

Covid-19 Risk Register

VERSION 5

There is a risk that ...	Control	Action	Complete	By Whom
Customers may carry the virus	Enforcement of social distancing rules	Install signage and floor markings	✓	Team R-O
		Remove books and CDs from shop entrance	✓	Team R-O
		Remove trolleys in front of window to create more room	✓	Team R-O
	Limit the the number of customers in the shop	Through door control limit the number of customers to 3	On-going	Managers
	Control movement of customers	Only allow one person at a time to go into the corridor area	On-going	Managers
	Barrier at payment station	Purchase and install perspex barrier	✓	Team R-O
	Prevention of customers trying on clothes	Close the fitting room	✓	Team R-O
	Limit to handling of all jewelery	Clean all items before returning to cabinet	On-going	Managers
	Removal of risk of virus on toys	Remove all toys from the shop area	✓	Team R-O
	Reduce risk of virus on obviously frequently handled items	Remove items from the shop and quarantine for a minimum of 72 hrs	On-going	Managers
	Contactless payments	Encourage customers to use contactless payments	On-going	Managers
	Manual payments using card machine	Sanitise card machine after every use	On-going	Managers
	Limit to total number of people in the shop	Re-stock at end of day or when no customers present	On-going	Managers
Customer donations carry the virus	Handling of incoming donations wearing gloves	Provide supply of protective gloves and anti-bacterial gel	✓	Team R-O
	Store donations for a minimum of 72 hours	Create five labelled spaces (Tues-Sat) in the garage	✓	Team R-O
	Handling of donations when safe to do so	Transfer new donations from garage to Johnsons after min 72 hrs	✓	Team R-O
	Washing / clean all donations having hard surfaces	Provide anti-bacterial cleaning materials	✓	Team R-O
	Washing / clean surfaces in Johnsons every 3 hours	Provide anti-bacterial cleaning materials	On-going	Managers
Charity Shop workers may carry the virus	Enforcement of social distancing rules	Workers must agree to follow the strict rules	On-going	All
	Hygiene	Provide handwashing and paper towels	✓	Team R-O
		Provide PPE - face sheilds and gloves	✓	Team R-O
		Clean toilet, taps and handbasin after every use	On-going	All
		Remove cloth tea towels and hand towels from the premises	✓	Team R-O
	Reduction in risk of transferring virus	All workers to bring own cups and drinks	On-going	All
Limit to the total number of people in the shop	Re-stock at end of day or when no customers present	On-going	All	
		Change filter on vacuum cleaner monthly	On-going	Cleaner
		Sanitise card machine after every use	On-going	Managers

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There is a risk that ...	Control	Action	Complete	By Whom
COVID-19 present in the community	Maintain high level of hygiene	Sanitise door handles regularly	On-going	All
		Sanitise shoes after customer has tried on / quarantine for 72 h	On-going	All

Team R-O

The Re-Opening team of MH JW GS DJ