

RISK ASSESSMENT FORM - For Foodbank centre @ TAB, to open up a 'walk-in service' for clients during Covid 19 crisis

Risk Assessment Number:		1		Date Of Assessment:		1 st July 2020	
Risk Assessment Location:		Foodbank centre @ the TAB & outside area		Department:			
Task / Work Activity / Work Area Assessed		Giving food parcels to clients/ packing food parcels/ Assessed - The FB room, corridor into room outside area & toilets		People Involved In Assessment:		Julie Denyer, Pedro Free & Katharine Campbell	
Foodbank Clients & Volunteers, TAB staff		X		New & Expectant Mothers		<input type="checkbox"/>	
				Manual Handling		<input type="checkbox"/>	
				Display Screen Equipment (DSE)		<input type="checkbox"/>	
1. Persons Affected By The Activity	2. What Hazards Have Been Identified?	3. Control Measures Already In Place	4. Further Control Measures Identified As Necessary	5. Action on measures		6. Work Completed. Date And Signature	
				Allocated to (Name)	For completion by (Date)		
Foodbank Clients & Foodbank volunteers/FB & TAB staff	<p>1. People not being able to keep a 2 metre distance from each other.</p> <p>2. Specific danger areas of meeting in corridor into room and outside whilst queuing</p> <p>3. having access to cleaning hand facilities</p>	<p>1. We have 2 tables in the room which are 15 foot apart and client/volunteer are on opposite side of the tables allowing for social distancing for volunteers & clients</p> <p>2. Only 2 people @ the centre during opening</p> <p>3. We have hand sanitizer, gloves and masks available</p> <p>4. Volunteers are able to use the ladies toilet for ablutions - which are cleaned regularly</p> <p>5. Volunteers are aware of social distancing and hand cleaning</p> <p>6. The work area is cleaned each day after a session with anti bacteria solution</p>	<p>1. Floor needs to be marked so clients know where they are not allowed to go & directing client to the right & left tables</p> <p>2. Notices made for Tab gates informing people - only foodbank clients allowed, times of opening and other distancing notices as necessary</p> <p>3. Extra person recruited to manage the flow of clients & give directions in & out of building.</p> <p>4. A marked queuing system to be put in place outside to control the flow of clients coming in & going out of the centre</p> <p>5. Full training given to volunteers of the new system during the first week of operation</p> <p>6. Toilets - clear signs that toilets are not in use for clients</p> <p>7. Signs for clients to use hand sanitizer</p> <p>8. Work towards getting Foodbank agencies to continue to send email referrals or giving out red vouchers, if they are able</p>	Julie Denyer Katharine Cambell & Pedro Baldy	13.07.20		