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| Shop:  |  | Address: |  |
| Name of person completing risk assessment: |  | Date of RA: |  |
| Description of Risk assessment: | To reduce the likelihood of someone becoming injured or ill from hazardous substances |
| People at Risk: | PaMS: | **Yes** | Volunteer: | **Yes** | Vulnerable person: | **Y/ N** | Lone workers: | **Yes** | Public: | **Yes** |
| Injuries: | Anxiety, back/head problems, bruise/cut, burn, choke, ear problems, eye problems, fatality, fracture, musculoskeletal issues, puncture wound, sprain/strain, suffocate |

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| This risk assessment has been developed in line with the [Control of Substances Hazardous to Health Regulations 2002](https://www.legislation.gov.uk/uksi/2002/2677/regulation/7/made), Government guidance: [Working safely during COVID-19 in shops and branches](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches) – last updated 14 July 2021, HSE document: [Risk assessment during Coronavirus (COVID-19) pandemic](https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm) – last updated July 2021 and other HSE advice and guidance. |

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| To be completed by the person responsible for health and safety in the MS Society shop**.** Thereafter to be reviewed if the document is no longer valid, if there have been major changes within the shop or annually whichever is soonest. Please see generic risk assessment VPRA: 101 for accompanying notes.To complete the risk assessment:* Look at each statement and answer it Yes, No or N/A
* If all the answers are Yes or N/A, fill in the first line of the Action Plan on the last page; stating “Risk assessment reviewed, No action needed” sign and date to indicate when the assessment was completed (e.g. 1)
* If there are any “No’s” fill in the actions needed, person responsible and completion date in the Action Plan (e.g. 2)
* The responsible person signs and dates the last column on the Action Plan as each action is complete
 |

| **Hazard** | **Prevention** | **Y/ N/ NA** |
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| Although government restrictions regarding the COVID pandemic have been lifted, there are still some processes in place that need to be adhered to – further information can be found on the government and HSE websites shown above.  |
| 14.7 | COVID – information and training(RF= 3 Low) | Process in place for regularly checking COVID requirements nationally (links via [HSV: 921B](https://volunteers.mssociety.org.uk/resources/hsv-921b) COVID-19 guidance sheet) and locally (via news outlets) in case changes are needed |  |
| Those managing health and safety in the shop understand that if restrictions are re-instated there will be a requirement to update the COVID risk assessment |  |
| 14.7 | COVID – information and training(RF= 3 Low) | All staff/ volunteers aware they should not attend the shop if they (or anyone in their household) has any symptoms of COVID-19 |  |
| All staff/ volunteers aware they must follow all legislative and government guidance regarding COVID and must read [HSV: 921B](https://volunteers.mssociety.org.uk/resources/hsv-921b) COVID-19 guidance sheet prior to visiting the shop |  |
| All staff/ volunteers complete the July 2021 COVID addition to HSV: 132 - property induction |  |
| Any Contractors or Visitors (Inc. MS Society staff and Group volunteers) to the shop to be pre booked in with the Shop Manager and their COVID-19 responsibilities made clear |  |
| All staff/ volunteers understand that where it is no longer a legal requirement to exercise hygiene practises, wear masks or follow social distancing measures the MS Society strongly recommends that we all continue to follow these systems where possible, as the virus is still circulating |  |
| 14.7 | COVID – test and trace(RF= 4 Medium) | Retain in place plan to contain an outbreak following a positive test for COVID-19:  |  |
| * + In line with GDPR, [maintain records](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#information-to-collect) of anyone who enters the property: names, contact number, dates and times when they were in the building – keep for 21 days.
 |  |
| * + Keep HSV: 124A - COVID response plan in place and up to date. Follow its guidelines including contacting the [local health protection team](https://www.gov.uk/health-protection-team) if there are 5 cases of COVID-19 within 14 days associated with the property
 |  |
| All staff/ volunteers aware that, if they develop COVID-19 symptoms following any visit to the shop, they must inform the shop manager and use the NHS Test and Trace process |  |
| If cleaning after a known case of COVID-19 [specific guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) will be followed |  |
| 14.7 | COVID – notices(RF= 3 Low) | Display official COVID-19 notice with the shop manager’s contact name and details |  |
| Hand washing technique notices are displayed above all sinks |  |
| Keep any existing notices displayed that may encourage staff, volunteers and shoppers to give consideration to others such as reminders to wear face coverings if possible, wash hands and use hand sanitizers regularly |  |
| 14.7 | COVID – everyday activities(RF= 3 Low) | Keep existing cleaning regimes in place as the virus is still circulating |  |
| Ensure staff/ volunteers understand how to use, store, clean and dispose of any PPE |  |
| Keep staff/ volunteers to shift teams where possible to limit social interaction |  |
| Encourage staff/ volunteers to change clothing on a daily basis and wash immediately after use |  |
| Keep till screens in place  |  |
| Use contactless payment wherever possible |  |
| Keep changing rooms closed – if plans to open review [section 2.5 of government guidance](https://www.gov.uk/guidance/working-safely-during-covid-19/shops-branches-and-close-contact-services#retail-2-2)  |  |
| Leave doors and windows open where possible to aid ventilation.  |  |
| In poorly ventilated spaces follow the [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) on improving ventilation and if this is not possible minimise the use of these spaces |  |
| Keep hand sanitizers at the entrance to the shop and in multiple accessible locations to encourage staff, volunteers and customers to continue using them |  |
| Tell staff/ volunteers that, if eating and drinking, they should prepare, bring and eat their own food and drinks separately |  |

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| **Hazard No.** | **Action Needed** | **Responsible Person** | **Completion Date** | **Actions complete****Sign and date** |
| e.g. 1 | Risk assessment complete/ reviewed – no actions needed | Joe Bloggs |  | Joe Bloggs 23.01.20 |
| e.g. 2 | Check emergency arrangements at venue | Joe Bloggs | 31.01.20 | Joe Bloggs 23.01.20 |
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