

## Friends of Danesbury & QVM COVID-19 Risk Register

There is a risk that ...	Control	Action	By Date	By Whom
Customers may carry the virus	Enforcement of social distancing rules	Install signage and floor markings and close corridor area		
		Remove books and CDs from shop entrance		
		Remove trolleys in front of window to create more room		
	Limit to the number of customers in the shop	Through door control limit the number of customers to 3		
	Control movement of customers	Do not allow children to enter the shop		
	Barrier at payment station	Purchase and install perspex barrier		
	Prevention of customers trying on clothes	Close the fitting room		
	Prevention of customers trying on shoes	Remove all shoes from the shop		
	Limit to handling of all jewellery	Clean all items before returning to cabinet		
	Removal of risk of virus on toys	Remove all toys from the shop area		
	Reduce risk of virus on obviously frequently handled items	Remove items from the shop and quarantine for a minimum of 72 hrs		
	Contactless payments	Encourage customers to use contactless payments		
	Limit to total number of people in the shop	Re-stock at end of day or when no customers present		
Customer donations carry the virus	Handling of incoming donations wearing gloves	Provide supply of protective gloves and anti-bacterial gel		
	Store donations for a minimum of 72 hours	Create six labelled spaces (Mon-Sat) in the garage		
	Handling of donations when safe to do so	Transfer new donations from garage to Johnsons after min 72 hrs		
	Washing / clean all donations having hard surfaces	Provide anti-bacterial cleaning materials		

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	Washing / clean surfaces in Johnsons every 3 hours	Provide anti-bacterial cleaning materials		
Charity Shop workers may carry the virus	Enforcement of social distancing rules	Workers must agree to follow the strict rules		
	Hygiene	Provide handwashing and paper towels		
		Provide PPE - face shields and gloves		
		Clean toilet, taps and handbasin after every use		
		Remove cloth tea towels and hand towels from the premises		
	Reduction in risk of transferring virus	All workers to bring own cups and drinks		
	Limit to the total number of people in the shop	Re-stock at end of day or when no customers present		