



Registered charity no. 1193997

Risk assessment

Where is the hazard?	What are the hazards?	Who might be harmed and how, or what is the risk?	Actions taken to minimize risks	Action by who?	Action by when?
Collecting food from supermarkets	<ul style="list-style-type: none"> Volunteers interacting with other people when an individual is contagious Food collecting Food hygiene (food) Food hygiene (vehicle) 	<ul style="list-style-type: none"> Spread of infectious diseases Volunteers could be involved in accidents when collecting food Food being kept in unsuitable conditions, e.g., too hot Food poisoning (clients) Risk of allergic reaction (volunteer or client) Food contamination Spillages into vehicle 	<ul style="list-style-type: none"> Ask volunteers to be aware of, and act in accordance with, any recommended government public health guidelines. Advise collectors to use back of store entrances where available and to wait outside for the food to be brought to them. Advise collectors to look out for and to follow any safety instructions at the supermarkets. Advise volunteers that food collected should be delivered to our partners within one hour and should be kept at the minimum temperature possible. Remind volunteers not to leave food in their car in direct sunlight. Ask volunteers to consider the temperature inside their car when transporting chilled food, i.e., to minimise heating inside the car and to use cool bags/ice packs in warmer weather (this applies particularly to bagged/pre-prepared salads and pasta salads, as well as to fresh meat products). Ask volunteers to ensure they do not come into contact with any food items that they might be allergic to. Also remind them not to eat potential allergen food items of their own, e.g., nuts, when handling and transporting food destined for others. Ask volunteers to ensure that their car interior is clean and free from pets, chemicals (e.g., petrol, antifreeze), etc. 	All	Ongoing

	<ul style="list-style-type: none"> • Inappropriate parking • Lifting and loading bags, crates or boxes of food 	<ul style="list-style-type: none"> • Collectors could receive a fine, cause problems for others or their vehicle might be damaged • Collectors might be injured by lifting bags, crates or boxes of food incorrectly or by attempting to lift items that are too heavy 	<ul style="list-style-type: none"> • Advise collectors to use a waterproof cover to protect their car interior from any food spillages. foodbank.community cannot be held responsible for any spillages that happen while volunteers are collecting food. • Advise collectors to park sensibly and appropriately, and not to park anywhere they might be fined, block other vehicles or risk damage to their own vehicle. • Advise them not to collect the food if parking is too difficult. foodbank.community cannot be held responsible for parking fines incurred by volunteers or for vehicle damage that happens while volunteers are collecting food. • Provide volunteers with guidance on how to lift and load items safely (give them the foodbank.community Lifting Guidance Leaflet). • Remind them not to lift more than they can comfortably manage. • Advise them that they can ask supermarket staff for help getting the food to and into their cars, and that they should leave food if they feel it is unmanageable and they cannot get help. • Advise them that they can take their own bags with them as a back-up, to allow them to decant donated food into more manageable amounts. 		
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Transporting food by car	<ul style="list-style-type: none"> Volunteers interacting with other people and food when an individual is contagious Road accidents 	<ul style="list-style-type: none"> Spread of infectious diseases Contamination of food packaging Volunteer might be injured, if involved in a road accident 	<ul style="list-style-type: none"> Ask volunteers to be aware of, and act in accordance with, any recommended government public health guidelines. Advise volunteers to place all food in the rear of their vehicle, which should be kept clean. Volunteers to declare that they have a valid driving licence, MOT certificate and car insurance, and to be advised to drive safely and carefully when collecting food. Advise volunteers not to collect food if they're concerned about the weather or travel conditions. Advise volunteers not to overload their vehicle and to leave food rather than load their vehicle in a way that obstructs their vision. 	All	Ongoing

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Delivering food to a partner organisation	<ul style="list-style-type: none"> Volunteers interacting with other people when an individual is contagious Food delivering Food hygiene Allergens Inappropriate parking 	<ul style="list-style-type: none"> Spread of infectious diseases Volunteers could be involved in accidents when delivering food Food being kept in unsuitable conditions, e.g., too hot Food poisoning (clients) Risk of allergic reaction (volunteer or client) Collector could receive a fine, cause problems for others or their vehicle might be damaged 	<ul style="list-style-type: none"> Ask volunteers to be aware of, and act in accordance with, any recommended government public health guidelines. Advise collectors to look out for and to follow any safety instructions at the drop-off point. Advise volunteers that food collected should be delivered to our partners within one hour and should be kept at the minimum temperature possible. Remind volunteers not to leave food in their car in direct sunlight. Ask volunteers to tell the partner organisation if they are concerned that chilled food has become overheated and to ask the organisation to dispose of it appropriately. Ask volunteers to ensure they do not come into contact with any food items that they might be allergic to. Also remind them not to eat potential allergen food items of their own, e.g., nuts, when handling and transporting food destined for others. Make partner organisations aware of Natasha's Law and their responsibility to ensure they follow guidelines. Advise collectors to park sensibly and appropriately, and not to park anywhere they might be fined, block other vehicles or risk damage to their own vehicle. foodbank.community cannot be held responsible for parking fines incurred by volunteers or for vehicle damage that happens while volunteers are dropping off food. 	All	Ongoing

	<ul style="list-style-type: none"> Lifting and unloading bags, crates or boxes of food Collectors are left with excess surplus food that partners are unable or unwilling to take 	<ul style="list-style-type: none"> Collectors might be injured by lifting bags, crates or boxes of food incorrectly or by attempting to lift items that are too heavy Collectors might dispose of surplus food in an inappropriate way 	<ul style="list-style-type: none"> Provide volunteers with guidance on how to lift and unload items safely (give them the foodbank.community Lifting Guidance Leaflet). Remind them not to lift more than they can comfortably manage. Advise them that they can ask the partner organisation volunteers for help getting the food out of their car. Advise them that use of their own bags might be helpful for decanting the donated food into more manageable amounts. Advise volunteers to dispose of excess, unwanted food appropriately or to put it to good use elsewhere. 		
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Risk assessment reviewed:
Next review date:

January 2023
January 2024