



**FairFrome**  
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## Risk Assessment

<b>Programme Name:</b>		Fair Frome Centre					<b>Brief description of activity to be undertaken</b>									
<b>Location:</b>		Fair Frome Centre, Unit 7, Longacre, Marston Trading Estate, Frome, BA11 4BG					Fair Frome Centre with our offices, food bank and furniture bank.									
<b>Name of Assessor</b>		Lenka Grimes					<b>Date</b>	12 <sup>th</sup> July 2024								
No	Description of Hazard and Expected Consequence	Potential for harm Likelihood x Severity = Risk Level					Task Specific Control measures					Residual Risk Likelihood x Severity = Risk Level				
		L	S	H	M	L						L	S	H	M	L
1	Covid-19 hazards and other illnesses	2	3		M		Face masks are not mandatory but available for staff and volunteers if needed. All volunteers and staff are asked to not come into The Fair Frome Centre if they are feeling unwell, have COVID-19 symptoms or have tested positive. Volunteer numbers in the building are limited to ensure that we are not overcrowded but still able to deliver are services safely, and successfully.					1	2			L



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2	Clients Food allergies causing harm	1	5	H	<p>Known allergens are kept separately in the food bank and office. Surfaces in the kitchen and office spaces are kept clean and sanitised if in contact with allergen. Any staff members or volunteers with serious allergies are displayed in the office so all are aware.</p> <p>Known allergens are not to be put into food parcels, e.g. peanut butter. Always ask the client if they have any dietary requirements and offer substitutes – gluten free, dairy free etc. Explain that it is the client’s responsibility to read ingredients on tins, packets etc. Displayed allergens list for any loose items in line with the Natasha’s Law 2021. Surfaces in the kitchen and office spaces are kept clean and sanitised if in contact with allergen.</p>	1	3	L
3	Abuse from an aggressive client	2	3	M	<p>Induction and training of volunteers and staff to cover aggression. Pre-food bank and session reminders are made by the coordinator.</p> <p>All staff and volunteers are to try to avoid confrontation or escalation of temper.</p> <p>Lone working not permitted, so there should always be a colleague present. Personal alarms are available in the office and food bank.</p> <p>Call 999 in an emergency.</p>	2	2	L



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4	Fire	1	4	H	<p>Press emergency fire alarm- you can find one next to the front door, kitchen door and fire door.</p> <p>Evacuate the building to fire assembly point, alert the authorities.</p> <p>All staff and volunteers to be briefed in building fire safety. It is Fair Frome's responsibility to ensure annual fire extinguisher checks are carried out.</p>	1	4	L
5	Trip hazards	2	3	M	<p>General good housekeeping is carried out. All areas well lit. A clear access route free of boxes and bags to the office, kitchen and toilet to be ensured at all times. Any electric cables will be safely covered.</p>	1	2	L
6	Manual Handling Issues- Bag mishandling causing strains to shoulders, back, knees etc	3	2	M	<p>Awkward lifting to be avoided. Bags should weigh no more than 6 kg. No one should attempt to lift anything beyond their limit. Heavy bags should be re-distributed into additional bags. Heavy boxes/crates should be lifted by two people at all times. Anyone with health conditions that mean they should not lift, should advise duty Coordinator.</p>	2	2	L
7	Equipment causing injury	1	2	L	<p>Broken glass should be double bagged and disposed of. Round topped scissors only to be on display. No sharp knives to be on display. Kick steps to be used correctly and checked periodically for safety.</p>	1	2	L
8	Items falling off shelves causing injuries	2	3	M	<p>Avoid putting heavy items on high shelves. Ensure no more than two tins height on the shelves.</p>	1	2	L



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9	Slipping on spillages	2	3	M	Ensure they are cleared away immediately. If the kitchen floor is wet, warnings to be given to building users.	1	2	L
10	Food contamination in the fridges and freezer	2	3	M	Fridges and freezer temperature to be recorded daily. Fridge contents to be checked daily and any item about to go out of date disposed of. Regular fridge cleaning. Detailed guidance in the fridge area.	1	3	L
11	Lone working hazards	3	3	M	Volunteers do not lone work. Coordinators do lone work on occasion but will not admit members of the public into the building when alone.  Ensure access doors locked when working alone. Use CCTV if doorbell sounds when working alone.	3	1	L
12	Trips and falls	2	2	L	Clear access routes to be maintained from doors to office, kitchen, toilet.  Floor to be kept tidy and wet floor signs to be used in case of spillage.	2	2	L
13	Broken glass causing cuts	1	3	L	Glass jars to be securely stacked on shelves. Any small broken pieces of glass to be double wrapped and put in the general waste bin.	1	3	L
<b>Additional information</b>								
Resources		First Aid Kit, Manual Handling posters, Fire Safety posters, Fire Extinguishers						



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Training required	Manual handling					
Other:						
<b>Assessment carried out by</b>	Print Name	Lenka Grimes	Signature	L.R.Grimes	Date	12.07.24

*NB: This assessment must be explained to all those affected by the activity and the briefing recorded.*

SEVERITY			LIKELIHOOD LEVEL		
CATEGORY	DEGREE	DESCRIPTION	LEVEL	DESCRIPTION	INDIVIDUAL FAILURE MODE
1	<b>INSIGNIFICANT</b>	Minor injury to personnel Minor damage to equipment	1	<b>REMOTE</b>	So unlikely that occurrence may not be experienced
2	<b>MINOR</b>	Injury to personnel Damage to equipment	2	<b>UNLIKELY</b>	Unlikely, but possible to occur during project
3	<b>REPORTABLE</b>	Injury resulting in loss of time Moderate damage to equipment	3	<b>OCCASIONAL</b>	Likely to occur sometime during project
4	<b>MAJOR</b>	Serious injury to personnel Major damage to equipment	4	<b>PROBABLY</b>	Will occur several times during project
5	<b>CATASTROPHIC</b>	Fatal /disability injury to personnel Total equipment loss	5	<b>FREQUENTLY</b>	Likely to occur frequently during project



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SEVERITY CATEGORY	LIKELIHOOD LEVEL				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

ACTION CRITERIA	
12 - 25	<b>High</b> – Unacceptable – further assessment or action required to reduce risk to as low as reasonably practicable
5 – 10	<b>Medium</b> - Further assessment or action may be required if the team consider the risk not to be as low as reasonably practicable
1-4	<b>Low</b> - Acceptable – Adequate safeguards are in place