

# BOLTON HOSPICE RISK ASSESSMENT FORM

**NAME/JOB TITLE:**

Cathy Wright/Head of Retail

**SIGNATURE**

C D Wright

**DATE:**

10/06/2020

**ASSESSMENT NO:**

**RA0298**

**LOCATION/TASK:**

**Collecting Furniture from Donor's Homes and working with volunteer colleague less than 2 metre distance during Covid19 Pandemic– maintaining safety for all involved.**

Risk Identified	Who might be harmed	Controls already in place	Risk Factor			Further action required	Responsibility	Review date
			Likelihood 1 - 5	consequences 1 - 5	Total L x C=S			
Contract covid 19 in the working environment. 2 people Travelling in a van together. 2 people collecting furniture from Donor's homes	Staff Volunteers Donors	Both parties to wear masks when travelling in a vehicle together. Forward face at all times. If you sneeze or cough turn away from your colleague. Open the window if possible. Dispose of mask in the bag provided and replace mask. Sanitise your hands.	2	3	6			01.07.2020
Entering a property collecting furniture.	Staff Volunteers Donors	Ask the household member to maintain the 2 metre distance rule (this will have been explained by office staff) Assess by viewing that the furniture will pass through exit points freely. Wherever possible and in properties that are resided in, furniture will be collected from one designated room on the ground floor. Vacant properties – staff/volunteers can move freely around keeping touch points to a minimum, removing furniture that is easily accessible and saleable. Confirmation will be given to the drivers of why the house is vacant. PPE Provided:- Hand Sanitiser, Disinfectant Wipes, Hand Towel, Cleaning	2	3	6			

<p>Keeping the van clean and PPE for maintaining hygiene for collections operatives.</p>		<p>Spray, Gloves and small bin liners. If using gloves remove after each collection and safely dispose of them into the bin liner. Dispose of the bag on return to Furniture Plus.</p> <p>Keep clean all touch points of the van :- Steering Wheel, Hand Brake, Gear Stick, Indicator, Internal and External door handles, mobile phone and Radio. Sweep the van daily. The Hospice Employee to give instructions to the Volunteer Operative of who will be handling which touch points on the shift. This will keep touch points to minimum person handling throughout the day.</p> <p>Wash hands regularly throughout the day with hot water and soap.</p>	2	3	6			
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**ALL RISK ASSESSMENTS MUST BE RETURNED TO [marie.chadwick@boltonhospice.org](mailto:marie.chadwick@boltonhospice.org)**

**If total risk rating is 9 or over, the risk assessment must ALSO go to Corporate Services Manager or Facilities Manager.**

**If your risk is rated 16 and over, alert the CEO or CSD immediately**