

# SAMPLE GENERIC STOCK COLLECTION SCHEME RISK ASSESSMENT

## EXPLANATORY NOTES

1. This is a **sample** risk assessment for charity stock collection schemes. It is intended to provide an indication of the kind of risk control measures that should be considered. Although some of the control measures listed are required by law, not all of them should be considered as compulsory. These control measures should also not be seen as an exhaustive list of the means by which charities can eliminate or control risks in stock collection schemes.
2. This is a **general** risk assessment. A separate risk assessment of Manual Handling Operations is required by law.
3. It is a **generic** risk assessment and is, therefore, to be treated as a guide or a model for conducting scheme-specific assessments of individual stock collection schemes. It would be good practice for a charity to:
  - amend the recommended control measures on this generic sample, adding and deleting as appropriate
  - assess each individual stock collection scheme using the revised template to check whether the control measures are in operation and, if not, what further action is required, when, and by whom to reduce the remaining risks to an acceptable level
4. This sample risk assessment assumes that the main stock collection activities are house-to-house collections, one-off collections from private homes and the redistribution of stock between shops. There is space on the penultimate page for additional activities to be assessed, such as emptying banks, collecting/delivering furniture and collecting from companies.
5. This sample risk assessment also assumes that the vehicle driver is a paid employee of the charity and that the stock collectors assisting him are either employees or volunteers. It also assumes that the vehicle is owned, leased or hired by the charity. Significant amendments to this sample risk assessment would, therefore, be required to assess stock collection schemes that are:
  - occasional, ad hoc schemes
  - operated by self-employed drivers using their own vehicles
  - operated by volunteers using their own vehicles
6. The risk assessment should be reviewed within 3 years and when:
  - there is reason to believe it is no longer valid
  - there have been significant changes to working practices or personnel
  - or because there has been a serious accident or incident

Examples of significant changes to working practices would include:

- changes to the range of products collected (e.g. furniture)
  - changes to the activities undertaken or equipment used, such as introducing the emptying of clothing banks
7. All staff involved should be informed about the significant findings of the risk assessment and the control measures they need to follow. There is space at the end of the risk assessment for recording details of how and when this is done. It is recommended that a copy of the assessment should be kept on file at the location from which the scheme is based, or at the charity's head office for schemes operating from a person's home.