



<b>Risk Assessment for:</b> <i>West Wight Timebank's Eco Refill Scheme:          Selling products from outside Gina's garage,          Or as Pop up using a gazebo in Freshwater,          Home delivery of products</i>	<b>Assessment Date:</b> 08/09/2020	<b>Assessment Review Date:</b> 08/10/2020 Review	<b>Undertaken By:</b> Sally Gaeta Coordinator of the West Wight Timebank (TB) and Gina Maliphant who runs the scheme for the TB	
<b>Hazards:</b> (e.g. relating to setting, activity,	<b>Associated Risks:</b>	<b>Who is at Risk?</b>	<b>List existing controls or attach to document:</b>	<b>Responsibility:</b>
Spreading Covid - 19 virus unintentionally At: The 'pop-up' scheme The sessional workers garage The home delivery scheme	Virus will be present on all eco refill scheme goods	TB members helping with the eco - friendly scheme, and the general public who use the scheme	TB members will used disposable gloves used when collecting goods,/serving customers or use hand sanitiser before and after a sale of every product  Face masks will be worn by TB members.  Due to Covid-19 all Timebank members are required to	All Timebank members involved in the eco -friendly scheme

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 Website: <http://www.action4support.co.uk/>  
 Action 4 Support CIC Company Number: 11307451





			<p>observe the following:</p> <p>Please do not come to a Timebanking exchange or scheme if you have any Covid-19 symptoms.</p> <ol style="list-style-type: none"> <li>1. Please wash your hands regularly for 20 seconds before, during and after any Timebanking activities, and use anti-bacterial gel as required.</li> <li>2. Maintain safe distancing (of 2 metres) in all Timebanking transactions</li> <li>3. Wear face coverings for any 1-1 transactions if unable to maintain 2 metre rule</li> <li>4. Face coverings remain optional (August 2020) for outside transactions if 2 meter rule adhered to</li> <li>5. Outside transactions will not have more than 6</li> </ol>	
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			<p>members at any one time participating</p> <p>6. Use sanitising spray and paper towel (provided by coordinator) to wipe down any items used when taking part in a Timebank exchange and take the paper away with you when you leave.</p> <p>7. Wear disposable gloves if required in addition to the hand sanitiser</p> <p>These protocols will minimise the risk of any member catching Covid -19 however The Timebank cannot guarantee that members will not do so, so all activities are undertaken at the members own risk.</p> <p>TB members will have a sign requesting card payment preferable, but if cash,</p>	
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			customers can place money in box.	
Fuel costs	Financial burden	TB member helping with initiative	<p>TB members are asked to undertake deliveries and collection by coordinator and are given 45 p a mile for expenses on agreed (with coordinator) deliveries and collections</p> <p>No Timebank member at high risk will be distributing the eco refill products or serving customers : meaning; clinically extremely vulnerable.</p> <p>People at high risk from coronavirus include people who:</p> <ul style="list-style-type: none"> <li>• have had an organ transplant</li> <li>• are having chemotherapy or antibody treatment for cancer, including immunotherapy</li> </ul>	All Timebank members who are helping to run the scheme

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			<ul style="list-style-type: none"> <li>• are having an intense course of radiotherapy (radical radiotherapy) for lung cancer</li> <li>• are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)</li> <li>• have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)</li> <li>• have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine</li> <li>• have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)</li> <li>• have a condition that means they have a very high risk of getting</li> </ul>	
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			<p>infections (such as SCID or sickle cell)</p> <ul style="list-style-type: none"> <li>• are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)</li> <li>• have a serious heart condition and are pregnant</li> </ul>	
				All
Threatening or abusive behaviour	TB members feel unsafe when collecting or delivering items for the eco refill scheme	All	All TB members to be mindful of their own safety and wellbeing, and if they feel unsafe or worried when collecting or delivering items for the refill 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	All	Sessional worker for the TB will ask for permission from the person wishing to divulge personal or sensitive	Sessional worker and TB members involved in scheme

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Spillage from containers	collecting or delivering  Slips Trips	Everyone	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.  Awareness of others, TB members running the plastic refill service at the pop up and from the garage to ensure the floor area underneath is kept clear of any spillage,	All TB members running the scheme
TB members and general public bringing old plastic bottles to be filled with other products	The product could be mistaken for another if not labelled correctly  The product may be consumed if in an old water bottle, or used incorrectly	Everyone	General warning labels will be put on all bottles: All product information (including batch numbers)  Drinks bottles of any kind will not be permitted to be refilled.	All TB members running the scheme

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<p>Customers bringing bottles that already have some existing product in</p>	<p>Products added on top may not be compatible and may cause a reaction</p>		<p>Any spare bottles donated to TB will be kept for a period of 72 hours before being re- used due to Covid 19</p> <p>All customers advised that we do not refill bottles that have another product in them, and will be offered a clean one that has not been handled for 72 hours</p>	<p>All TB members running the scheme</p>
<p>Recall/withdrawal procedure</p> <p>Traceability</p>	<p>Faulty or contaminated product</p>	<p>Everyone</p>	<p>Stock will be withdrawn if faulty, and the manufacturer informed.</p> <p>If customers complain of having a reaction to a product, TB members involved will offer an alternative product, and give manufacturers details for the customer to contact</p>	<p>All TB members involved in running the scheme</p>

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			direct with the batch code	
Storage, transportation, Setting up and clearing away  Trips, falls & sprains.	Injury Safety of product is jeopardised	Everyone	Containers to be stored neatly and sealed in the garage and whilst being transported. Any accidental damage to container will mean it is withdrawn.  Awareness of how to carry things. Assessing path that walking along. Awareness of steps. Plan route without carrying a lot.  Two TB members to lift larger containers together or use a trolley to transport goods  If a gazebo is used care will be taken to ensure it is safely constructed and all ropes are not hazardous	All TB members running the scheme  All

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