COVID-19 Risk Register Template - What to Consider

As many of us are thinking of going back to work its important to consider all possible risks to your volunteers when making the case to your organisation to reopen your volunteer program. Volunteering Victoria has designed this risk register to get you to think through all possible risks to volunteers when you program re-opens and put reasonable mitigating steps in place. This is something that you can submit to your board or manager to reassure them you have considered all possibilities.

When completing the risk register its important to bear in mind several factors which may impact on how you have to modify your program:

- Physical environment (outdoors, indoors etc)
- Physical modifications that can be added (ie Perspex screen, social distancing floor markers)
- Physical goods in transit (will you need to quarantine materials coming in and out of your program)
- Any Personal Protective Equipment needs for your volunteers
- How you will meet contact tracing requirements should a COVID19 outbreak occur
- Whether you will limit volunteers who are at increased risk due to age or other pre-existing immune conditions
- Whether you will change your policy to require other conditions for volunteering (i.e flu shot, temperature checks, downloading the COVIDsafe app)
- Whether you need additional training or induction modifications to ensure volunteers are across the changes
- How you will communicate these changes

If you are unsure of how to begin, consider doing a walk through your service as a volunteer or consumer and act as if you have COVID19. Consider what you might touch, and how you might mitigate risk of infection.

The below example looks at possible risks at a local council and measures that can be taken to minimise exposure.

View our Re-starting Your Volunteer Program guide for more information.

Volunteer Activity	Physical Location	Modifications made to physical location	Steps taken to comply with social distancing	Steps taken to comply with contact tracing requirements	Additional medical or safety checks	Additional PPE	Training required	Communication required
Communal rubbish clearing day at local park	Outside	None	Participants to bring own tools if possible Communal tools will be wiped down after use	Sign consent form about contact tracing	None	None	Signs displayed to remind people to wash hands frequently	In email
Community transport driver	In car	Minibus from council if available Perspex barrier between front and back seats in pool cars	Passengers to sit in back seat of car	Sign consent for contact tracing Shift spaces to minimize risk to community members if a transport driver is diagnosed with coronavirus	Proof of flu shot now required	Gloves and Mask	Training on correct use of gloves and mask in induction Drivers receive a weekly community safety briefing	Email and in person prior to shift