



HemingfordHub - Activity risk assessment

Activity: Lifts

Date of First Risk Assessment: March 2024

Location: Various Locations

Time/frequency: as required

Name of those responsible: All trustees

Date to be reviewed: Reviewed on March 2025 Next review March 2026

Note: Requests for lifts to medical appointments are either received by phone or email or passed on to volunteers via WhatsApp. Details of person requesting a lift are passed on privately to volunteer. Details required are: where to, single or return trip, length of appointment, date and time, number of passengers, any mobility issues. Lift givers must have a valid/clean driving licence, insurance and MOT. This task is not covered by HH's insurance but drivers should notify their insurance company that they are driving as a volunteer.

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	Review Date
Safeguarding.	<p>Passenger and Volunteer</p> <p>Abuse, risk of harm from unvetted, unsuitable personnel. Harm from inappropriate communication</p>	<p>Safeguarding policy for adults is in place and can be found on HH website. Any concerns for the well-being of the passenger/s must be reported to the trustees with Data Protection and Confidentiality being observed.</p> <p>No children to be given lifts</p> <p>Record of the lift to be stored – date, time, lift to and from, passenger and volunteer</p>	<p>Review policies regularly</p> <p>Ensure DBS checks are kept up to date, not expired, review training regularly</p>	<i>Trustees</i>		
Injury	<p>Individual adults and volunteers and public</p> <p>Slips, trips and falls.</p>	<p>Care should be taken when helping individuals into and out of vehicles. Drivers should seek assistance if necessary, Volunteers to be notified of any specific medical issues/injuries in relation to getting passengers in and out of the vehicle/ movement of passengers – e.g. recent hip replacement, impaired vision, can get dizzy spells etc.</p>	<p>Review policies regularly</p> <p>Ensure DBS checks are kept up to date, not expired, review training regularly</p>	Trustees		

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Accidents and break-down	Individual adults, volunteers, members of the public Injury sustained in the event of an accident or breakdown.	All accidents must be reported to HH trustees who should investigate and log in the Accident Record Book Alternative transport should be arranged if necessary Ensure all volunteers have breakdown cover.	Review policies regularly Ensure DBS checks are kept up to date, not expired, review training regularly	Trustees		
Parking	Volunteers, passengers and public	Volunteers should ensure they are parked safely in a permitted place If necessary drop passenger outside location, park safely, and return to assist passenger into appointment.	Review policies regularly Ensure DBS checks are kept up to date, not expired, review training regularly	Trustees		

Review of Risk Assessment - March 2025

Volunteers should always carry a mobile phone

If possible two volunteers should help passengers in and out of the vehicle

Incidents/accidents should be reported to a trustee so the accident book can be completed. Drivers should carry contact information for trustees

Volunteers should ensure that passengers are well enough to attend an event and travel in the vehicle.