



Whitechapel Mission

Bringing hope where there is despair



Clothing Store Volunteer Event Checklist

Name of event site & Address	Whitechapel Mission 212 Whitechapel Road London E1 1BJ	No Volunteers	
Date + time of event			

Contact details	Name	Phone
Organisation/School	Jenny	020 7247 8280 jenny@whitechapel.org.uk
Company team leader		
Company co-ordinator		

Task(s) agreed:	<ul style="list-style-type: none"> Volunteers will be working in the clothes store. There are two rooms and the volunteers should split into groups. One idea is to have four in the small room, sorting the clothes into those to be kept and those to be put into rag bags. The rule of thumb is that if you would wear it yourself, keep it, if not, throw it away. The second team of six would work in the larger room hanging the clothes. They could split into three and have two people measuring, two people writing tags and two people hanging the clothes. There are instructions on the tables on how to complete each task.
Wet weather plan:	N/A as work is indoors.
Tools and Materials:	Everything needed for the clothes sort will be provided by the centre. If volunteers would like to wear gloves they will be provided.

Tony Miller

Director

26th June 2019

Since 1876, The Whitechapel Mission has been called to serve the men and women caught in the cycles of poverty, hopelessness and dependencies of many kinds, and to see their lives transformed to hope, joy and lasting productivity.

Wash Basins?	In the toilets
First aid box location?	Kitchens on ground floor, offices on first and second floors
Who is 1 st Aider on site?	All Whitechapel staff are first-aid trained
Closest hospital?	The Royal London is literally next door to the centre- 020 7377 7000
(If painting) How will room be ventilated?	N/A
Might under-18s be on site? If yes, what procedures are in place for safe working?	No
Tea/coffee?	Provided at any time in the volunteer rest area. The volunteer rest area is available just by the kitchens.
Lunch?	Can be provided by the Mission upon request and at cost, or provided by organiser. Can be eaten in upstairs hall
Secure coat/bag place?	Lockers available but volunteers should be advised against bringing valuables if possible
Accessible toilet facilities?	Yes, staff toilets by the church hall
Who will meet + greet volunteer team?	Sue (Daycentre Manager) or Tony (Director)
Who will give talk to volunteers about the venue?	Supervising member of staff
Where will people meet?	Ring the office or the day centre bell and congregate in the church hall
Is the work & work site accessible for those with limited mobility?	No
Nearest public transport facilities? Car parking?	Car parking available upon request. The mission is situated opposite Whitechapel Tube station
Any scope for additional publicity or press release?	Photos can be taken.
Is smoking allowed on site? Is there a designated area?	Outside only.

Any other information
<ul style="list-style-type: none"> • There is a radio in the Clothing Store. • Volunteers can take regular breaks in the volunteer rest area or in the upstairs hall as necessary.

HAZARD	EXISTING CONTROL MEASURES	INITIAL RISK LEVEL: HIGH / MEDIUM / LOW	ADDITIONAL CONTROL MEASURES TO REDUCE THE RISK	RESIDUAL RISK LEVEL: HIGH / MEDIUM / LOW
Describe all hazards identified and their effects for each task	Describe fully all existing controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both. Please specify who is responsible for each action.	Classify risk rating from matrix for each hazard	Describe all further controls to be implemented on or before the event date. All controls must be valid in that they reduce severity, likelihood or both. Please specify who is responsible for each action.	Classify risk rating from matrix for each hazard
Fire & explosion: Emergencies on site e.g. fire, bomb: Can cause injury or death to volunteers present on site	<ul style="list-style-type: none"> ○ Site protocols i.e. established evacuation procedure, designated accessible fire exits, accessible fire extinguishers and blankets, first aid provisions 	Medium (8)	<ul style="list-style-type: none"> ○ Centre's supervisor to fully explain to all volunteers at the start of the day the site evacuation procedure and location of fire exits, fire extinguishers and blankets, and first aid facilities 	Medium (4)
Restricted space/ Access and Egress/ Slips, trips & falls: Injury resulting from tripping on hangers or clothing left on the floor	<ul style="list-style-type: none"> ○ Site protocols for storing hangers, clothes etc 	Medium (4)	<ul style="list-style-type: none"> ○ Centre staff, team leader and volunteers to ensure all equipment and materials are securely and safely stored before and during the event, and dealt with responsibly after the event. ○ During the event, designated areas for storage to be assigned and marked out where appropriate by centre staff or Team Leaders. If possible / practical these areas are to be away from 'pedestrian flow'. 	Low (2)

