



Event: Smile Boxes Risk Assessment (Jan 2021)

Event Leader: Chrissy Remsberg

Assessment by: Hannah Harris (22/1/21)

Reviewed by: Chrissy Remsberg (date)

Smile boxes are small boxes that contain gifts to encourage the recipient. Volunteers will be providing the contents of the boxes and they will be delivered to people's homes.

****This Risk Assessment should be used in conjunction with the Beacon Church Policy for Health & Safety**

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk Rating VH/H/M/L	Additional Control Measures Required Y/N
Minimisation of legal and liability issues	Trustees	* Non compliance with legal and liability issues could lead to legal action	<ul style="list-style-type: none"> Trustees notified of this risk assessment Employee and public liability checked and confirmed as in date The risk assessment will be made available on the website under the policy section 	L	N
Transmission of the Coronavirus	Volunteers, Smile boxes recipient, staff	* Non compliance could lead to increased likelihood of transmission of the Coronavirus which can lead to serious illness or even death	<ul style="list-style-type: none"> Volunteers providing items for the Smile boxes must be advised to only work on items for the boxes when they are feeling well and not showing symptoms of Coronavirus (temperature, persistent cough or loss of sense of taste or smell) When items for the boxes are received the person collating the boxes should wash or 		

			<p>sanitise their hands before and after receiving the items and placing them in the boxes</p> <ul style="list-style-type: none"> • Before delivery finished boxes should be quarantined for 3 days • When delivering the boxes to homes the person delivering the boxes should knock on the door, place the package in front of the front door and then step back to a distance of at least 2m • If the person delivering the boxes finds themselves in a confined space such as in a stairwell or delivering to a door where it is not possible to maintain 2m social distancing then a face mask must be worn • The person delivering boxes must also be free of Coronavirus symptoms and not self isolating • The person delivering the boxes must wash or sanitise their hands before and after each delivery 	M	N
Adverse reactions to food items provided	Box recipients	* Homemade or bought items contain allergens or that incorrect storage or handling result in food poisoning	<ul style="list-style-type: none"> • Only food items that do not need refrigeration should be included in the boxes • If homemade items are included the volunteer making them is following good hygiene such as hand washing, clean preparation surfaces and equipment and food is only prepared by adults who are without Coronavirus symptoms and not self isolating • All homemade food items should be labelled, include storage instructions and an ingredients list • Bought food items should be named, include a best before date and a list of allergens 	L	N

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.