

The **Bookhams**  
Residents'  
Association

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**Risk Assessment**

**Delivery of Newsletters and Collection of Subscriptions**

**Issue 4 1 June 2023**

Purpose:	To ensure the safety of Road Stewards when they undertake their duties
Participants:	Road Stewards, Area Distributors, Publicity & Comms Executive, Membership Secretary and Support Volunteers
Tasks/activities:	Delivery of Newsletter and Collection of Subscriptions
Other information:	Risk assessment to be updated in accordance with the latest government guidance on Covid-19

**Risk assessment sign off**

Prepared by:	Name: Carolyn Elson	Signature:		Date:	June 2023
	Position: Membership Secretary				
Reviewed by:	Name: Leslie Huett	Signature:		Date:	June 2023
	Position: Company Secretary				
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Acceptability of risk guidance	<b>High risk:</b>	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	<b>Medium risk:</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	<b>Low risk:</b>	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.

Risk Assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	M	H		L	M	H
Delivery of Packs to Area Distributors	Membership Secretary Publicity & Comms Executive Support Volunteers	Lifting of boxes	L			<ul style="list-style-type: none"> <li>Assessment of the weight of each box and remove individual packs if the box cannot be easily lifted</li> </ul>	L		
Delivery of Packs to Road Stewards and Support Volunteers	Area Distributors Membership Secretary Publicity & Comms Executive Support Volunteers	Lifting of boxes	L			<ul style="list-style-type: none"> <li>Assessment of the weight of each box and remove individual packs if the box cannot be easily lifted</li> </ul>	L		
Delivery of Newsletter and Collecting subscriptions	Road Stewards Membership Secretary Publicity and Comms Executive Support Volunteers	Personal Safety  Uneven surfaces	L			<ul style="list-style-type: none"> <li>Wear a face covering if you prefer to do so</li> <li>Regular hand washing and use of hand sanitiser</li> <li>Never place yourself at risk if approached by individuals whilst collecting- personal safety is more important than protecting the subscriptions.</li> <li>If a resident behaves aggressively towards you walk away from the situation.</li> <li>If the behaviour is threatening report the situation immediately to the police and then to officers of the BRA.</li> <li>Wear appropriate footwear</li> <li>Use sunscreen during periods of warm weather</li> <li>Carry a bottle of water</li> </ul>	L		

Delivery of subscriptions/schedules to Membership Secretary	Road Stewards Membership Secretary	Personal safety	L			<ul style="list-style-type: none"> <li>• Wear a face covering if you prefer to do so</li> <li>• Regular hand washing and use of hand sanitiser</li> <li>• Never place yourself at risk if approached by individuals - personal safety is more important than protecting the subscriptions.</li> </ul>	L	
Controlling the spread of Covid-19 (the virus)	Road Stewards Area Distributors Membership Secretary Publicity & Comms Executive Support Volunteers	Persons being exposed to Virus and contracting and spreading the virus	L			<ul style="list-style-type: none"> <li>• Anyone who meets the criteria within the Government's guidance in place at the time, must follow the set out procedures</li> <li>• Wear a face covering if you prefer to do so</li> <li>• Regular hand washing and use of hand sanitiser throughout the collection and delivery process</li> </ul>	L	