



The Shop at Crowle - COVID-19 Risk Assessment

Risk assessment carried out by: Eileen Roberts

Date assessment carried out: August 2020, revised 5 and 20 November; 2 December 2020; 5th January 2021; 12th April 2021; 5th May 2021; 21st June 2021; 13th July 2021.

Date of review: July 2021

Date of next review: August 2021

Review period: monthly (sooner if Government guidance changes)

| Risk identified | Who is at risk | Control measures | Reduction/Avoidance | Review Date |
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| Exposure to coronavirus in the workplace | Covid infection to co-workers, customers, delivery personnel and contractors | Ensure a Covid-19 secure workplace by: Washing hands regularly, or use hand sanitiser; Wearing a face covering; Maintaining good ventilation (keep windows and doors open); Cleaning surfaces regularly, using appropriate PPE (gloves and plastic aprons); Observe 2m social distancing from customers and other volunteers as far as possible. | All staff and volunteers to be strongly encouraged to take up vaccination against Covid-19 when offered. | August 2021 |

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| | | <p>Limiting the number of people (customers and staff) present in the shop at any one time.</p> <p>Table service only for café customers.</p> <p>Provision of screens around the till and counter area.</p> <p>Signage in place re handling of goods – only handle what you intend to purchase</p> <p>All staff advised not to present for work if:</p> <ul style="list-style-type: none"> • they or a member of their family/household or a colleague have in the last 10 days been ill with Covid-19 symptoms. • they have been instructed to self-isolate via NHS Track and Trace or other contact | <p>Maximum number of people allowed at any one time from July 19th:</p> <ul style="list-style-type: none"> • 4 staff (manager + volunteers) • 4 customers. Exceptions will be dependent children under 10, or with special needs. • Table service only for customers for café (outside tables only). Café orders to be taken and served at table and payment taken at the window • (Visiting suppliers entering the shop to be counted within the total above, i.e staff plus customers plus suppliers must not exceed 8). • D of E volunteers not permitted at this stage of roadmap <p>See current guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> | |
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| | | <ul style="list-style-type: none"> they or a member of their family/household has tested positive for coronavirus by either a PCR or LFD test, or is awaiting a test result <p>Any volunteer who becomes ill with symptoms consistent with Covid-19 following a shift must inform the shop manager Carolyn Bull as our designated “single point of contact” on 07815 885017</p> | | |
| Potential exposure to coronavirus (surface contamination) | Manager Volunteers Customers Delivery personnel | <p>Cleaning schedule for all surfaces, doors, till and other points of contact, minimum once per shift and at start and end of day.</p> <p>Use of 70% alcohol sani-cloth general surface wipes on all shared equipment (till, card machine, scales, mouse and phone).</p> <p>Use of EN 14476 compliant anti-viral disinfectant on outside tables and benches/seats, serving hatch area and outside bins after each customer use.</p> <p>Use of EN 14476 compliant anti-viral disinfectant on customer toilet minimum once per shift and at start and end of day.</p> <p>Use of EN 14476 compliant anti-viral disinfectant on counters, worktops, serving hatch, door handles including chiller cabinets and other points of contact. Till screen in place. Wearing of gloves for cleaning, disposed of after single use followed by immediate hand washing. Removal of non-essential paper leaflets, forms, product information.</p> | <p>Manager to ensure cleaning between each person for shared equipment (e.g., till and phone). Clean card machine with alcohol wipes after every PIN transaction.</p> <p>Outside tables to be decontaminated with anti-viral disinfectant and disposable cloth between parties. Customer toilet area to be decontaminated with anti-viral disinfectant frequently during the day, observing 5 minute contact time for points of contact (taps, cistern flush and door handles). During busy periods 70% alcohol wipes may be used to decontaminate tables and customer toilet.</p> <p>Ensure volunteers are made aware of need for all areas of the shop to remain paper-free other than essential paperwork/related product items, and not to accept requests to display product information leaflets etc.</p> | August 2021 |

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| <p>Potential exposure to coronavirus (airborne contamination)</p> | <p>Manager Volunteers Customers Delivery personnel</p> | <p>Hand washing facilities (staff and volunteers) and alcohol gel (at customer entrance point) provided. Personnel advised to wash hands after every cash transaction or use alcohol gel.</p> <p>Guidance provided on respiratory hygiene etiquette.</p> <p>Ensuring effective ventilation (keep windows and doors open). Staff and volunteers advised to wash clothes after every shift and to launder (60°C minimum) and steam iron apron.</p> <p>Use of face coverings or visors strongly encouraged by staff and volunteers (except when behind the screen or outside) and customers.</p> | <p>Customers to be reminded to use hand gel on entering THE SHOP and when using customer toilet.</p> <p>Reminder about 'catch it, bin it, kill it' (notice in staff toilet). See above.</p> <p>Face coverings, whilst no longer a requirement, are recommended and encouraged for those working in The Shop (other than when behind the screen or outside) and for customers and other visitors such as suppliers</p> | <p>August 2021</p> |
| <p>Handling waste which may contain Infected waste material such as used tissues, face covering</p> | <p>Manager Volunteers</p> | <p>Waste is already well managed but there is now an increased risk of exposure to Covid-infected material. Signage in place on waste bins (inside and outside) to include hazard information + action to take:</p> <ul style="list-style-type: none"> • wear gloves when taking bin bags out • dispose of gloves • wash hands afterwards | | <p>August 2021</p> |
| <p>Exposure to coronavirus during servicing and maintenance</p> | <p>Service personnel</p> | <p>Certify that equipment has been decontaminated before service, or undertake sanitisation in accordance with contractor request</p> | <p>Coffee machine wiped hourly and cleaned daily; otherwise, comply with contractor requests</p> | <p>August 2021</p> |