

# Coldharbour Mill Trust Ltd

## COVID-19 Risk assessment – Shops & Branches

Company name: Coldharbour Mill Trust Ltd.

Assessment carried out by: P.Holdway-Bradley

Date of next review:01/07/2020

Date assessment was carried out: 02/06/2020

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This Risk assessment lays out the actions set out by Coldharbour Mill Trust Ltd to minimise risk to our staff and volunteers once the government advice allows us to re-enter the workspace. Prior to this the Mill has been closed to all volunteers as the government guidance enforced.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Travelling to Coldharbour Mill</b>	Any Staff & Volunteers	Currently we are not allowing volunteers on to the site to minimise risk	Advising all Staff & Volunteers to avoid public transport and use other methods of transport i.e. walking, cycling, own car.	GM	Before Volunteers are allowed back to CHM	
<b>Arriving at Coldharbour Mill</b>	Any Staff & Volunteers	Currently we are not allowing volunteers on to the site to minimise risk	A Hand sanitisation facility will be provided after crossing the bridge from the car park, this should be	GM	Before Volunteers are allowed back to CHM	

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			<p>used by all volunteers entering the premises and can be used on exit too.</p> <p>We will be installing a new fob based clocking-in system which will be hosted in the 'Café' this is a touchless system to minimise risk for volunteers and will allow us to track the amount of volunteer hours at the mill.</p>			
<b>Access to handwashing facilities</b>	Any Staff & Volunteers	We currently provide handwashing facilities in all toilets and the staff room.	We will install hand sanitisation facilities in the following areas: Entrances to level 2,3,4 of the Mill, 2 in the shop/reception area, the entrance to the offices, 1 at the entrance bridge from the car park, entrance to the Tea room, upon	GM	Before Volunteers are allowed back to CHM	

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			entrance to other areas i.e. Steam complex – to encourage sanitisation before entering a new area of the building. This will also include signage in these areas.			
<b>People not observing Social Distancing guidance</b>	Any Staff & Volunteers	We are not allowing volunteers on site and staff are strictly adhering to social distancing	We will advise all volunteers to observe strict social distancing. We will install new signage to the building reminding everyone to keep their distance from other staff and volunteers. We will advise all volunteers to remain in their work spaces and not venture into unnecessary areas where they could come into contact with more risk. Where social distancing is	GM to provide guidance	Before Volunteers are allowed back to CHM	

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			not possible appropriate PPE will be provided.			
<b>Face to Face interaction</b>	Any Staff, Volunteers & Customers of the Mill		Due to the need for face-to-face interaction with customers in a retail environment we will be installing screens at the shop point of sale to provide a physical barrier between customers and others. We will also provide signage on the floor marking a safe distance for customers to stand from the POS.	GM to install	Before Shop is re-opened to customers	
<b>Cash Handling</b>	Any Volunteers & Staff taking payments, customers of the Mill	We provide PDQ's which are contactless enabled	We will install signage which encourages customers to pay via contactless payment method to avoid handling huge amounts of cash	GM	Before Shop is re-opened to customers	

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<b>Capacity of Shop</b>	Volunteers, Staff and Customers of the Mill		<p>We will create and display signage to convey new capacity limit of shop – there should only be a maximum of 4 persons in the shop at any one time. Customers, Staff &amp; Volunteers will be advised to wait outside the shop if the capacity has been met (one-in-one-out system).</p> <p>We will also provide signage outside to dictate which door is the entrance and which is the exit to avoid crossing paths with others.</p>	GM to produce and install signage and provide guidance to volunteers	Before Shop is re-opened to customers	
<b>Uncleanliness of work areas and equipment</b>	Any Staff & Volunteers	Areas are regularly cleaned	Thorough cleaning of all areas will be completed prior to volunteers arriving for the day. All volunteers and staff will be regularly	GM	Before Volunteers are allowed back to CHM	

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			reminded to avoid touching their face while working especially when wearing gloves to avoid contamination of surfaces and equipment. Cleaning products will be provided and handles, surfaces and card machines should be wiped down regularly.			
<b>Use of Common Areas</b>	Any Volunteers & Staff	Staff room and toilets are cleaned regularly	Handwashing facilities are provided in these areas in addition we will install hand sanitisation dispensers outside of these areas to encourage cleaning on entry.  New volunteer Tea Room set-up in what was the café to allow more space. Maximum of 10 persons should be in this area at	GM	Before Volunteers are allowed back to CHM	

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			one time. This area will be wiped down regularly to avoid touch contamination.			
<b>PPE</b>	Volunteers	We already provide PPE for workers who require it	We will continue to provide this as well as gloves for all volunteers who will require shared use of equipment, masks are also available.	GM	Before Volunteers are allowed back to CHM	