



Risk Assessment for: <i>West Wight Timebank's COVID19 virus community help scheme to start May 2020</i>	Assessment Date: <i>05/05/2020</i>	Assessment Review Date: <i>16/06/2020</i> Reviewed 15/06/2020 Added no TB high risk will deliver boxes Reviewed 28/08/2020	Undertaken By: <i>Sally Gaeta</i> <i>Coordinator of the West Wight Timebank</i>	
Hazards: (e.g. relating to setting, activity, Trips, falls & sprains.	Associated Risks: Lifting / carrying shopping	Who is at Risk? TB member helping with initiative	List existing controls or attach to document: Awareness of how to carry things. Assessing path that walking along. Awareness of steps. Plan route without carrying a lot. Balance bags or boxes- Don't overfill.	Responsibility: All Timebank members involved in the box scheme
Spreading the virus unintentionally	Virus will be present on box scheme goods	TB members helping with the box scheme	Disposable gloves used when collecting goods. Face masks will be optional at this time. Hand sanitiser and gel will be used. A TB member safety form will be signed by all TB members collecting and	All Timebank members involved in the box scheme

West Wight Timebank, Lavender Cottage, Main Road, Newbridge, Isle Of Wight, PO41 0TX
 Tel: 07972 304 294 Email: info@wwtb.org
 Website: <http://www.action4support.co.uk>
 Action 4 Support CIC Company Number: 11307451





<p>Allergic reaction to items in the box</p>			<p>delivering goods for the box scheme, and any member making boxes or items will be given the specific guidance below. Weekly garden box sessions at Lavender cottage will be limited to 6 TB members who will wear disposable gloves, and use hand sanitiser when putting the boxes together. In addition to the above: Family box scheme: all clothes donated will be washed before used in the box scheme, as will any donated toys following toy safety guidelines training undertaken by the coordinator. Well- being box: All handmade items eg. soap will be labelled with ingredients used. Food bag: All bread will be wrapped, no meat</p>	
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<p>Food poisoning</p> <p>Allergic reaction to the items in the box</p> <p>Cuts and objects in eye</p> <p>Allergic reaction to the content in the box</p>			<p>fish or dairy products will be used, just fruit and veg. All food will be within its best before date, never past the use by date, following the WWTB food redistribution policy. Jams and chutney ingredients will be listed for the recipients of the well-being boxes and drop and swap bags</p> <p>Vegetable and fruit boxes: If TB members are using donated pallets to make boxes, they will not use power tools, and will wear appropriate safety PPE eg. gloves and eye masks. Any donated plants will not be included if they have been grown in manure. A list of the contents in each box will be included.</p>	
<p>Fuel costs</p>	<p>Financial burden</p>	<p>TB member helping with initiative</p>	<p>TB members are asked to undertake deliveries and</p>	<p>All Timebank members who</p>

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			collection by coordinator and are given 45 p a mile for expenses on agreed (with coordinator) deliveries and collections	are helping to run the scheme
Catching COVID 19	Increased exposure in the community.	TB member helping with initiative or recipient of the box scheme	<p>Best practice regarding hand washing, use of hand sanitisers. Risk acceptance by the volunteer that this is a possibility. TB members to self isolate if showing any symptoms and advise coordinator. Member only to return to the scheme when safe to do so again, following government guidance.</p> <p>Member will collect or leave any items for the box scheme on the individual's doorstep (the coordinator having made contact so they know it is there)</p> <p>WWTB has compiled a TB member safety form</p>	All

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			<p>which will be signed by all TB members collecting or delivering for the box scheme.</p> <p>No Timebank member at high risk will be delivering the boxes : meaning; clinically extremely vulnerable.</p> <p>People at high risk from coronavirus include people who:</p> <ul style="list-style-type: none"> • have had an organ transplant • are having chemotherapy or antibody treatment for cancer, including immunotherapy • are having an intense course of radiotherapy (radical radiotherapy) for lung cancer • are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors) • have blood or bone marrow cancer 	
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			<p>(such as leukaemia, lymphoma or myeloma)</p> <ul style="list-style-type: none"> • have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine • have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD) • have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell) • are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine) • have a serious heart condition and are pregnant 	
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.Threatening or abusive behaviour	TB members feel unsafe when collecting or delivering items for the box scheme	All	All volunteers to be mindful of their own safety and wellbeing, and if they feel unsafe or worried when collecting or delivering items for the box scheme, to remove themselves from the situation, and contact the Coordinator as soon as possible.	All
Sharing personal information	People wish to share personal information to the member collecting or delivering	All	The coordinator has compiled a TB member safety form which will be signed by all TB members collecting or delivering for the box scheme. This asks them to gain permission from the person wishing to divulge personal or sensitive information, to be able to pass their contact details on to the coordinator who will respond immediately if urgent, or as soon as required. The TB member must contact the coordinator as soon as this occurs.	Everyone

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