

## Risk assessment template

Company name: **BURTON HOPE**

Assessment carried out by: **Anne Bradshaw**

Date of next review: **5/1/2022**

Date assessment was carried out: **5/1/2021**

TIER 4 / LOCKDOWN

COVID 19

DONATIONS2HOPE/SORTING at FIRST BASE.

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
<b>Infection/Cross Infection</b>	Volunteers working in stores. Illness resulting in minor or major issues/death	Donations are put into Quarantine on delivery to Market Place for 5 days. . GLOVES MUST BE WORN and changed at regular intervals. Bags dated. Ensure your mobile phone is charged up, whilst at the containers. Inform Burton Hope of any health issues . .	All touchable surfaces and handles to be sanitized before sorting. Hands to be washed where possible before putting on gloves. Hand Sanitizer must be used before putting on gloves if no water/soap available. Wash Hands/sanitize before leaving the unit. Check Date label on the bags for	Storage Co Ordinator/Volunteers.	From Today 5/1/2021	

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<p><b>Infection/Cross Infection cont.....</b></p>			<p>Quarantine Dates. 5 days. 24hrs for Food Donations taken to Hope House.</p> <p>Social Distancing of Volunteers. Working in separate rooms Maximun of <b>2 unrelated</b> volunteers working in separate rooms. (<b>1 in each room.</b>) <b>2 related volunteers</b> can work together in the same room.</p>	<p>All Volunteers</p>	<p>5/1/2021</p>	
<p><b>Injury/illness./Accidents</b></p>	<p>Volunteers</p>	<p>Inform Burton Hope of any Health issues and what needs to be done for you in an emergency.999/111</p>	<p>Update Co Ordinator as and when health issues change.</p> <p>First Aid Box under the sink at Hope</p>	<p>Co Ordinator's/Volunteers First Aider /Named person for safeguarding.</p>	<p>5/1/2021</p>	

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<b>Illness/injury/accidents</b>		if needed. If first aid is needed. Access First Aider at main Office. If accidents always fill in accident form	House also Accident Forms. Inform Risk Assessor if you find any unidentified risks Carry out your Due Diligence. Follow RIDDOR. In cases of reportable injuries. No Volunteer to attend Hope House if Unwell.			
<b>Slips/Trips/Falls</b>	Volunteers/Visitors resulting in minor to major injuries.	Awareness of uneven ground on approach to Hope House Containers.	Point out risks to anyone in the area of uneven ground, Place Hazard Cone if available. Due Diligence.	Co Ordinator/volunteers	5/1/2021	
<b>Moving/Handling</b>	Volunteers/back injury	Making Volunteers aware that they must not exceed their capabilities when picking up Donation	Volunteer to take responsibility for keeping themselves well and accident free by following the risk assessment. To look	Volunteers working in stores	5/1/2021	

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		bags/boxes. To inform Burton Hope of any Back issues	after own back care at all times. Accept Moving and Handling Training when this becomes available.			
<b>Lone Working</b>	Volunteers resulting in attacks/intimidation by intruders	Following Lone Working Policy and Buddy up system. Fully charged mobile phones. Not accessing Hope House after Dark at any time unless accompanied, following restrictions. Lighting is in place.	. Work only in day light if possible. Assess your surroundings on arrival at Hope House. 999 if there are any threats. Do Not confront. Leave the area.999. Co Ordinator and Volunteers to read R.A. and sign that they have read it. This forms part of Burton Hope's paper trail and must be kept available if asked for.	All volunteers visiting Hope House at all times  Co Ordinator to ensure members of the team are fully aware of this risk assessment and that the signature sheet is signed by all.	5/1/2021	

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<b>HOPE HOUSE VOLUNTEER ACCESSIBILITY</b>	Covid 19/New Variant Transmission	Volunteers to liaise with each other on messenger to ensure that Covid restrictions are followed regarding avoidance of volunteers meeting up in HH and containers.	Follow Covid 19 restrictions diligently	Volunteers who need to work/visit Hope House	5/1/2021	
<b>Risk Assessor</b>	Anne Bradshaw	Date 4/1/2021	Review date - 12 months- or sooner if change in Government Directive or if systems change			

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)