



**Somerset Wildlife Trust**  
**Appendix 2 to HSP-01 Managing H&S Risk Assessment**  
**Area Group, Watch Leaders and Volunteer events/ activity**  
**risk assessments**

## 1. Purpose

To provide clear guidance regarding volunteer events and their risk assessments for staff, Watch Leaders, Area Groups and other volunteers who are responsible for planning and organising work-related events and activities, for and on behalf of the Trust; and to support them in their volunteering efforts.

## 2. Responsibility

Lead responsibilities sit with the CEO, the Business Support Manager, Directors, managers and/or the Volunteer Co-ordinator, who liaise with Area Groups and volunteers. Watch Group Leaders and other volunteers also have responsibilities, as they plan and organise events and activities which are not directly supervised by Trust staff, but where the Trust must ensure legal compliance and meet its 'duty of care' to its volunteers and 'non-employees'.

## 3. 2019 Risk Assessment Procedures

To avoid unnecessary duplication and to ensure volunteers work to the same risk management standards as Trust staff, the following steps should be taken:

**Step 1** – The Watch Leader (or other volunteer) must advise the relevant Volunteer Manager about any planned events or activities *at least two weeks before* the event date, to ensure their event or activity is authorised and responsible Trust staff can supply the necessary risk assessments, etc;

**Step 2** – The Volunteering Manager will provide key documents to the volunteer organising the event and assuming they are planned to take place on Trust land or Trust premises, the following information is provided: -

- a) The Trust's 'Generic Risk Assessment' relevant to the planned event or activity  
See link : <S:\Health and Safety\H&S Forms and templates>  
The Trust's 'Reserve Hazard Overview' for its Reserves  
See link: <S:\Health and Safety\H&S Risk Management\Reserves\Reserve Hazard Overviews>

In the circumstances in Step 2, there is *no* requirement for Watch Leaders (or other volunteers) to write their own risk assessment, but they must read and implement all the control measures and manage the risks according to the Trust's 'Generic Risk Assessments' and of course, share the hazard information; implement control measures and complete pre-task or activity 'safety briefings'.

**Step 3** – The Volunteer Manager (or other staff member) will provide key documents to the volunteer organising the event, if it *is planned to take place on non-SWT land or in premises not owned or leased by the Trust*, as follows: -

- a) The Trust's 'Generic Risk Assessment' relevant to the planned event or activity  
See link: <S:\Health and Safety\H&S Forms and templates>



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The complete 'Generic Risk Assessment form' be completed by the lead volunteer and returned to the Trust's Volunteer Co-ordinator (or other staff member) at least 7 days before the planned event or activity.

If you have any queries regarding this, please contact the Volunteer Co-ordinator

**NB : This new procedure removes the requirement for volunteers to create their own risk assessments; however, the responsibility of lead volunteers, participants and Watch Volunteers to co-operate with SWT on H&S matters and implement all the 'control measures', designed to reduce risks, is unchanged.**

**If any volunteer has any feedback on Generic Risk Assessments or has a 'near-miss' or accident, please report immediately to the relevant members of staff.**