HAZARD	EXISTING CONTROL MEASURES	INITIAL RISK LEVEL: HIGH / MEDIUM / LOW	ADDITIONAL CONTROL MEASURES TO REDUCE THE RISK	RESIDUAL RISK LEVEL: HIGH / MEDIUM / LOW
Describe all hazards identified and their effects for each task	Describe fully all existing controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both. Please specify who is responsible for each action.	Classify risk rating from matrix for each hazard	Describe all further controls to be implemented on or before the event date. All controls must be valid in that they reduce severity, likelihood or both. Please specify who is responsible for each action.	Classify risk rating from matrix for each hazard
Security: Risk to property or valuables	<ul style="list-style-type: none"> ○ Lockers available for use. ○ The Whitechapel Mission can only advise volunteers to secure valuables and cannot take responsibility for loss or theft. 	Medium (4)	<ul style="list-style-type: none"> ○ Volunteers to be advised of security risk on the day by the centre supervisor and shown where the lockers are. ○ Volunteer Team Leaders to ensure all volunteers lock their valuables away. 	Low (2)
Ventilation / Temperature: Illness resulting from lack of fresh air or natural light or over heating. Claustrophobia leading to panic or distress for volunteers.	<ul style="list-style-type: none"> ○ Centre provides spacious, light and open room available for volunteers to use all day to take breaks. 	Medium (4)	<ul style="list-style-type: none"> ○ Volunteers suffering from severe claustrophobia are advised not attend the challenge. ○ Exit route to be clearly identified and mobile numbers to be exchanged with centre supervisor in case of any security pass issues. ○ Volunteers to take regular breaks ○ Team Leaders to ensure there is plenty of water for volunteers. 	Low (1)

HAZARD	EXISTING CONTROL MEASURES	INITIAL RISK LEVEL: HIGH / MEDIUM / LOW	ADDITIONAL CONTROL MEASURES TO REDUCE THE RISK	RESIDUAL RISK LEVEL: HIGH / MEDIUM / LOW
Describe all hazards identified and their effects for each task	Describe fully all existing controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both. Please specify who is responsible for each action.	Classify risk rating from matrix for each hazard	Describe all further controls to be implemented on or before the event date. All controls must be valid in that they reduce severity, likelihood or both. Please specify who is responsible for each action.	Classify risk rating from matrix for each hazard
Violence & aggression: Vulnerable people present on site although in a different area of the building. Volunteers at risk of distress or injury through misunderstanding.	<ul style="list-style-type: none"> ○ Centre’s supervisor to brief volunteers on the day and provide clear guidelines, protocols and procedures. (Take into account the need to move around the sites, washing and toilet facilities etc.) 	Medium (4)	<ul style="list-style-type: none"> ○ Centre Supervisor to fully explain their guidelines to all volunteers at the start of the day. ○ Centre Supervisor to ensure vulnerable people are not present in work areas. ○ Centre Supervisor or other centre staff to supervise volunteers at all times. 	Low (2)
Biological Agents / Living Organisms: Contact with items left in clothing or dirt on clothing, distress through unexpected discovery of insects or arachnids.	<ul style="list-style-type: none"> ○ Clothes donated are generally in good condition 	Low (2)	<ul style="list-style-type: none"> ○ Volunteers told by Team Leaders to wear gloves. ○ Volunteers should be advised team leader to wash their hands before eating, drinking or smoking. ○ Centre supervisor to explain that insects and arachnids are to be expected in an old building. 	Low (1)