

# Risk assessment for ReFurnish Pop Up Shop

| <b>What are the hazards?</b>   | <b>Who might be harmed and how?</b>  | <b>What are you already doing?</b>  | <b>Do you need to do anything else to manage this risk?</b>  | <b>Action by whom?</b> | <b>Action by when?</b> | <b>Done</b> |
|--|--|---|--|------------------------|------------------------|-------------|
| Fire Breaking out  | Volunteers and general public  | Two Fire extinguishers available Two exits, both front and back doors to be kept unlocked and clear of obstruction. There is no fire alarm. Beware of dog in back garden if exiting from the back door.   | In the event of a fire, one of the volunteers on duty must shout "Fire, please evacuate". All areas must be checked to ensure everyone is evacuated. | volunteers on duty     | On the day             | n/a         |
| Slip or trip hazards in the shop. Some uneven floors and entrance sills. | Volunteers and general public fall and get injured                             | Volunteers to keep an eye on the situation and remove any trip hazards if they become apparent, such as boxes on the floor.   | No   | volunteers on duty     | On the day             | n/a         |
| Heavy lifting  | Volunteers may hurt their backs etc lifting chairs, tables, boxes of books etc | Volunteers will be instructed not to attempt to lift heavy objects on their own. Two people to lift any very heavy objects. In theory, nothing coming into the shop should be too heavy for one person. Any obviously too large or heavy items offered for donation to be rejected at the front door of the shop. Heavier objects should be placed on the floor or low down on shelves, whilst light objects should be displayed higher up. | No   | Volunteers on duty     | On the day             | n/a         |
| Kitchen hazards: boiling liquid, spills of liquid on floor.              | Kitchen volunteers may be scalded, get burns, or slip on wet floor.            | There will be a kettle available in the main Refurnish building. Normal common sense prevails in its use.   | Ensure any new volunteer is appraised of the rules and how to use all the equipment.   | volunteers on duty     | On the day             | n/a         |
| Donated mains electrical items may be unsafe                             | Members of the public taking the items away                                    | Any donated mains electrical items will be quarantined. They will be taken to Refurnish main building once a day for PAT Testing and sale by Refurnish.   | No   | Volunteers on duty..   | On the day             | n/a         |
| Working at height resulting in a fall                                    | Volunteers may fall when putting up banners or bunting.                        | Step ladders or stable platforms will be used to perform such tasks. Someone should be available to hold the ladder.  | No   | Volunteers             | On the day             | n/a         |
| Electricity supply   | Risk of overloading supply, fire risk, electrocution risk                      | The supply is just for low wattage lighting. No kettles or heaters to be plugged in.  | No   | Volunteers on duty..   | On the day             | n/a         |