

Charity Shop Reopening - Covid-19 Risk Assessment

What are the hazards?	Who might be harmed?	Controls Required?	Action by who?	Action by when?
Transmission of virus to staff and volunteers who have been notified by the NHS that they are 'extremely vulnerable' (sometimes referred to as the shielded) group	Staff / Volunteers	Staff or volunteers in the extremely vulnerable (shielded) group should stay at home as per Government guidelines until 31 July 2020. From 1 August 2020 the restrictions on those shielding have been relaxed, however most in that group will then fall back to the vulnerable group.	Staff / Volunteers in that group (see appendices)	From reopening and until further notice
Transmission of virus to staff and volunteers who are within the 'vulnerable' group	Staff / Volunteers	In line with the HM Govt Covid-secure guidelines, any staff or volunteers in this group should operate in the safest on-site role, enabling them to stay 2 metres away from others at all times. The role should be agreed in consultation with the employee and assessed as to whether it involves an acceptable level of risk. People in this group can meet other people outdoors and indoors sent time.	Staff / Volunteers in that group (see appendices)	From reopening and until further notice

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Virus transmission among people in shops	Staff / Volunteers	Perspex screening has been fitted around the till and counter area to act as a barrier to airborne matter from customers. Limit this area of work to one member of staff or volunteer. Every reasonable effort must be made to comply with the social distancing guidelines (keeping people 2 metres apart). Staff and volunteers who develop symptoms of coronavirus (a new, continuous cough and/or a high temperature, loss of taste & smell) should stay at home for 10 days from onset of symptoms. If a volunteer or staff member lives in a household where someone else is unwell with symptoms of coronavirus then they must stay at home in line with Government's guidance. Only allow 3 members of public in the shop at any one time and display signage to state such a control is in place. Assign volunteer to 'door duty' if numbers allow. Staff and volunteers should regularly wash their hands with soap and water as often as possible and for 20 seconds each time. The changing room should remain closed and clothes not 'tried on' before purchase. Any returned goods that 'do not fit' should be stored in isolation for 72 hours and then thoroughly steam cleaned before being returned to the shop floor	Staff / Volunteers	From reopening and until further notice
Virus transmission whilst processing stock/donations	Staff / Volunteers	To reduce the risk of virus transmission from donated stock, you should always wear disposable gloves whilst handling donation bags and boxes and the contents should not be sorted until they have been at the shop for 72 hours or more. Items suitable for steam cleaning must always be steamed before putting on the sales floor	Staff / Volunteers	From reopening and until further notice
Deliveries and collections	Staff / Volunteers	All deliveries and collections are suspended until further notice	Staff / Volunteers	From reopening and until further notice
Virus transmission from surfaces	Staff / Volunteers	Staff and volunteers should regularly wash their hands with soap and water as often as possible and for 20 seconds each time. Use disposable gloves to handle cash, i.e. whilst on the till. Use Safe4 spray 50:1 dilution with blue roll, as appropriate, on frequently touched surfaces. Sanitise shop phone between uses. Sanitise till keypad between operators.	Staff / Volunteers	From reopening and until further notice

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Risk of transmission during meetings and shop visits	Staff / Volunteers	Ensure social distancing when meeting in person. Only absolutely necessary participants should attend meetings in person and should maintain 2m separation throughout. Use whatsapp and mobile 'phone to communicate with manager.	Staff / Volunteers	From reopening and until further notice
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Clinically Extremely Vulnerable (Shielded Group) This group has the same guidance as the Clinically Vulnerable from 1 August 2020.

Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.

1. Solid organ transplant recipients.

2. People with specific cancers:

- * people with cancer who are undergoing active chemotherapy
- * people with lung cancer who are undergoing radical radiotherapy
- * people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- * people having immunotherapy or other continuing antibody treatments for cancer
- * people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- * people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs

3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).

4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as Severe combined immunodeficiency (SCID), homozygous sickle cell).

5. People on immunosuppression therapies sufficient to significantly increase risk of infection.

6. Women who are pregnant with significant heart disease, congenital or acquired.

People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.

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Clinically Vulnerable group

This group includes those who are:

- * aged 70 or older (regardless of medical conditions)
- * under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):
- * chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- * chronic heart disease, such as heart failure & chronic kidney disease
- * chronic liver disease, such as hepatitis
- * chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- * diabetes
- * problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
- * a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- * being seriously overweight (a body mass index (BMI) of 40 or above)
- * those who are pregnant

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