

# BOLTON HOSPICE RISK ASSESSMENT FORM

<b>NAME/JOB TITLE:</b>	Cathy Wright/Head of Retail	<b>SIGNATURE</b>	C D Wright
<b>DATE:</b>	23/06/2020	<b>ASSESSMENT NO:</b>	<b>RA0302</b>
<b>LOCATION/TASK:</b>	Astley Bridge Loading Bay- Accepting donations- Collection of waste and rag.		

Risk Identified	Who might be harmed	Controls already in place	Risk Factor			Further action required	Responsibility	Review date
			Likelihood <b>1 - 5</b>	consequences <b>1 - 5</b>	Total <b>L x C=S</b>			
Staff and Volunteers accepting donations while preventing the spread of Covid19.	Staff Volunteers Donors	<p><b>Donations to be accepted at the rear loading bay only. Donors to place donations onto the floor of the store room via the loading door. Donors will be given instruction of acceptable items. There will be a strict conduct on accepting only saleable goods.</b></p> <p><b>Clothing/Material donations to be stored in the bays, fill one bay up at a time until it is full, bric-a-brac/toys to be stored on the table and cleaned before going on sale. Surplus bric-a-brac must be bagged or boxed to be sent to another shop. We will not be accepting books cds, dvds, computer games and soft toys for the time being.</b></p> <p><b>Gift Aid file will be available for gift aid donors. Donors to complete the form and take their own card. Volunteers/staff to ensure that the stickers have been attached to the correct bag.</b></p>	2	3	6			01/10/2020
Volunteers and staff handling donations while preventing the spread of Covid 19	Staff Volunteers	<p><b>A cleaning Station is available in the sorting room, i.e hand sanitiser, disinfectant wipes and</b></p>	2	3	6			

<p>Managing the car park, preventing overload and aggression. Refusing Donations – unhappy donors, possible conflict</p>	<p>Staff Volunteers Donors External Providers</p>	<p>disposable towel. Gloves will be available to wear while transporting donations from the floor into the bays. Gloves must be changed regularly, wash your hands with soap and water or hand sanitise before replacing gloves. If you choose not to wear gloves, hand sanitise or wash your hands regularly. (See SSOW, how to remove gloves) Masks are available and must be worn if you are working within 2 metres of another person.(see SSOW on how to wear masks) As each bay fills with donations, they must be labelled with the “Donation Day” and “Quarantine End” date. After day 3 transport the donations from this bay into the sorting room. Rag items as normal and store the rags in the Vault. Waste and goods destined for Furniture Plus also to be stored in the vault. Pre-arranged collections of waste and rag will be scheduled.</p> <p>The car park will be used for donations/waste and rag collections only, this will reduce the impact of the car park being full at any one time. Customers to park off site. Donors will be given instruction of acceptable items. Clear explanation given to the donor should appease any irritation. The car park is clearly marked with yellow grids and definitive parking slots. Should the car park get full to capacity at any time, the barrier will need to be managed to allow exit of cars before allowing any more cars on the car park.</p>	<p>2</p>	<p>2</p>	<p>4</p>			
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<p>Working within two metre social distancing with colleagues</p>	<p>Staff Volunteers</p>	<p><b>The store room is a large space where three members could work comfortably social distancing with a routine pattern and each team member knowing and respecting the working pattern.</b></p> <ul style="list-style-type: none"> <li>• i.e taking donations onto the store room floor.</li> <li>• Moving donations either from the floor into a bay or into the sorting room.</li> <li>• Arranging the bric-a-brac either for another shop or for display in the shop.</li> </ul> <p><b>Signage to be displayed within the store room stating how many staff can work in there. Breaks to be managed accordingly.</b></p>	<p>2</p>	<p>2</p>	<p>4</p>			
<p>External Providers Collecting Rags and Waste. Hospice Staff moving stock to other shops while preventing the spread of Covid19</p>	<p>Staff Volunteers</p>	<p><b>External Providers, Hospice Staff and Collection Operative Volunteers visiting the shop to remove goods, must hand sanitise on entering and leaving the premises.</b></p> <p><b>Scheduled slots to be arranged for collections. If collections are arranged during trading hours we will need to cordon off part of the shop while the collection takes place to prevent congestion.</b></p> <p><b>If two people are working together at less than 2 metres, masks must be worn.</b></p> <p>Hand washing should be done regularly with soap for 20 seconds. Do not touch your face.</p> <p><b>Wash your hands with hot water and soap before and after your shift.</b></p>	<p>2</p>	<p>2</p>	<p>4</p>			

**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**