

BOLTON HOSPICE RISK ASSESSMENT FORM

NAME/JOB TITLE:

Cathy Wright/Head of Retail

SIGNATURE

C D Wright

DATE:

11/06/2020

ASSESSMENT NO:

RA0300

LOCATION/TASK:

Accepting Donations at the Front and Rear of Furniture Plus

| 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 | | | |
| Preventing the Risk of Spread of Covid 19 via incoming donations of clothes, bric-a-brac and furniture. Front of store. | Staff Volunteers Donors | There is a Dolav tub positioned at the front of store, donors will be asked to place clothing and bric-a-brac donations into the tub. There will be minimum contact with staff and volunteers touching these bags. Staff/volunteers may have to stick a gift aid label onto the bag or box. The contents of the bags will be quarantined for 72 hours prior to being handled. (Quarantine will most likely be at another shop, delivered by hospice staff) If the dolav tub fills within a day, the tub will be wheeled to the back of the warehouse and replaced with an empty tub. The tubs will be distributed to shops by hospice staff daily. Small pieces of furniture can be left at the side of the dolav tub, where they can be cleaned, priced and displayed on the shop floor. We will not accept large pieces of furniture at the front door, this would cause congestion and trip hazards. | 2 | 3 | 6 | | | 01/10/2020 |
| Back of Store | Staff Volunteers Donors | Scheduled donor deliveries for Thursday and Friday's can be arranged via our office. | 2 | 3 | 6 | | | |

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|--|--|---|--|--|--|--|--|--|
| | | <p>Donors will be given a time slot of morning or afternoon, we will ask for an itinerary of the donations and inform the Shop Manager what to expect. We will ask the donor to arrive with PPE – mask.</p> <p>Our staff/volunteers will accept the donations at the back of store, using PPE. If the donor arrives without a mask, they must either stand 2 metres back or allow our staff to move the goods, or it is at the Managers discretion if we accept or we offer a mask. All goods must be wiped down and cleaned prior to being displayed on the shop floor.</p> <p>Donors must not enter the warehouse unless it is to help deposit their donation. They must then return to their vehicle.</p> <p>The donor should only gain access to the communal area if it is clear of vehicles. If there is a vehicle present, the donor will need to wait on the car park until access is clear. There should only be one vehicle in this area at any one time.</p> | | | | | | |
|--|--|---|--|--|--|--|--|--|

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