

Risk assessment

Company name: **BURTON HOPE CHARITY**

RISK ASSESSOR ANNE BRADSHAW

Date of **ASSESSMENT 05/01/2021**

REVIEW DATE. 05/01/2022

FOOD STORAGE BOXES FOR TRANSPORTATION FOR FOOD PARCELS INTO THE COMMUNITY. TIER 4/LOCKDOWN PROCEDURES V2

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Food storage Boxes in Volunteers Cars.	Volunteers by Infection/Cross Infection. Food parcel recipients if this task is not done.	All Food Storage Boxes must be sanitized before and after use. Inside and Outside including lids. If boxes are kept in Volunteers Cars, this should be done before going down to First Base to load up to give boxes time to dry out. And again after storage boxes are empty. Wearing disposable	Purchase of spray sanitizer or anti-bacterial wipes and disposable cloths/towels for Food Delivery Volunteers to use. Boxes to be sanitized inside and out and allowed to dry before loading up with food parcels. Read the Caution note on the bottles of sanitizer or wipes for allergens to skin Disposable gloves must always be worn.	Purchaser of goods to supply to volunteers. All Food parcel delivery volunteers. /Storage co - Ordinator to over see that the task has been done.	5/1//2021 and ongoing until further notice	

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		gloves for this task				
Disposing of PPE and wipes/paper towels	Volunteers.	PPE must be changed regularly and double bagged. Then disposed of in the household black bins. Paper towels/disposable cloths must be disposed of in the same way. Hands to be sanitized on removal of gloves and cleaning boxes if soap and water is not available.	Volunteers to carry plastic bags in their cars ready to place PPE/Paper Towels/Disposable cloths. These must be double bagged and disposed of in dustbin.	All Food Parcel Deliverers.	5/1/21 and ongoing.	
Not enough Sanitizer/Paper towel/disposable cloths for each volunteer available if shortages.	Volunteers. Not enough sanitizer/anti-bac spray for each volunteer who deliver food parcels.	Sanitisers/anti-bac spays may be in short supply. The alternative may be carried out only if there is not enough to go around for	If no sanitizer or anti bac spray can be found, Hot Water and detergent can be used or a solution of hot water and bleach. Follow manufacturer instructions. Always allow boxes to dry	Storage co Ordinator/food parcel volunteers	05/01/21	

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		<p>each volunteer to have. Boxes will be needed to be sanitized down at first base. Time must be given for the boxes to dry out before loading up and then re sanitized after drops have been made and boxes are empty.</p>	<p>before use. Always read the labels for allergens/cuations. Use outside or in ventilated area's. Always wear PPE for this. And masks if available do not inhale fumes</p>			
Assessor	Anne bradshaw	05/01/2021				
	Review date	As needed if things change				