

Friends of Danesbury & QVM

COVID-19 Risk Register 1st September 2021

There is a risk that ...	Control	Action	By Date	By Whom
Customers may carry the virus	Encourage social distancing	Signage and floor markings on the premises to remain		
		Remove CDs from shop entrance		
		Remove trolleys in front of window to create more room		
	Encourage wearing of masks	Signage requesting customers to wear masks if appropriate		
	Encourage use of hand sanitiser	Hand sanitiser stations are at the entrance and by the till		
	Barrier at payment station	Retain perspex barrier		
	Limit to handling of all jewellery	Clean all items before returning to cabinet		
	Reduce risk of virus on obviously frequently handled items	Clean or sanitise frequently handled goods		
	Contactless payments	Encourage customers to use contactless payments		
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 24 hours	labelled spaces (Mon-Sat) in the garage		
	Handling of donations when safe to do so	Transfer new donations from garage to Johnsons after min 24 hrs		
	Washing / clean all donations having hard surfaces	Provide anti-bacterial cleaning materials		
	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 soap and paper towels		
		Provide PPE - face shields and gloves		
		Clean toilet, taps and handbasin after every use		
		Cloth tea towels and hand towels use to be laundered each day		
Reduction in risk of transferring virus	All workers to bring own cups and drinks			
		All workers to wear masks when meeting the public		