



Whitechapel Mission

Bringing hope where there is despair



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
Whitechapel Mission	Sue	020 7247 8280 sue@whitechapel.org.uk
Company team leader		
Company co-ordinator		

Task(s) agreed:	<ul style="list-style-type: none"> • Volunteers will be working in the kitchens. • Volunteers will be supervised <u>at all times</u>. • Volunteers will be preparing, cooking and serving breakfast. Buttering bread and making toast, frying eggs, bacon and sausages. Cooking beans, tomatoes and mushrooms, and deep frying hash browns. • There will be a lot of interaction with homeless people, but from within the kitchen area, through a counter area. Giving out razors, toothbrushes, towels and other toiletries. Taking and returning mobiles phones for charging. • At the end of the morning there needs to be a clean-up of the kitchen area, as well as the dining area. Sweeping and mopping of the floors.
Wet weather plan:	N/A as work is indoors.
Tools and Materials:	Everything needed for the kitchen challenge 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 and within the kitchens
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
Is the work area well ventilated?	Yes
Might under-18s be on site? If yes, what procedures are in place for safe working?	Possibly, but additional supervision is required by the organiser and will be also be supplied by the Whitechapel Mission.
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 upstairs hall
Who will meet + greet volunteer team?	Sue (Daycentre Manager) or Tony (Director)
Who will give the induction talk to volunteers about the venue?	Supervisor of the day
Where will people meet?	Ring the 'day centre' bell and congregate in the volunteer rest area.
Is the work & work site accessible for those with limited mobility?	Yes
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, but should avoid any vulnerable people in shots.
Is smoking allowed on site? Is there a designated area?	Outside only.
Protective Clothing?	Protective kitchen aprons will be supplied by the Mission once outdoor clothing has been placed within lockers.

Any other information
<ul style="list-style-type: none"> • There is a radio in the kitchen. • 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)
Slips, trips & falls: Injury resulting from slipping on floor, grease or food	<ul style="list-style-type: none"> ○ Site protocols for working with volunteers in the kitchen area. ○ Protective kitchen apron supplied by the Mission, upon arrival and after outdoor clothing has been placed in lockers. ○ Supervising Mission staff responsible for displaying cones and immediate clean-up. 	Medium (4)	<ul style="list-style-type: none"> ○ Volunteers to wear appropriate footwear for working within a commercial kitchen. ○ Volunteers to wear appropriate clothing for working within a commercial kitchen. ○ Volunteers will be sent home if clothing or footwear is inappropriate. 	Low (2)
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)

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Ventilation / Temperature: It is a kitchen environment with high temperatures and cooking smells	<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"> ○ 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)
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. ○ Volunteers NOT to wear skimpy or revealing clothing. 	Low (2)
Biological Agents / Living Organisms: Contact with raw food items requires careful consideration of hygiene.	<ul style="list-style-type: none"> ○ Much of the food stuffs used within the kitchen area are raw at the beginning of the morning. 	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 regularly. 	Low (1)