



BOLTON HOSPICE RISK ASSESSMENT FORM

NAME/JOB TITLE: Cathy Wright/Head of Retail **SIGNATURE** C D Wright

DATE: 07/07/2020 **ASSESSMENT NO:** RA

LOCATION/TASK: Collecting General Goods 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 general goods 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			01/10/2020
Entering a property collecting furniture confidently.	Staff Volunteers Donors	Donors conform to a CV-19 safety questionnaire by the retail administrator prior to us scheduling a collection. Ask the household member to maintain the 2 metre distance rule. Assess by viewing that the donations comply with what we can accept. Wherever possible and in properties that are resided in, goods will be collected from outside of the property, if this isn't possible, we ask that all goods are placed in one designated room on the ground floor. Ensure all donations that can be, are bagged or boxed. Vacant properties – staff/volunteers can move freely around keeping touch points to a minimum, removing goods that are accessible and	2	3	6			

Distributing goods to shops.	Staff Volunteers Customers	<p>saleable. Confirmation will be given to the drivers of why the house is vacant. Wear masks whenever you cannot maintain social distancing. PPE Provided:- Hand Sanitiser, Disinfectant Wipes, Hand Towel, Cleaning 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 a shop or the office.</p> <p>Clothing donation needs to be quarantined for 72 hours before being handled by our staff and volunteers. Distribution of donations to shops need to be logged with the "Date Donated", there are documents provided to record this information. Bric-a brac and toys need to be cleaned prior to being displayed on the shop floor. There will be nominated shops accepting donations from the "Van". We are not accepting books, cds, dvds, soft toys and computer games at the present time. Donors will have been informed of this. On entering a shop, maintain the 2 metre social distance rules.</p>	2	3	6			
Keeping the van clean and PPE for maintaining hygiene for collections operatives.		<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 regarding 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			

ALL RISK ASSESSMENTS MUST BE RETURNED TO 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