



## Risk Assessment

Name of activity/location:	Generic Collection Box Pickup/Exchange Risk Assessment
Date of activity:	01.04.25 - 31.03.26
Brief description of activity/location:	Collection Box Pick Up/ Exchange – Where we collect or exchange a static collection box that has been previously placed at a site- ie garage kiosk / shop check out
Assessment carried out by:	James Edwards & Barbara McGee
Date assessment carried out:	14.03.25
Signed:	Stuart Wyle

### Risk level matrix

Each hazard identified has a risk level which can be calculated using the matrix below.

For instance: a hazard that has a *likelihood* of occurring of *possible* (scoring 3) and an *impact* if it occurs of *moderate* (scoring 3), has a **risk level of 3 x 3 = 9**

Risk	Impact				
Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Remote (1)	1	2	3	4	5

Hazard	Who might be harmed?	What current controls are in place?	What is the risk level? (1-25)	What further actions are needed to control the risk?	Person responsible	Date completed	What is the final risk level? (1-25)
<i>A hazard is something with the potential to cause harm</i>	<i>In addition to the employee consider other staff, volunteers, visitors, contractors, and the general public</i>	<i>Include safe systems of work, education, training, policies/procedures, manuals, supervision, controls, job rotation, personal protective equipment, company rules, induction, and staff meetings</i>		<i>If the risk is high (e.g.) 15 and above, this is a requirement.</i>			
Driving 1.Injury caused by collision 2.Injury caused by heavy braking/ emergency manoeuvre 3.Struck by objects in the cabin 4.Death 5.Breakdown	Staff/ Volunteers/ Public	1.Driving procedure available on SharePoint 2.All staff trained on use of pool cars 3.All staff subject to license checks 4.Items to be secured in boot/ cabin 5.Zero tolerance policy to alcohol/drugs 6.Familiarisation drive available with authorisation 7.Route planning as required 8.Copy of breakdown recovery procedure in car 9.Subscription to roadside repair/recovery service	10				
Manual Handling (Injuries affecting musculoskeletal system) 1.Loading and unloading vehicle 2.Movement of stock/ furniture 3.Erecting event structures 4.Holding buckets / collection pots	Staff / Volunteers	1.Manual handling procedure available on SharePoint 2.Pre arrange loading/unloading site 3.Equipment provided as required (e.g. sack barrows) 4.Training provided 5.Culture of asking for assistance 6.Pronounced culture of H&S allows staff to assist, encourage and challenge one another on correct procedure 7.PPE provided accordingly	6				

Slips, Trips, Falls 1.Cuts, sprains, bruises, fractures 2.Head injuries	Staff/ Volunteers/ Public	1.Good H&S housekeeping practices 2.Culture of responsibility and assessment by all staff 3.Proper lighting 4.Personal items stored appropriately 5.Any spillages cleared immediately 6.Proper maintenance of surfaces as required 7.No trailing/ loose cables 8.No obstructions to walkways, paths or standing areas	6				
Weather 1.Skin damage due to UV exposure 2.Illness due to heat exposure 3.Enhanced likelihood of injury due to high winds/ wet flooring 4.Numb extremities 5.Hypothermia in extreme cold weather	Staff/ Volunteers/ Public	1.Awareness of weather forecast prior to event 2.Appropriate equipment present: sun cream, emergency waterproofs, etc 3.Appropriate clothing worn: gloves, waterproofs, etc. 4.Regular rotation of jobs/ roles 5.Adequate rest area available 6.Regular scheduled breaks	4				
Fire 1.Death/serious injury from smoke inhalation 2.Burns 3.Trauma caused by explosion	Staff/ Volunteers/ Public	1.Appropriate training in place 2.Awareness of fire exits, fire control equipment, and fire assembly points 3.Fire routes/ exits kept clear 4.Fire routes exits clearly signed 5.Appointed person to share information, procedure and to receive reports of any issues 6.Proper storage of any flammable materials 7.No naked flames to be used 8.Rubbish to be cleared regularly 9.Good housekeeping in place	10				

Theft 1.Theft of cash money 2.Theft of equipment or other charity property	Staff/ Volunteers	1.Appropriate training in place 2.Cash storage and handling procedures in place 3.EAAA vehicles properly maintained so remain secure 4.Responsible/senior person appointed to sign in/out equipment 5.If large amounts of cash expected, a plan in place to remove from site at planned intervals to prevent large balance build-up	4				
Lone working 1.Attack by intruder/ member of public 2.Injury 3.Intimidation due to being more vulnerable	Staff/ Volunteers	1.Lone working procedure available on SharePoint 2.Training provided 3.Mobile phones available to all staff/ volunteers 4.Reportable through appropriate channels 5.EAAA vehicles properly maintained 6.Refer to 'Slips trips and falls' above	6				
<b>Hazard</b>	<b>Who might be harmed?</b>	<b>What current controls are in place?</b>	<b>What is the risk level? (1-25)</b>	<b>What further actions are needed to control the risk?</b>	<b>Person responsible</b>	<b>Date completed</b>	<b>What is the final risk level? (1-25)</b>
<i>A hazard is something with the potential to cause harm</i>	<i>In addition to the employee consider other staff, volunteers, visitors, contractors, and the general public</i>	<i>Include safe systems of work, education, training, policies/procedures, manuals, supervision, controls, job rotation, personal protective equipment, company rules, induction, and staff meetings</i>		<i>If the risk is high (e.g.) 15 and above, this is a requirement.</i>			

Harassment/ Assault 1.Safety compromised by another person 2.Injury caused by another person	Staff/ Volunteers	1.Lone working procedure available on SharePoint 2.Training provided 3.Mobile phones available to all staff/ volunteers 4.Reportable through appropriate channels 5.EAAA vehicles properly maintained 6.Mascot should only be worn when accompanied by a chaperone	6				
Terrorist attack / major incident 1.Death due to fire, explosion, poisoning 2.Injury due to fire, explosion, poisoning 3.Kidnap	Staff/ Volunteers/ Public	1.All parties to be vigilant and report any concerns immediately 2.All parties to familiarise themselves with evacuation procedures 3.All parties to familiarise themselves with first aid procedures	10				
Fatigue 1.Risk to self and others due to poor decision making 2.Injury due to lack of concentration or poor decision making	Staff/ Volunteers	1.Tasks/ jobs rotated 2.Tasks/ jobs allocated in line with individuals capabilities 3.Regular breaks 4.Adequate rest area provided 5.Provision to relieve person from duties if required	6				
After dark working 1.Enhanced risk at entrance/ egress 2.Enhanced risk of slips, trips and falls 3.Enhanced risk of damage to equipment	Staff/ Volunteers/ Public	1.All parties to be additionally vigilant and report any concerns immediately 2.All parties to familiarise themselves with entrance/ exits whilst light 3.All parties to familiarise themselves with emergency exits whilst light 4.Ensure all entrances, exits and high-traffic areas are well lit 5.Ensure staff are equipped with torches/ luminous tags as necessary 6.Use of lighting to be considered at planning point	8				
Venue Specific Hazards	Staff/ Volunteers	1.Perform onsite dynamic risk assesment on arrival 2.Seek to obtain site specific risk assessment from site co-ordinator if possible	0				