

## General Risk Assessment

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

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

Hazard	Risk	Severity	Likelihood	Risk Rating	Control Measure	Severity	Likelihood	Risk Rating
Lone Worker	Personal injury, conflict	3	3	9	No lone working permitted when performing any operational function – all potential lone workers must have an ‘escort’ as necessary to mitigate against safeguarding issues	3	2	6
Trip/ Fall	Serious injury possible	4	3	12	Stairways are to be kept clear at all times, with heavy items being moved up and down stairs by more capable or mobile employees or volunteers.	4	2	8
Assault of other Conflict	Cause injury / death/ stress	3	3	9	No lone working permitted when performing any operational function. Volunteers are offered guidance in deflecting topics and issues and to remove themselves from any potential conflict.  (Service users are asked to leave in the event of foul, threatening, abusive, intimidating language or behaviour)	3	2	6
Fire	Cause serious injury / death	4	3	12	Premises will have been assessed for fire safety and prevention; however, employees and volunteers are not trained in fire management.	4	2	8

Struck by Moving Vehicles	Cause serious injury / death	4	3	12	Premises border a public pavement and public road. Personal awareness is essential as liability for events in this vicinity is unlikely to be the responsibility of the organisation.	4	1	4
Needles	Cause serious injury / death Infection / contamination Risk of HIV, Hepatitis etc.	4	3	12	Employees and volunteers are instructed not to deal with any finding of needles, and to report such findings when on organisation premises.	4	2	8
Drug Paraphernalia	Cause serious injury / death Infection / contamination Risk of HIV, Hepatitis etc.	4	3	12	Employees and volunteers are instructed not to deal with any finding of drug and paraphernalia, and to report such findings when on organisation premises.	4	2	8
Anti-Social Behaviour (Individuals Under Influence of Drink and/or Drugs)	Personal injury, conflict	3	3	9	Volunteers are offered guidance in deflecting topics and issues and to remove themselves from any potential conflict	3	2	6
Anti-Social Behaviour (Foul Language, Offending)	Personal injury, conflict	3	3	9	Volunteers are offered guidance in deflecting topics and issues and to remove themselves from any potential conflict.  (Service users are asked to leave in the event of foul, threatening, abusive, intimidating language or behaviour)	3	2	6
Clinical Waste	Cause serious injury / death Infection / contamination Risk of HIV, Hepatitis etc.	3	3	9	Employees and volunteers are instructed not to deal with any finding of clinical waste and to report such findings when on organisation premises.  Clinical waste bins are available on premises to assist visitors in this regard.	3	2	6

Criminal Activity	Personal injury, conflict	3	3	9	<b>Employees and volunteers instructed to withdraw and call police 999 and to avoid any contact. Press personal alarm SOS button. This will go to a centralised call centre who will listen in and call the police also. They will have your GPS co-ordinates.</b>	3	2	6
<b><u>COVID Related*</u></b>								
Social Distancing	<i>Recommended by Government**</i>				Weighted Barriers Encourage Social Distancing, Queuing Mechanism Advised At Sessions	3	3	4
Use of Gazebo (Poor Weather Provision)	Serious injury possible				<b>NOT USED IN WINDY CONDITIONS</b> , the Gazebo is provided for wet-weather conditions only, with weighted support legs. Potential trip hazard, with set up and dismantling requiring much care and consideration due to moving parts of equipment; potential pinch points in mechanisms, weight of collapsed (or collapsing) gazebo might cause injury if unstable at time of assembly / disassembly.  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.  The weight of the gazebo is of some concern on the disassembly during poor weather. Ensuring the correct number of people are assisting, issues are unlikely. But caution must be taken.	4	3	8

Dated: 30<sup>th</sup> March 2024

Assessed by: CEO Meryl Prail

## Sprinter Van Food Provision Session Risk Assessment

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

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

**Severity**  
**Likelihood**  
**Risk Rating**

**Severity**  
**Likelihood**  
**Risk Rating**

Hazard	Risk	Severity	Likelihood	Risk Rating	Control Measure	Severity	Likelihood	Risk Rating
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
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	6	16	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
<b><u>CONFLICT OF ANY KIND</u></b>	To reduce risk of injury and promote Safeguarding	5	3	15	<p><b>Rear doors of van MUST be closed during the session, at all times.</b></p> <p><b>One volunteer must wear personal alarm during the session.</b></p> <p><b>During conflict designated driver to get into cab. The bulkhead door opens into cab to drive away. Two volunteers outside get into vehicle. All volunteers leave together. You can return afterward to pick up your vehicle.</b></p> <p><b>IF necessary, leave side hatch open and drive around the corner to a place of safety before closing hatch.</b></p> <p><b>KEEP VOLUNTEERS SAFE AS PRIOTY</b></p>	5	5	25
<b><u>SIGNAGE in van</u></b>	To reduce risk of injury and promote Safeguarding				<ol style="list-style-type: none"> <li>1. WARNING of potential allergen in food, no guarantee given.</li> <li>2. WARNING to volunteers when opening hatch that it flips up quickly. Clear space outside.</li> <li>3. Wash Your Hands</li> <li>4. Hand Wash only sink</li> <li>5. Fire Extinguisher</li> <li>6. Hot Water</li> <li>7. Fill in Blackboard before each session with menu and allergens included within the food provided.</li> </ol>	3	3	4
						4	3	8

				<p>8. Check the bulkhead door is accessible to the Cab and that the door is not locked cab side.</p> <p>9. Sign to remind to unlock bulkhead door.</p>		
<p><b><u>COVID Related*</u></b></p> <p>Social Distancing</p>	<p><i>Recommended by Government**</i></p> <p>Serious injury possible</p>					

**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: **ANGELA**
- **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 into 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.

Dated: 29<sup>th</sup> September 2025

Assessed by Meryl Prail