

# Risk assessment for Jacob's Well Appeal Warehouse Sales

Charity name: Jacob's Well Appeal (JWA)

Assessment carried out by: Rev John Beynon

Date of next review: April 2021

Date assessment was carried out: October 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>spread of Covid -19 coronavirus</b>	Staff Volunteers Customers General Public	<u>Hand Cleansing</u> Gel sanitisers will be placed on the tables for staff, volunteers and customers to use before handling items and to regularly clean their hands as there are no hand washing facilities available	Information posters will be displayed	Trustees of JWA present on the day of the charity sale	On the day of each sale	
<b>spread of Covid -19 coronavirus</b>	Staff Volunteers Customers General Public	<u>Cleaning</u> Frequent cleaning and disinfecting objects and surfaces that are touched regularly in areas of high use	Regular checks will be carried out by trustees to ensure that the necessary	Trustees of JWA present on the day of the charity sale	On the day of each sale	
<b>spread of Covid -19 coronavirus</b>	Staff Volunteers Customers General Public	<u>Social Distancing</u> Social distancing to be maintained by a one way system through the warehouse markings on the floor to highlight where	Staff and volunteers to be reminded on a daily basis of the importance of social distancing. Trustees to regularly check to ensure this is adhered to. Information posters will be displayed and 2m distance	Trustees of JWA present on the day of the charity sale	On the day of each sale	

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		people stand and queue	floor markings will be made in tape on the day of the sale.			
<b>spread of Covid -19 coronavirus</b>	Staff Volunteers	<u>Wearing of Gloves</u> Staff and volunteers will be encouraged to wear gloves when they handle money or contaminated items	Staff will be reminded that wearing gloves is not a substitute for good hand washing. Disposable gloves will be brought along to the sale.	Trustees of JWA present on the day of the charity sale	On the day of each sale	
<b>spread of Covid -19 coronavirus</b>	Staff Volunteers	<u>Wearing Face Covering</u> Face coverings will be available for staff and volunteers	Face coverings will be brought along to the sale	Trustees of JWA present on the day of the charity sale	On the day of each sale	
<b>spread of Covid -19 coronavirus</b>	Staff Volunteers Customers General public	<u>Symptoms of Covid - 19</u> If anyone becomes unwell with a high temperature, new cough or loss of taste at the sale they will be sent home and advised to follow the stay at home guidance. Anyone with symptoms or recent contact with someone with symptoms should remain at home in quarantine.	Information posters will be displayed at the sale. Temperatures to be taken before allowing entry to the warehouse.	Trustees of JWA present on the day of the charity sale	On the day of each sale	