

There is a risk that	Control	Action	Complete	By whom
Customers may carry the virus Or virus in community	<ul style="list-style-type: none"> • Barrier at payment station • Encourage mask wearing • Maintain high level of hygiene • Avoid overcrowding if possible 	<ul style="list-style-type: none"> • Perspex screen to be retained • Sanitise surfaces and door handles • Leave tape on floor 	complete ongoing	Shop manager
Charity shop workers or volunteers may carry virus	<ul style="list-style-type: none"> • Hygiene • Encourage mask wearing • Encourage staff and volunteers to stay at home if they or their family are ill 	<ul style="list-style-type: none"> • Provide handwashing and paper towels • Clean toilet, taps and handbasin • Provide masks and gloves 	ongoing	Shop manager
Contact details not readily available	<ul style="list-style-type: none"> • Proper record keeping 	<ul style="list-style-type: none"> • Keep record of staff and volunteer work pattern for 21 days • Ensure up to date contact details 	ongoing	Shop manager