

FFA Risk register

This register of risks associated with FFA activities is maintained and updated according to any changes in activity, equipment, legislation, accidents or near misses and reviewed annually by the Health and Safety and safeguarding leads in conjunction with Sorting and Volunteer leads - who report to the chair and board of trustees. All new/current volunteers are provided with a copy of FFA's Health and Safety and Safeguarding policy, manual handling guidance and risk register and asked to sign that they have received them.

1. Risks associated with various activities – an assessment of risks that are common to several activities including sorting and delivery of foods to the Ardagh and community partners

Hazard	Possible Outcome	Persons at risk	Risk Level	Control measures
Handling food deliveries	Injury from heavy lifting of delivery goods in bags/boxes.	All volunteers	High	<ul style="list-style-type: none"> Set up unpacking table for deliveries to avoid excessive bending and to reduce weight of bags. Provide and encourage use of trollies to transport goods Provide manual handling awareness training to all new volunteers
	Contamination of food donated to collectors' houses while on doorstep awaiting collection.	Food recipients	Low	Ensure that no food is left on doorsteps and that all food is taken indoors on delivery.
	Transmission of diarrhoea and vomiting infection by volunteers with these symptoms	Food recipients and other volunteers		<ul style="list-style-type: none"> Volunteers handling food or working in the sorting area must report these symptoms to the sorting lead before undertaking a sorting or delivery shift They should not come to work for 48 hours from when symptoms stop naturally Volunteers who develop these symptoms at work should leave the food handling area and report this to the sorting lead
Delivering and Sorting food	Injury from sorting activity e.g., tripping over bags of	All volunteers	High	<ul style="list-style-type: none"> Work to NHS safe lifting practice, https://www.nhs.uk/live-well/healthy-body/safe-lifting-tips/

	food, knocking into other people delivering heavy loads, over-reaching with loads			<ul style="list-style-type: none"> • Keep floors clear of trip hazards. • Adopt good practice for ensuring volunteers have clear access to sorting crates. • Manage queueing for deliverers/ collectors if necessary to avoid congestion. • Use trollies where possible.
Weather conditions	Very warm or cold weather affecting volunteers	All volunteers	Low	<ul style="list-style-type: none"> • Ensure volunteers are briefed that the hub premises are semi outdoor and to dress appropriately for conditions • Allow volunteers access to Ardagh facilities to purchase hot or cold drinks
Trollies	Injury from tripping over handles/ trollies blocking access/ trollies not secured	All volunteers	Medium	<ul style="list-style-type: none"> • Store trollies with handles raised and against side walls, in safe location out of movement desire-line • Use chocks to stabilise trollies on sloping ground
Contamination of homegrown or allotment produce	Harmful to health due to potential presence of bacteria	Food recipients	Low	<ul style="list-style-type: none"> • Do not accept donated homegrown or allotment produce grown using cow manure • Require all homegrown produce to be well washed before donation • Reject any produce which fails to meet these standards • Risk is low as allotment produce is supplied irregularly and guidance above is repeated often
Potential food allergens **	Allergic reaction	All volunteers	Low	<ul style="list-style-type: none"> • Ensure new volunteers are aware of food types handled and inform sorting and delivery leads of any allergens and how to manage them. • Risk is low as foods are packaged, clearly labelled and non-processed.
Safeguarding	bullying, abuse, harm, exploitation	all who come into contact with or work with FFA		<ul style="list-style-type: none"> • Have a designated sorting lead, safeguarding policy and robust and visible reporting procedure – what steps to take if there are concerns, or if a disclosure or allegation is made • design and carry out all FFA activities, as far as is reasonable and practicable, in a way that protects people from any risk of harm that may arise from working with or coming into contact with FFA. • ask all volunteers to: <ul style="list-style-type: none"> ~ read the FFA induction pack (with links to this policy, the health & safety policy and risk register) and sign to say they have done so before

				<p>commencing work</p> <ul style="list-style-type: none"> ~ sign GDPR compliant consent for FFA to store their contact details ~ disclose details of any criminal convictions (except those 'spent' under the Rehabilitation of Offenders Act 1974) so an adequate risk assessment can be undertaken • provide a clear job description and statement about the behaviour and values expected from all who work as part of the team (as part of their induction) • FFA reserves the right to dismiss a volunteer and/or ban them from the property should they feel it is necessary • ensure all safeguarding and sorting leads have DBS checks and undergo relevant training • ensure the safeguarding policy and this risk register are live documents that are regularly reviewed (at least annually) and updated
Covid	Infection	All volunteers, community partner staff	Low	<ul style="list-style-type: none"> • Review and comply with national regulations

