

Risk assessment

Company name: **BURTON HOPE CHARITY**

Assessment carried out by **Anne Bradshaw**

Date assessment done. **05/01/2021**

Date assessment review . **12 months or sooner**

. Tier 4/ Lockdown Covid 19

HOPE2HOME - MAKING UP FOOD PARCELS

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
Infection Control/Cross Infection	Volunteers loading boxes used for transportation and storage of completed food parcels. Viral Transmission by not carrying out proper sanitation.	Storage boxes have been purchased for transporting food parcels into the community. Before use sanitize inside and outside boxes incl lids, and before each new supply of loaded carrier bags are put inside. Disposable gloves must be worn, changed after each	All areas that have been touched during the opening and closing of the container, and collection process must be disinfected after touching. Keys and locks to the containers must be disinfected after touching and opening/closed. Light switches also. Container Handles also. ANY AREA'S that have	Storage Co Ordinator's/ Volunteers working in containers/Food Parcel Distributors and those making up the food parcels	5/1/2021	Ongoing every day/during the day.

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
<p>Infectioncontrol/cross Infection cont....</p>		<p>activity and disposed of safely. Double bag, used discarded gloves and any paper towels that may be used after hand washing. Sanitize hands before putting gloves on and taking off if hot water and soap is not available. Disinfectant/ wipes are left in the container for use.</p>	<p>been touched must be disinfected and ready for the next person entering the unit. All volunteers must flag up any risks not identified by this risk assessment. Volunteers must do their Due Diligence at each visit to First Base and Hope House. Anyone who is unwell for any reason must not go to Hope House to make up or deliver food parcels.</p>	<p>Hope2Home Co Ordinator to ensure that all Volunteers working on Hope 2Home are familiar with this Risk Assessment and will sign to say that it has been read and understood.</p>	<p>5/1/2021</p>	
<p>HOPE HOUSE ACCESSIBILITY</p>	<p>Volunteers are put at risk of</p>	<p>Volunteers to liaise with each other on</p>	<p>Social Distancing of Volunteers. Maximum of</p>	<p>Co-Ordinator/Volunteers</p>	<p>05/01/21 and ongoing</p>	

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
LEVELS HOPE HOUSE ACCESSIBILITY LEVELS	contracting the virus if safe restriction measures are Not followed, by keeping numbers of volunteers to a minimum when working.	messenger page to ensure that Covid 19 restrictions are followed regarding avoidance of volunteers meeting up in HH and Containers.	2 unrelated volunteers working in separate rooms (1 Volunteer unrelated, in each room) 2 related/in relationship can work in the same room. Numbers must be kept a minimum as legislation. PPE to be worn and made available			
Unidentified risks	Lack of awareness	Informing Risk Assessor of unidentified risks	Inform Anne Bradshaw Safeguarding Co ordinator	Volunteer discovering risk	On going	
PPE not being change regularly	Transmission of virus'	All Volunteers are made aware of good Hand Hygiene and policy	PPE is available at all times .	volunteers	ongoing	
RISK ASSESSOR	ANNE BRADSHAW	5/1/21	REVIEW 12 MONTHS or sooner if needed			

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