



HemingfordHub- Activity risk assessment

Activity: Newspaper Deliveries

Date of first risk assessment: March 2024

Location: Hemingford Grey and Hemingford Abbots

Time/frequency: As and when requested

Name of responsible person: Christine Batter

Date to be reviewed: March 2025 next Review March 2026

Note: Newspaper deliveries only to be carried out by adult volunteers. Volunteers to ensure own transport safe.

When asked by householder to set up delivery service HH needs to ascertain: is it prepaid/vouchers, any issues such as pets, steps, slippery paths.

HemingfordHub has a legal duty of care to identify potential risks and hazards associated with all HemingfordHub and Hub Club activities. It is our legal duty to identify potential risks and hazards associated with our activities and take steps to mitigate and eliminate those risks. It is also a requirement of our insurance that we have risk assessed all our activities and made every effort to ensure our volunteers have read and understood the hazards and risks associated with our activities and their role as a volunteer. As such please read and sign this risk assessment to show you understand your health and safety responsibilities.

HemingfordHub Trustees – April 2025

Volunteer Name.....

I have read and understand this Risk Assessment

Volunteer Signature..... Date.....

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Annual review by whom	Date of review
Safeguarding. Concerns about householder receiving papers from a volunteer	Householder and volunteer	There is a safeguarding policy in place and two safeguarding officers Christine Batter and Riva Elliott to whom concerns should be addressed, List of names, addresses of who receives newspapers and who delivers to them and when is kept on file	On going review of this risk assessment Keep appropriate records Ensure DBS is up to date	<i>Trustees</i>		
Accidents	Individual and adult volunteers Slips, trips, falls, hazards in store and on route	Volunteers to report any slips, trips and falls that happened during their delivery activities to be recorded in accident book	On going review of this risk assessment Keep appropriate records Ensure DBS is up to date	Trustees		
Animals	Individual adult volunteers and householder Risk of physical or mental injury from coming into contact with dangerous/nuisance animals	Check with household to ensure they don't own a dangerous/nuisance animal and that deliverer won't come into contact with any on-site animals	On going review of this risk assessment Keep appropriate records Ensure DBS is up to date	Trustees		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Annual review by whom	Date of review
Carrying/Weight limit	Individual, adult volunteers Possible strains and injury from carrying heavy loads, or lifting/ carrying incorrectly	When HH receives new request for delivery service check that allocated deliverer is able to carry additional papers within weight restrictions If householder asks volunteer to carry out additional task, volunteers to clear with trustees first.	On going review of this risk assessment Keep appropriate records Ensure DBS is up to date	Trustees		
Road safety - cyclists	Individual, adult volunteers Injury from accident with pedestrian, car, motor cycle or bike	Ensure if delivering by bike that volunteer is aware that it is illegal to cycle on pavements Use cycle lanes where possible Has lights in good working order Bike maintained regularly Wear a cycle helmet Not to carry weight that will affect balance High Visibility clothing if appropriate				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Annual review by whom	Date of review
Road safety – pedestrians	Individual, adult volunteers	Wear light coloured clothes, or high visibility clothing, when working in dark conditions Wear clothing suitable for weather conditions e.g. Sun screen, waterproofs etc.	On going review of this risk assessment Keep appropriate records Ensure DBS is up to date	Trustees		
Crime prevention/ personal safety	Individual adult volunteers Householder	Always carry mobile phone Never collect or accept money Never accept abusive language and report any incidents to Hub Trustees. Don't enter householder home If followed seek passer-by assistance or go to nearest house but don't enter property If attacked shout, scream, Do not fight but try to escape to well-lit area. Leave papers behind. Repor to trustees any concerns re. well-being of householder	On going review of this risk assessment Keep appropriate records Ensure DBS is up to date	Trustees		



On behalf of HemingfordHub

Review of Risk Assessment - March 2025

Health and Safety

Volunteers should ensure newspapers are pushed through the letter box completely so it does not indicate that the property is unoccupied.

Volunteers should report accidents/incidents to a trustee so it can be recorded in the accident book.

Volunteer should always carry a mobile phone