19) hand washing and infection control measures at all times, including every time you enter or leave a premises or encounter others.

- ◆ Wash hands frequently
- ◆ Use hand-sanitiser frequently where handwashing facilities are not available
- ◆ Cough or sneeze into a tissue or your elbow
- ◆ Dispose of tissues in a waste bin
- ◆ Maintain social distancing of 2 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.

[www.hse.ie/coronavirus](http://www.hse.ie/coronavirus)

Activity	Hazard	Pre-Control Measure Risk Rating	Control Measures	Residual Risk Rating
<b>Shopping</b>				
Collection and delivery of shopping and medical prescriptions to individuals in self-isolation	Exposure to COVID-19, colds and other viruses and infections	<b>High</b>	<ul style="list-style-type: none"> <li>◆ Where possible confirm the list of items needed over the phone so that you can minimise contact with the individual in self-isolation.</li> <li>◆ Where you need to pick up a list from the individual contact them by phone before arriving so they know to expect you.</li> <li>◆ Follow hand cleaning and social distancing guideline procedures as outlined at each shop or pharmacy.</li> <li>◆ When delivering items to an individual in isolation leave the shopping items at the front door, ring or knock on door and step back a minimum of 2 metres.</li> <li>◆ Do not enter the person's home even if invited, explain that this is for their own and your safety.</li> <li>◆ Use any protective equipment/measures as instructed.</li> </ul>	<b>Medium</b>
<b>Leaflet Distribution</b>				
Collection & delivery or posting of leaflets	<p>Exposure to COVID-19, colds and other viruses and infections</p> <p>Muscular / joint injury / repetitive strain. Injury due to slips/trips/falls</p>	<p><b>High</b></p> <p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>◆ Follow hand-cleaning and social distancing guideline procedures before and after picking up leaflets and at each location where leaflets are posted or distributed.</li> <li>◆ Use any protective equipment/measures as instructed.</li> <li>◆ Wear comfortable clothing and walking shoes. Be sure to wear clothing suitable for the weather forecast for that day.</li> <li>◆ Before doing any heavy lifting consider if you are fit enough to do so. If not please ask for help or consider if this is the right role for you.</li> </ul>	<p><b>Medium</b></p> <p><b>Low</b></p>

	Exposure to weather & outdoor environment		<ul style="list-style-type: none"> <li>◆ Follow manual handling guidelines for correct lifting, bending and kneeling methods: <ul style="list-style-type: none"> <li>○ Bending your knees when picking up or putting down a load</li> <li>○ Keeping your back straight</li> <li>○ Using both hands</li> <li>○ Not overstretching</li> <li>○ Keeping the load close to your body</li> </ul> </li> <li>◆ Be aware of your environment and stay alert for any tripping hazards e.g. uneven pavements, wet or slippery floors etc.</li> </ul>	
<b>Food Pack Assembly</b>				
Moving and unpacking boxes etc Assembling packs Loading assembled packs	Exposure to COVID-19, colds and other viruses and infections  Muscular / joint injury / repetitive strain Injury due to slips, trips or falls	<b>High</b>  <b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Follow hand cleaning and social distancing guideline procedures before entering and after leaving each location where food packs are being assembled. Follow these procedures at all times while in the food assembly location.</li> <li>◆ Use any protective equipment/measures as instructed.</li> <li>◆ Wear comfortable clothing and shoes.</li> <li>◆ Before doing any heavy lifting consider if you are fit enough to do so. If not please ask for help or consider if this is the right role for you.</li> <li>◆ Follow manual handling guidelines for correct lifting, bending and kneeling methods: <ul style="list-style-type: none"> <li>○ Bending your knees when picking up or putting down a load</li> <li>○ Keeping your back straight</li> <li>○ Using both hands</li> <li>○ Not overstretching</li> </ul> </li> </ul>	<b>Medium</b>  <b>Low</b>

			<ul style="list-style-type: none"> <li>○ Keeping the load close to your body</li> </ul> <ul style="list-style-type: none"> <li>◆ Be aware of your environment and stay alert for any tripping hazards e.g. uneven pavements, wet or slippery floors etc.</li> </ul>	
<b>Meals on Wheels</b>				
Collection & delivery of meals	<p>Exposure to COVID-19, colds and other viruses and infections</p> <p>Muscular / joint injury / repetitive strain</p> <p>Injury due to slips, trips or falls</p>	<p><b>High</b></p> <p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>◆ Follow hand cleaning and social distancing guideline procedures as outlined before and after picking up meals and delivering meals.</li> <li>◆ When delivering meals to an individual in isolation leave the delivery at the front door, ring or knock on door and step back a minimum of 2 metres.</li> <li>◆ Do not enter the person's home even if invited, explain that this is for their own and your safety.</li> <li>◆ Use any protective equipment/measures as instructed.</li> <li>◆ Wear comfortable clothing and shoes.</li> <li>◆ Before doing any heavy lifting consider if you are fit enough to do so. If not please ask for help or consider if this is the right role for you.</li> <li>◆ Follow manual handling guidelines for correct lifting, bending and kneeling methods: <ul style="list-style-type: none"> <li>○ Bending your knees when picking up or putting down a load</li> <li>○ Keeping your back straight</li> <li>○ Using both hands</li> <li>○ Not overstretching</li> <li>○ Keeping the load close to your body</li> </ul> </li> <li>◆ Be aware of your environment and stay alert for any tripping hazards e.g. uneven pavements, wet or slippery floors etc.</li> </ul>	<p><b>Medium</b></p> <p><b>Low</b></p>