

Risk Assessment

Warwick Volunteers



Project Title/ Event:	Bulb planting with Friends of Canley Green Spaces
Summary of Event (number attending, location, activities):	Planting spring bulbs Approx. 30 volunteers
Date(s):	Autumn/ Winter 2026-27

Form completed by:	Jenny Watson
Form approved by (Warwick Volunteers Staff):	
Date form completed:	24/09/2026

Mandatory requirements	Events/Circumstances that could increase risk
First-aid box provided and nominated first-aider always on site	<i>Extreme weather conditions</i>

Degree of Risk Calculation					
		Likelihood			
		Unlikely	Possible	Likely	Very Likely
Consequence / Severity	Minor Injury	Minor Injury - Unlikely	Minor Injury - Possible	Minor Injury - Likely	Minor Injury - Very Likely
	Major Injury	Major Injury - Unlikely	Major Injury - Possible	Major Injury - Likely	Major Injury - Very Likely
	Death/Paralysis	Death/Paralysis - Unlikely	Death/Paralysis - Possible	Death/Paralysis - Likely	Death/Paralysis - Very Likely

Prioritisation of risk factors	
Minor risk	No action required

Definitions - Severity	
No injury	Participants finish the activity with no negative impact to their health or wellbeing
Minor injury	Might include bruising, minor cuts or light abrasions. Health effects might include mild irritation of the skin or eyes, headaches or ill-health leading to temporary discomfort
Major injury	Might include loss of consciousness, lacerations, concussion, serious sprains, broken bones, deafness, asthma, burns. Health effects might include permanent disability or life-shortening diseases
Definitions - Likelihood	
Unlikely	Under normal circumstances, no injury will occur
Possible	It is probable that no injury will occur, but there is a chance that it could
Likely	It is probable that an injury will occur
Very likely	An injury is likely to occur unless action is taken to prevent it
Moderate risk	If possible action must be taken to reduce risks to a minor risk
Substantial risk	Action MUST be taken to reduce risks or activity MUST be suspended

Potential hazard	Who is at risk?	Control measures	Risk rating after controls	
			Severity	Likelihood
Traffic –crossing roads	participants	- Stop and warn of danger. Keep group together. - Activity Leader to watch for traffic and instruct group to cross when safe. - Walkers to cross at pedestrian crossing points where they are available. - Hi-vis vests to be worn if working close to a busy road	Major injury	Unlikely
Slips, trips, falls – uneven ground	participants	- Groups advised to wear appropriate footwear in advance. - Footwear checked before activity and if unsuitable, wellies provided from WV storage.	Minor injury	Unlikely

		• Keep the site, materials and equipment tidy to avoid obstructions and ensure that tools are left in a safe position in clear view. • Activity leader should have basic First Aid knowledge in case of emergency. • A First Aid box to be taken • Activity leader to visit planting site a few days before the event to assess ground conditions and identify any potential risks		
Exposure to cold, wet or sun - Hypothermia; Heat stroke; Heat exhaustion; Sunburn, dehydration	participants	• Activity leader takes into account the forecast weather conditions before deciding if the activity can go ahead • Advise all volunteers to dress appropriately for the weather conditions. • Ensure that workers cover exposed skin, wear sun hats and apply a high factor sun cream when working in sunny / hot weather. • Advise workers to undertake suitable rest periods, in the shade, when the weather is hot. • Advise workers of the need to wear layers in cold weather. • Cease working when weather conditions deteriorate. • First aid kit carried by activity leader • Participants advised to bring a bottle of water	Major injury	Unlikely
Damage to Environment	environment	• No litter should be discarded and all litter taken back to university to be recycled/binned. • No flora or fauna should be removed from the site	Minor injury	Unlikely
Biohazards	Participants	• Gardening gloves and long sleeves to be worn by volunteers. • Exposed skin should be washed thoroughly after work and before eating, drinking and smoking. • Cuts to be covered with a waterproof plaster.	Major injury	Unlikely

