

Dated: 10th December 2023
Meryl Prail

Assessed by: CEO

Sprinter Van Food Fundraising Events Risk Assessment

SEVERITY		LIKELIHOOD
No Injury	1	Never
Minor Injury	2	Seldom
Injury	3	Possible
Serious Injury	4	Probable
Death	5	Always

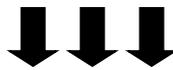
Risk
Rating

Severity Likelihood

X	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Risk
Rating

Severity Likelihood



Hazard	Risk				Control Measure			
Trapping Fingers	Personal injury from use of van kitchen and appliances	4	4	16	Training for volunteers operating the FT for the first time on how to safely open and close the hatch, awareness of rear door closures and locking devices.	3	2	6
Injury from serving hatch closure: back injuries or similar.	Back injury possible Pinching fingers Hitting in the face or back of head	4	4	16	Training and signage to show that the hatch must be closed by two volunteers at either end, both standing on very small stools: training also given to be aware of trip risk while on the stools or stepping on and off.	4	2	8
Injury from serving hatch opening:	Hit a someone stood outside the van in the face	4	4	16	Training and signage to show that the hatch must be opened carefully and slowly. Signage and verbal instruction given to volunteers to alert people outside the van to step back and that hatch will be opening.	4	3	12
Injury from fire or hot water	Burns from stove of hot water tea urn.	4	4	16	Training on how to use the gas oven. Oven Gloves provided. Fire blanket and fire extinguisher provided. Hot water warning signage First aid kit on top shelf	4	3	12

Falling out of rear door	Cause serious injury.	4	3	12	Internal and external signage warning of step hazard; volunteers trained to use grab handles to get in and out.	4	3	12
Slipping on steps at rear of van (rear door)	Cause serious injury.	4	3	12	Internal and external signage warning of step hazard; volunteers trained to use grab handles to get in and out. Volunteers to keep steps clean and wiped with blue paper towel provided.	4	3	12
Latching the internal cab access door and therefore being unable to exit serving area in the event of an emergency.	Unable drive away to remove the volunteers safely from a potentially dangerous situation.	4	5	20	Signage and training for volunteers to check door access is open to cab before commencing service.	4	4	16
Food Standards Breaches when heating up soup and baked beans etc.	Food Poisoning	4	4	16	Food Hygiene level 2 training completed by every volunteer preparing or serving food.	3	2	6
Roller Advertising Banners	Trapped Fingers. Banner shooting down onto head.	2 4	6 5	12 32	Open the footplate first and stand on the footplate. Open the pole contained in a bag and make sure it is locked in place. Roll up banner and place pole in the top of banner in the designated place. Slowly push out banner out and up to the maximum position. Slowly to ensure pole does not come out. Bring the banner to a vertical position and place bottom of the pole in the designated place at the bottom. To put away. Take out the bottom of the pole when standing on foot pale. SLOWLY bring the banner down until you can grab the top safely. Slowly guide the banner back into its casing. DO NOT ALLOW ANOTHER PERSON TO STAND IN FRONT OF THE BANNER at this point.			

Temporary chairs and tables.	Carrying in and out of the vehicle Trip hazard	3 2	2 4	6 8	Carry one chair or table at a time. Climb in and out of the vehicle first then pick up the item. Do not climb out while carrying items. Ensure chairs and tables are erected safely and not in a thoroughfare or near pavement edges.			
Gazebo Erection	Blowing away Trapping Fingers Lifting				<p>NOT USED IN WINDY CONDITIONS, the Gazebo is provided for wet-weather conditions only, with weighted support legs. Potential trip hazard, with setting up and dismantling requiring much care and consideration due to moving parts of equipment; potential pinch points in mechanisms, the weight of collapsed (or collapsing) gazebo might cause injury if unstable at the time of assembly/disassembly.</p> <p>Recommended that only persons made familiar (trained) with assembly operate the gazebo. Additional caution should be taken, ensuring the number of people assembling is appropriate.</p> <p>The weight of the gazebo is of some concern in the disassembly during poor weather. Ensuring the correct number of people are assisting, issues are unlikely. But caution must be taken.</p>			
<u>CONFLICT OF ANY KIND</u>	To reduce the risk of injury and promote Safe-guarding	5	3	15	<p>The rear doors of van MUST be closed during the session, at all times.</p> <p>One volunteer must wear a a personal alarm during the session.</p> <p>During conflict designated driver to get into the cab. The bulkhead door opens into cab to drive away. Two volunteers outside get into vehicle. All volunteers leave together. You can return afterwards to pick up your vehicle.</p> <p>IF necessary, leave side hatch open and drive around the corner to a place of safety before closing hatch.</p> <p>KEEP VOLUNTEERS SAFE AS PRIORITY</p>	5	5	25



VAN AND EMERGENCY PROTOCOL PLEASE READ

- DECIDE who is LEAD from rota THIS SHOULD BE THE DRIVER WITH THE CAB
- KEYS to take charge in case of Emergency.
- DRIVER TO BE AN OUTSIDE VOLUNTEER. This means you can access
- the CAB to drive away quickly.
- SAFEWORD Phrase: **Is the oven on?**
- Keep the back doors of the van always closed and LOCKED
- Double check the bulkhead door is unlocked from the CAB side so access cab be made int the cab in event if an emergency.
- Driver MUST have keys around their neck.
- They are responsible for unlocking back door for outside volunteers to enter van in case of an emergency.
- Driver to gain quick access to cab to drive away. All volunteers are insured over 25 with clean licence. A few of you have contacted me with points, the insurance company know about this.



- A volunteer MUST wear the personal alarm. It is turned on by holding down the button on the side. To activate hold the SOS button.
The call centre will listen in and if necessary, speak to you or call the police. It is advisable to call 999 also if this can be done safely.
- IN AN EMERGENCY: VOLUNTEERS INSIDE VAN SIT ON FLOOR OUTSIDE VOLUNTEERS GET INTO CAB AND DRIVE AWAY.
- DO NOT LEAVE ANYONE BEHIND.
- You can go back to pick up your car later.
- It is important that volunteers are safe above and beyond anything else.
- DEBRIEF and meeting point, if necessary, Co-op Carpark in Speen, London Road A4. Go and pick your cars up when it is safe to do so.

<https://www.manualslib.com/manual/1378202/Skyguard-Mysos.html?page=5#manual> This is the instructions to refresh you how to use the alarm.

** Given the current pandemic situation, we continue to operate our service provision outside of premises, adopting certain processes and procedures which would not ordinarily be undertaken.*

*** the current provision is outside and not within premises, therefore certain government restrictions, limitations, guidance and advice isn't entirely appropriate in the circumstances. However, in an effort to encourage social distancing, a queuing mechanism has been adopted to facilitate this.*

Dated: 6th June 2022
Assessed by Meryl Prail