

VOLUNTEER ROLE DESCRIPTION

Role Title:	Holyfield Hall Farm Volunteer
Organisation:	Lee Valley Regional Park Authority
Location/Facility:	Holyfield Hall Farm
Working with:	Duty Manager
Time Commitment:	Flexible

Purpose

To assist in a variety of farm duties including looking after the animals and communicating with members of the public.

Details of Role	<ul style="list-style-type: none"> • To help feed and water animals kept at Holyfield farm. • To answer questions and give information to general public. • To help with the cleaning out of the animals. • To ensure the farm is in a clean state for the public to view. • To help with maintenance work around the farm.
Personal Attributes	<ul style="list-style-type: none"> • Volunteering sometimes in early morning and late evening. • Good health and physically fit. • Keen interest in animals. • Willing to talk to members of the public.
What's in it for you?	<ul style="list-style-type: none"> • An opportunity to develop skills and experience of working with animals. • An opportunity to develop skills in customer service. • An opportunity to meet new people and have fun.
General	<ul style="list-style-type: none"> • To carry out tasks in line with the Authority's policies and procedures including: <ul style="list-style-type: none"> ○ The Authority's Health and Safety Policy ○ The Authority's Volunteer Policy ○ Volunteer induction pack rules and regulations • Undertake induction and training and development consistent with your role.

For further details contact volunteers@leevalleypark.org.uk

Risk Assessment Form

Centre: Holyfield Hall	Original Date: 17/6/2013	Carried out by: Chris Evans
Risk Assessment: Volunteers Outside Activities Farms		

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
Risk: Individual Capabilities		
Personal injury / musculoskeletal disorders may result from manual handling tasks	Volunteers	<ul style="list-style-type: none"> Manual Handling risk assessments are carried out for all manual handling tasks, taking into consideration physique, general health, age and experience Full training is provided for all manual handling tasks Full supervision by a trained member of staff where ever possible Information, instruction and training is given Volunteer Induction Volunteer guidelines First Aid provision in place

Risk: COSHH		
Lack of appreciation & understanding of the risks posed from Chemical agents (<i>very toxic, toxic, harmful, corrosive & irritants</i>)	Volunteers	<ul style="list-style-type: none"> ▪ Full COSHH Assessments are carried out for all chemicals used ▪ Full supervision by a trained member of staff at all times ▪ Information, instruction and training is given ▪ Volunteer Induction ▪ Volunteer guidelines ▪ PPE is provided and worn ▪ First Aid provision in place
Risk: Adverse Weather		
Personal Injury, fatigue, unconsciousness	Volunteers	<ul style="list-style-type: none"> ▪ Reduce exposure to prolonged heat or cold ▪ Ensure the provision of rest facilities & access to refreshments ▪ Task/event postponement ▪ See Working In Weather Conditions RA ▪ See Working In Hot Weather RA ▪ See Manual Handling RA ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ First Aid provision in place
Risk: Working At Height		
Personal Injury, Severe Injury, Possible Death	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ First Aid provision in place
Risk: Slips/Trips /Falls		
Personal Injury	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ First Aid provision in place

Risk: Dusts		
Respiratory Problems, Personal Injury	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ First Aid provision in place
Risk: Fire		
Severe Injury, Possible Death	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ Emergency Action Plan (EAP) in place ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ First Aid provision in place ▪ Fire Marshall provision in place
Risk: Hand Tools		
Personal Injury	Volunteers	<ul style="list-style-type: none"> ▪ See Use Of Hand Tools RA ▪ Work area is to be cordoned off prior to the start of work (a safety zone) ▪ Warning signage is displayed. ▪ PPE is provided and is to be worn ▪ A first aid kit and mobile phone is available ▪ Manual handling information is given to Volunteers ▪ Pre-user checks are completed

Risk: Portable Power Tools		
Personal Injury, Severe Injury	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ Specific Training is given ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ First Aid Kits & First Aiders ▪ Supervisor will have mobile phone to contact Emergency Services
Risk: Weils Disease		
Exposure To The Disease	Volunteers	<ul style="list-style-type: none"> ▪ Control rat populations around the water body as much as feasibly possible. ▪ Volunteers are to wash hands, or use a waterless skin cleaner, before eating, drinking or smoking whilst angling. ▪ Cuts and grazes should be treated immediately with antiseptic and covered in a waterproof dressing / plaster whilst working. ▪ Avoid the inhalation of, or contact with, water spray and wear eye protection to prevent infection. ▪ Volunteers should inform their doctor that they might be at risk of contracting this disease. ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines – Separate data sheet of Weils ▪ First Aid provision in place
Risk: Tetanus		
Severe Injury	Volunteers	<ul style="list-style-type: none"> ▪ Volunteers receive an Induction ▪ LVRPA staff supervision ▪ Volunteer instruction ▪ Volunteer guidelines ▪ Volunteers are to keep up to date with their booster injections

Risk: Farmers Lung		
Respiratory Problems	Volunteers	<ul style="list-style-type: none"> Volunteers receive an Induction LVRPA staff supervision Volunteer instruction Volunteer guidelines
Risk: Legionellosis		
Respiratory Problems	Volunteers	<ul style="list-style-type: none"> Volunteers receive an Induction LVRPA staff supervision Volunteer instruction Volunteer guidelines Legionella control through testing and monitoring regime
Risk: Lone Working		
Personal Injury, Severe Injury	Volunteers	<ul style="list-style-type: none"> Buddy system in place Supervisors and Volunteers are to carry mobile phones in case of emergency Lone working is avoided outside hours covered by the Senior Responsible Officer (SRO)
Risk: Avian Bird Flu		
Personal Injury, Severe Injury	Volunteers	<ul style="list-style-type: none"> Volunteers receive an Induction LVRPA staff supervision Volunteer instruction Volunteer guidelines Dead birds are not to be touched Significant numbers of dead birds are to be reported to LVRPA staff
Risk: Dead Animals		
Contraction Of Diseases	Volunteers	<ul style="list-style-type: none"> Volunteers receive an Induction LVRPA staff supervision Volunteer instruction Volunteer guidelines Dead animals should not be handled by Volunteers, they are to inform their Supervisor on discovery of a dead animal. PPE must be worn when handling dead animals by LVRPA staff

Risk: Animal Faeces		
Contraction Of Diseases	Volunteers	<ul style="list-style-type: none"> Volunteers receive an Induction LVRPA staff supervision Volunteer instruction Volunteer guidelines Volunteers are made aware of presence PPE is offered as a safeguard Hand Sterilising solution is available

Risk: Safeguarding		
Contact with unsupervised children or vulnerable adults	Volunteers	<ul style="list-style-type: none"> Role reviewed by Safeguarding Officer to assess risk and requirements of the role and confirm DBS not required.

Review	Review Conducted by:	Name (Print)	C J Evans
		Position	Farm Manager
		Date	17/06/13
	Review Conducted by:	Name (Print)	C J Evans
		Position	Farm Manager
		Date	17/06/14
	Review Conducted by:	Name (Print)	C J Evans
		Position	Farm Manager
		Date	17/06/15
	Review Conducted by:	Name (Print)	C J Evans
		Position	Farm Manager
		Date	28/06/16