History of Education Centre – The Victorian Schoolroom, Edinburgh.
Loan Boxes Risk Assessment for COVID-19
Updated 20 June 2021.

Hazard	Who might be harmed	Current controls	Further action to control risks
Spread of COVID-19	• Volunteers	• Boxes are packed and checked at least 72 hours before loan agreement begins. • Boxes returned after loan agreement are quarantined for at least 72 hours before being opened. • Volunteers work in well-ventilated room.	• Remind volunteers to sanitise hands before and after handling loan boxes. • Encourage volunteers to wear single use, disposable gloves when handling loan boxes and contents. • Launder costumes before reissuing.
	• Loan box recipients	• Advise recipients that boxes have been packed more than 72 hours earlier.	• Encourage loan box recipients to sanitise hands before and after handling loan boxes.