

## RISK ASSESSMENT

The Bridge Centre, Smithy Bridge, OL15 0DY

<b>Area of assessment:</b> Covid 19 - Charity Shop	<b>Person Carrying out Risk Assessment:</b> Janet Bower	<b>Date:</b> 28.5.20
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What are the hazards	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
Spread of Covid 19 - Corona Virus	Volunteers - contracting the virus via donations	<p>**Fixed day and time for donations to be dropped off, not handled by volunteers and social distancing to be adhered to as donor handles donations</p> <p>**Donations to be quarantined for a minimum period of 72 hours, initially in the church building</p> <p>**Clothing to be sorted after 72 hours and steamed before being put out for sale</p> <p>**All other donations to be wiped with anti bacterial cleaning product prior to display</p> <p>**Provision of handwashing and/or hand sanitising gel and volunteers encouraged to increase handwashing for 20 seconds at a time and not touch their face</p>	- Display hand washing instructions	Janet Bower	15.6.20	12.6.20
			- Display notices reminding volunteers to regularly hand wash for 20 seconds per time	Janet Bower	15.6.20	12.6.20
			- provision of gloves, cleaning spray and disinfectant	Janet Bower	15.6.20	12.6.20

		<p>** hand sanitisation to be carried out by all customers entering the shop</p> <p>**perspex sheet to be added to front of till and counter</p> <p>** customer numbers in shop to be limited; ideally one per household and any children should be supervised at all times and not allowed to play freely</p> <p>**only 2 volunteers working on any shift; 1 at till, 1 in sorting room - maintain 2m distance between each other at all times</p> <p>**reinforcement of government guidance of first sign of symptoms</p> <p>** Visors to be worn on shop floor and in sorting area</p> <p>** the wearing of a Bridge Centre tabard for sorting donations – to be washed at the end of the day.</p>	<ul style="list-style-type: none"> <li>- hand sanitising area to be added to shop entrance including wipes for shopping basket handles</li> <li>- display of handwashing advice and instructions for use of anti bac wipes for basket handles</li> <li>- -perspex sheet to be installed</li> <li>- staff numbers to be evaluated and rotas to be collated to reduce number of volunteers in the area</li> <li>- increased signage to remind customers and volunteers of social distancing standards &amp; customer number limits</li> <li>- regular management assessment that all are adhering to the standards</li> <li>- management to monitor customer numbers in store and to ensure those waiting to come in are socially distancing whilst queuing.</li> </ul>	<p>Janet Bower</p> <p>Janet Bower</p> <p>Graffic Detail</p> <p>Janet Bower</p> <p>Graffic detail &amp; Janet Bower</p> <p>Janet Bower Tracey Mellor</p> <p>Janet Bower Tracey Mellor</p>	<p>15.6.20</p> <p>15.6.20</p> <p>15.6.20</p> <p>15.6.20</p> <p>15.6.20</p> <p>Ongoing</p> <p>ongoing</p>	<p>12.6.20</p> <p>12.6.20</p> <p>15.6.20</p> <p>12.6.20</p> <p>15.6.20</p>
	Volunteers - contracting the virus via customers/other staff					

			<ul style="list-style-type: none"> <li>- Government guidance on self isolating if develop symptoms of the virus to be displayed in all areas</li> <li>- increased washing provision of shop tabbards</li> </ul>			
	Volunteers - contracting the virus via contaminated surfaces/equipment	<p>** all surfaces at till area &amp; in sorting room to be wiped after each volunteer (only 1 volunteer at the till at any time)</p> <p>**end of day cleaning regime to be completed and signed for in shop and sorting room</p> <p>**all equipment to be wiped over at end of each shift i.e. price guns, tagging guns, steamer handle</p>	<ul style="list-style-type: none"> <li>- provision of additional cleaning products and a detailed cleaning regime for completion and signing</li> <li>- management to make regular assessments that all are adhering to the "rules"</li> </ul>	Janet Bower  Janet Bower	15.6.20  ongoing	15.6.20
	customers - via contaminated donations	**as above - all donations will have been quarantined for a minimum of 72 hours, steamed or wiped over with anti bacterial wipes. Any soiled/unsuitable	<ul style="list-style-type: none"> <li>- management to ensure stock rotation and storage/display of donations is adhered to.</li> <li>- signage required for the toy area</li> </ul>	Janet Bower  Janet Bower	15.6.20  15.6.20	15.6.20  12.6.20

