

# WELSHPOOL TOWN COUNCIL

## MEALS ON WHEELS SERVICE

### RISK ASSESSMENT

Ref	Item	Details	Actions	Risk
1	Meals	Provision of meals from the Day Centre for delivery to Clients within Welshpool	Meals provided from the kitchen with a 5 rating. Meals in hot containers and delivered with the prescribed period.	LOW
2	Cars	Two cars available for use by drivers to delivery meals.	Cars well maintained, reported faults repaired, insured for all drivers.	LOW
3	Drivers	Drivers travel in pairs.	Drivers have random license checks, copies of driving licenses gained when they start on the scheme.	LOW
4	Meal delivery	Meals are delivered to set addresses and are put on the plate made ready by the Client.	Meals are delivered in silver foil containers in a hot box and within a prescribed time.	LOW
5	Personal safety	Persons sustaining injury or facing another incident.	The meals are always delivered by two persons.	LOW
6	Accidents	Accident reporting and safety.	All accidents are report to the Day Centre and recorded in the accident book in the Council Offices.	LOW
7	Cash collection	Cash is collected for the meals delivered.	The cash is returned and balanced against the meal delivered on return to the Day Centre.	LOW
8	DBS	Checks on suitable adults.	No system in place at this time, to be reviewed in due course.	MEDIUM

March 2016