



Everything you need to attract, manage and retain volunteers

Our Volunteer Management Toolkit is free and available to any group or organisation working with volunteers.

You can find it at vcsutton.org.uk/organisations/volunteer-management-resources

Volunteer Management Toolkit: Policies and Procedures

Risk Assessment Template

Updated 12.3.2021

(Insert organisation / logo)

(Insert project) Risk Assessment

Company Name	
Activity Title	
Activity Time/Date	
Activity Location	
Activity Description	
Assessed By	
Signature	
Assessment Date	
Date Review Due	

The risk assessment should only be approved once all hazards have been identified, the control measures to be used are agreed, and the overall risk ratings are considered acceptable.

Declaration					
Assessor		Signature		Date	
Manager		Signature		Date	
Department				Tel or email	

We hope that you have found this helpful. If you would like any further information on the guidance provided or would like to make a suggestion on a resource that could be added to our Volunteer Management Toolkit, we would love to hear from you.

To receive all the latest resources and updates, sign up to our organisations mailing list at vcsutton.org.uk/organisations/organisations-newsletter-sign/