Tools, equipment and materials	participants	- Tool talk at the start of the session to include instruction in safe use, transportation, and on site storage of tools - Tools to be inspected before use and regularly maintained. All broken or unsafe tools should be removed from operations and repaired or disposed of.	Minor injury	Unlikely
Existing services (buried pipes and cables such as electricity, water, gas and telecoms) – risk of damage and personal injury	participants/property	- Volunteers must inform the activity leader immediately if any obstacle is encountered in digging the planting hole for the bulbs. - Planting holes should not be deeper than 10 cm. Utility cables and pipes are typically buried at a depth of 1 metre.	Minor injury	Unlikely

Newly identified hazards – *once the activity is underway, if you spot a new hazard, record it here*

Potential hazard	Who is at risk?	Control measures	Risk rating after controls	
			Severity	Likelihood

Volunteer Briefing notes:

Activity Leaders:

- Activity leader to visit planting site a few days before the event to assess ground conditions and identify any potential risks
- Ensure a trained first aider and first aid box is on site at all times.
- Ensure they have charged mobile phone with them at all times.
- Meet volunteers - sign them in, provide briefing and safety information/demonstrations.
- Ensure volunteers are wearing appropriate clothing and footwear.
- Monitor weather conditions and hazards throughout the day.

- Ensure debris and litter is not left behind
- Provide debrief and ensure no unreported injuries have been sustained.
- Record and report any accidents or near misses.

Volunteer Briefing notes:

- Welcome and introduce Activity Leaders.
- Run through schedule
- Highlight and run through hazards and dangers.
- Hand out hi-vis jackets
- Remind volunteers there are no toilets
- Identify first aider and emergency procedures.
- Taking breaks, refreshments provided.

Key points:

- Inform Activity Leaders of any concerns, accidents or near misses.
- Inform Activity Leaders if you need to leave.

Emergency Procedures

On-Campus Emergencies

Life-Threatening Situations or Crimes in Progress

If you are the only person present:

1. Call **999** immediately and request the appropriate emergency service (Ambulance, Fire Service, or Police).
2. If it is safe and practical to do so, contact the [Community Safety Team](#) via the [SafeZone app](#) or by calling:
 - a. Extension: **22222**
 - b. External: **024 7652 2222**

If other people are available to assist:

1. Ask one person to call **999**.
2. Ask another person to contact the **Community Safety Team** via SafeZone or the numbers above.

Non-Life-Threatening Incidents

For situations that do not require an immediate emergency response:

1. Contact the **Community Safety Team** via the SafeZone app or on **024 7652 2222 (Ext. 22222)**.
2. Follow their advice regarding any further action, including whether emergency services should be contacted.

Defibrillators (AEDs)

Defibrillators are available at the following locations:

- Community Safety Team
- Students' Union Building (South)
- Warwick Arts Centre

For a full list of defibrillator locations, visit:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/first_aid/defibrilators/

Bleed Control Kits

Bleed control kits are available at:

- Community Safety Team
- The Piazza

For a full list of bleed kit locations, visit:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/first_aid/bleedkits/

Off-Campus Emergency Procedures

If an incident occurs while volunteering with another organisation, school, or community group, and first aid or emergency services are required:

1. Notify the appointed first aider immediately.
2. If necessary, contact the appropriate emergency service by calling **999**.
3. Inform the relevant project leader, community partner representative, or Warwick Volunteers staff member as soon as possible.

If you feel unsafe while volunteering and the situation is not an emergency, you may contact the **Police non-emergency number (101)** for advice and support.

Reporting Accidents, Incidents, and Near Misses

All accidents, incidents, and near misses must be reported.

Following any accident, incident, or near miss:

1. Inform a **Warwick Volunteers staff member** as soon as possible (and the **community partner representative**, where applicable).

2. Complete an [Incident Report Form](#) within **24 hours** of the incident, or as soon as reasonably possible upon returning from the project.

Prompt reporting enables appropriate action to be taken to protect volunteers, participants, and members of the public, and helps prevent similar incidents occurring in the future.