

What are the hazards?	Who might be harmed?	Controls Required	Required Action by who?	Action by when?	Done
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	The extremely vulnerable (shielded) group will be supported in staying at home as per the Government guidelines.	DoR Shop Manager	Prior to return	12/06/2020
Transmission of virus to staff and volunteers who are within the vulnerable group.	Staff/volunteers	SCT will take extra steps for anyone in the workforce who is in a vulnerable group. Volunteers in the vulnerable group must be asked to consider very carefully the risks prior to re-engaging as volunteers. If they cannot work from home, they shall be offered the option of the safest available on-site roles, enabling them to stay 2 metres away from others. If they have to spend time within 2 metres of others we will carefully assess whether this involves an acceptable level of risk. Hold individual discussions with affected staff members and volunteers.	DoR Shop Manager	Prior to return	12/06/2020
Virus transmission among people in shops	Staff/volunteers/customers	Every reasonable effort will be made to enable working from home as a first option. Plan for the minimum number of people needed on site to operate safely and effectively. Every reasonable effort shall be made to comply with the social distancing guidelines (keeping people 2 metres apart. Where this cannot be followed in full all mitigating actions possible will be taken including: <ul style="list-style-type: none"> 🗑️ Keeping the activity time as short as possible 🗑️ Back to back or side to side working 	DoR Shop Prep Team	Week prior to opening	12/06/2020

		<p>📄 Using “fixed teams or partnering” Staff and volunteers who develop symptoms of Coronavirus (see govt advice for frequently changing advice) should stay at home for 7 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 the Government’s guidance. Assess the maximum number of customers that can be in the shop at any one time based on shop size and layout so that the 2 metre social distancing can be observed with staff and volunteers working to regulate entry into shops. Put up signage to ask customers with symptoms not to enter the shop, and to remind people to always keep 2 metres from other people, wherever possible. Regularly encourage staff and volunteers to wash their hands with soap and water as often as possible and for 20 seconds every time. Advise staff to keep 2 metres apart as much as possible. Changing rooms to be closed until further notice. Encourage people to shop alone if possible and remind customers with children that they are responsible for supervising them. Providing floor markings inside and outside of shops to support social distancing measures in place.</p>			
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Virus transmission whilst processing stock/donations	Staff/volunteers	<p>Government advice is that donated items should be stored for 72 hours or cleaned with usual cleaning products before being displayed on the shop floor. As a precautionary measure, all donated items will be stored for 72 hours before processing by staff and volunteers. Advise hand washing before and after sorting stock and the avoidance of people touching their faces whilst handling stock. Provide hand sanitiser for use by customers before they handle any stock. Disposable gloves to</p>	<p>Shop Manager Assistant Manager Supervisor</p>	Ongoing	

		be worn whilst sorting stock with a requirement that hands are washed before and after wearing and that the gloves are disposed of after use. Wash down donated goods with hard surfaces with standard cleaning products. Enable contactless drop offs of donations to reduce person to person interaction. Steam all clothing thoroughly after the 72 hour isolation period.			
Virus transmission from surfaces	Staff/volunteers/customers	<p>Staff and volunteers to wash hands regularly during the day. Provide handwashing facilities (or hand sanitiser where not possible) including at entry and exit points.</p> <p>Bring forward installation of new tills to enable contactless transactions wherever possible.</p> <p>Hard surfaces including tables, till counter, till screen, phones, kitchen worktops, door handles etc. to be cleaned down regularly. Disinfect pens used for Gift Aid sign up and other written requirements. ideally between uses.</p> <p>Clean throughout the day the most touched areas especially those that are shared such as telephones, till systems and PDQ machines.</p> <p>Staff and volunteers are to stick to their own cups for drinks and ensuring prompt cleaning of cutlery, plates, etc. Dry hands with paper hand towels, kitchen towel or electric dryer where possible. Remove tea towels and reusable towels or other drying cloths that are used by multiple people.</p>	Shop Manager Assistant Manager Supervisor Volunteers	Ongoing	
Virus transmission during deliveries and collections	Staff/volunteers/customers	N/A			

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. Set shop staff up on zoom conferencing (or similar) to reduce the number of meeting and shop visits by field staff.	All Staff	Ongoing	

Company name: Spitalfields Crypt Trust

Assessment carried out by: Leah Johnson

Date of next review: 06/08/2020

Date assessment was carried out: 08/06/2020