		<p>items will be removed prior to display.</p> <p>**the changing room will not be open. Any item of clothing returned will be discarded and sent to clothing collection agency</p> <p>**restricted amount of bric a brac items on display with increased stock rotation</p> <p>** no soft toys will be sold</p> <p>** items will be stored off the floor allowing better cleaning and to prevent children touching</p> <p>**toy area will state that children are not to stop and play with the toys while parents browse</p>	<ul style="list-style-type: none"> <li>- signage required for the changing room and blocking of the cubicle entrance</li> <li>- investigation as to the appropriate spray to be used for shoes that have been tried on or no sales at present time</li> </ul>	<p>Janet Bower</p> <p>Janet Bower</p>	<p>15.6.20</p> <p>15.6.20</p>	<p>12.6.20</p> <p>12.6.20</p>
	<p>customers - via contaminated surfaces</p>	<p>**increased cleaning of surfaces, frequently touched areas etc at the end of the day</p> <p>**all hangers to be wiped over before returning to back of shop</p> <p>**shoes tried on to be sprayed and wiped over before return to shelf</p>	<ul style="list-style-type: none"> <li>-provision of hand sanitiser at the door</li> <li>- notices to ask customers to stop and sanitise</li> <li>- weigh up ventilation of the shop vs fire doors wedged open – allocate 1 staff member per area responsible for the immediate closure of a fire door if a fire is</li> </ul>	<p>Janet Bower</p>	<p>15.6.20</p>	<p>12.6.20</p>

		<p>**hand sanitisation area to be used on entry to the shop</p> <p>** all doors to shop to be open to increase ventilation and extractor fan to be on fan mode to enable air to circulate</p>	<p>suspected or the alarm is sounded</p>			
	<p>customers - from other people in the shop</p>	<p>**limit number of customers in the shop to 4 at a time and ask that people come alone ideally. All children should be supervised at all times, not to play with toys and to maintain social distancing</p> <p>** a one way system to be introduced with a change to the display fittings to enable the one way flow and allow for social distancing</p> <p>**social distancing markings to be displayed on the floor for queue for the till</p>	<ul style="list-style-type: none"> <li>- shop to be reorganised with straight rails currently stored upstairs</li> <li>- signage regarding the number of people allowed in the shop</li> <li>- order floor stickers for social distancing, one way system and queue signage.</li> </ul>	<p>Janet Bower Tracey Mellor</p>	<p>15.6.20</p>	<p>12.6.20</p>

Administration of First Aid to a Customer or Staff Member	First Aider	<p>**ensure gloves and a face mask is worn – ideally an apron and eye protection should be worn if available</p> <p>**minimise physical contact with the casualty where possible</p> <p>**encourage casualty to do as much for themselves as possible</p> <p>**if an ambulance is required, ensure that you inform the operator if the casualty has any symptoms of Covid 19</p> <p>**if CPR is required, give chest compressions only and do NOT administer rescue breaths</p>	<ul style="list-style-type: none"> <li>- purchase face masks to have available</li> <li>- provision of apron and eye protection – kept on shelf near first aid box</li> <li>- all information to be given to current first aiders.</li> </ul>	Janet Bower	15.6.20	15.6.20
Fire safety in the Covid 19 Pandemic	Volunteers and customers	<p>**ensure the weekly fire safety checks are in place and carried out</p> <p>**ensure that on each shift a designated person is responsible for fire and for the closure of all fire</p>	-			

		doors in that area in the event of a fire.				
Increased requirement for cleaning of premises during Covid 19 pandemic	Volunteers and Customers & Cleaner	<p>**general cleaning to be carried out at the end of each volunteer shift – touch points and equipment used and handled by each volunteer</p> <p>**general environmental cleaning to be carried out on a daily basis by volunteers of the shop fittings</p> <p>**weekly deep clean by the employed commercial cleaner of all areas within the shop and sorting room</p>	-			