2. Food sorting – additional risks associated with food sorting and handling

Hazard	Possible Outcome	Persons at risk	Risk Level	Additional control measures
Delivering and sorting donated goods at the Ardagh	Safeguarding issues eg bullying, abuse, harm, exploitation	Volunteers Sorting leads Visitors Ardagh team members Members of the public who stray into the sorting area	Low	<ul style="list-style-type: none"> • display the name and contact details of the safeguarding lead, police, and local safeguarding board at the sorting hub • have a designated sorting lead on duty every week to provide supervision and support and have ultimate responsibility for monitoring on-site behaviour and reminding volunteers what is expected of them • ask volunteers to fill in their next of kin contact details and any specific needs (e.g., allergens) or vulnerabilities before completing a shift
Setting up room	Injury from heavy lifting of tables and benches.	Setting up volunteers,	High	<ul style="list-style-type: none"> • Work to NHS safe lifting practice, https://www.nhs.uk/live-well/healthy-body/safe-lifting-tips/ • Encourage team working for handling larger items • Ensure clear space for working, keep floors clear

Contamination of donated food	Harm to health from unhygienic practices or food being exposed to chemicals, or pests at sorting centre.	Food recipients	High	<ul style="list-style-type: none"> • Ensure sorting surfaces, tables, crates and trollies are treated with food safe disinfectants before use. Cleaning products standards BS EN 1276 or BS EN 13697. • Store foodstuffs above floor level. • Ensure all packaging is unbroken and free of any rodent, bird or insect contamination or damage • Check room for any signs of rodent activity insect infestation or chemicals left out by other users of the facility. • Reinforce good hygiene practices in respect of sorters' hands and clothes, with washing before and after food-handling. • Reject any food with unsound or broken packaging. • Ensure that no food is stored on the premises except for as long as it takes to receive, allocate and distribute the food - usually 3-4 hours.
Wet weather conditions	Damage to food packaged in paper or cardboard	Food recipients	Low	<ul style="list-style-type: none"> • Vulnerable food items to be sorted and stored together for each partner, and held back inside to be taken by drivers when ready. • Drivers to be mindful of these items when loading and unloading. • Lean to area to be clear for street donors to shelter when bringing donations. • Trolleys to be loaded within the lean to area for collection in turn.
Potential food allergens **	Allergic reaction	Community partners and their food recipients	Low	<ul style="list-style-type: none"> • Maintain an updated list of items community partners want excluded due to potential allergens. • Ensure list is regularly updated and these items are excluded from their weekly produce delivery. • Risk is low as foods are packaged, clearly labelled and non-processed and community partners have allergen policies in place and are responsible for food delivery to known recipients.
Out of date food	Contamination	Community partners and their food recipients	Medium	<ul style="list-style-type: none"> • Check dates and safely dispose of food that is out of date
Damaged packaging	Contamination	Community partners and their food	Low	<ul style="list-style-type: none"> • Safely dispose of food in damaged packaging i.e., if best before date or contents info is not clearly legible or if packaging is unsealed/broken

		recipients		
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3. Food Delivery: additional risks associated with delivering goods to community partners

Hazard	Possible Outcome	Persons at risk	Risk Level	Additional control measures
Volunteers delivering donated goods to FFAs 4 community partners	Safeguarding issues eg bullying, abuse, harm, exploitation	Volunteers People involved with community partners (staff and clients)	Low	<ul style="list-style-type: none"> Work with community organisations who have their own safeguarding policies and procedures volunteer delivery drivers not to take passengers or new volunteers in their cars (unless with mutual agreement and under their own responsibility).
Lifting heavy bags and crates of food stuffs	Injury	Volunteers delivering collections to Hub and to partners	High	<ul style="list-style-type: none"> Do not overfill bags with heavy items such as tins, pack into smaller containers. Provide trollies to transport food from packing area to and from cars. Check deliverers are supported by community partner staff and equipment if help with heavy bags is needed.
Food overheats	Contamination	Community partners and their food recipients	Low	<ul style="list-style-type: none"> Accept only food that is stored and carried at ambient temperature. Ensure food is delivered promptly and as per food transportation regulations

4. Administrative tasks: additional risks associated with administrative tasks

Hazard	Possible Outcome	Persons at risk	Risk Level	Control measures
Eye strain, RSI	Injury from unsafe office working practices	Volunteers	Low	<ul style="list-style-type: none"> Take reasonable steps to ensure those providing admin services have access to safe seating/ computer support and understand self-care advice on resting eyes etc

**The 14 allergens are:

celery, cereals containing gluten (such as barley and oats),

crustaceans (such as prawns, crabs, and lobsters),

eggs, fish, lupin, milk, molluscs (such as mussels and oysters),

mustard, peanuts, sesame, soybeans, sulphur dioxide and sulphites (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million) and

tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios, and macadamia nuts).