



**Bolton Hospice**  
caring from the heart

# BOLTON HOSPICE RISK ASSESSMENT FORM

**NAME/JOB TITLE:**

Cathy Wright – Head of Retail

**SIGNATURE**

CDW

**DATE:**

23/06/2020

**ASSESSMENT NO:**

**RA0303**

**LOCATION/TASK:**

External collections from Furniture Plus/ External visitors attending site

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 external service providers visiting Furniture Plus to the front and rear of the store.	Staff Volunteers Donors Members of the public	<p><b>Scheduled collections of waste, metals, cardboard and Furniture Deliveries to be pre- arranged. Wherever possible these can be scheduled out of trading hours.</b></p> <p><b>External visitors are to wear masks if they come within 2 metres of Hospice staff and volunteers.</b></p> <p><b>If external visitors require the assistance of hospice staff /volunteers, the safety measures must be adhered to at all times.</b></p> <p><b>See SSOW</b></p> <ul style="list-style-type: none"> <li>• Communal Area</li> <li>• Electric Shutter</li> </ul> <p><b>To reduce the risk of movement between customers on the shop floor, Fire checks via external providers must be arranged outside of trading hours.</b></p> <p><b><u>General Housekeeping</u></b> <b>All visitors to hand sanitise as they enter and leave the building.</b></p> <p><b>Hand washing for 20 seconds with hot water and soap is recommended regularly.</b></p>	2	2	4			23/10/2020

**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 Support Services Manager or Catering and Housekeeping Manager**

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