

## Covid-19 Risk assessment template – Fullers Mill Garden

Company name: Perennial

Assessment carried out by: Amy Routley

Date of next review: June 2021

Date assessment was carried out: June 2020

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>Entry gates</b>	All staff and volunteers. Potential risk of infection due to communally used entry systems	Padlocks, handles and keys are wiped daily at the end of the day (they are only unlocked once)	No further action required	All staff	Immediately	Done
<b>Toilets</b>	All staff, visitors and volunteers. Potential infection	Signs have been put up for everyone regarding cleanliness, a table of sanitiser etc. will be an extra provision when visitors are allowed to the garden. Notices	Cleaner to start work again on the 16h of June to keep the toilets clean	All staff and volunteers	Immediately/16 <sup>th</sup> of June	Done

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		reminding staff and volunteers to keep the toilets clean. Toilets wiped down daily and have a full clean weekly				
<b>Bothy area</b>	All staff and volunteers – risk of cross infection	No sharing of tea/coffee making facilities, no shared/communal food available. Encouraged to bring own packed lunch/flask of drink.	Café to stay closed to visitors of any kind until guidance allows us to do so.	All staff	Immediate	Done
<b>Bothy office</b>	All staff and volunteers – risk of cross infection	Staff encouraged to work from home where possible. Only staff that HAVE to come into the office are allowed in and must observe social distancing regulations. Lunch	None	All staff and volunteers	Immediate	Done

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		times and breaks are staggered on a rota system so that minimal contact is achieved. Take breaks outside when weather permits				
<b>Cleanliness of the office facilities</b>	All staff, visitors and volunteers – without regular cleaning, bacteria can be present and infection rate increases	Only minimal staff allowed into the office facilities and door handle cleaning is done daily. No desk sharing allowed	To be reviewed if all staff allowed back into office facilities	All staff and volunteers	Immediate	Done
<b>Garden tools</b>	All staff and volunteers – higher risk of infection around shared items	Sign is up stating that all staff and volunteers should wear gloves (which are supplied) when handling communal tools and that the tools should be	None	All staff and volunteers	Immediate	Done

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		sanitised after use (sanitiser supplier)				
<b>Propagation area</b>	All staff and volunteers – heightened risk of infection	Potting up is undertaken outside, weather permitting. Social distancing is adhered to. Rota system for task to ensure not over populated. Gloves are worn.	None	All staff and volunteers	Immediate	Done
<b>Working in the garden</b>	All staff and volunteers – Contamination re lack of social distancing	Observing social distancing guidelines – staff and volunteers on rota’s to support this	None	All staff and volunteers	Immediate	Done
<b>Power tools</b>	All staff and volunteers – contamination	Wearing gloves when using machinery at all times. Gloves supplied	None	All staff and volunteers	Immediate	Done

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<b>Inclement weather</b>	All staff and volunteers – lack of ability to social distance	If weather is bad – and jobs where you are able to social distance easily are not available, we will send staff home on a rota pattern	None	All staff and volunteers – managed by Head Gardener	Immediate	Done
<b>PPE</b>	All staff and volunteers – infection risk	Everyone has their own PPE – extra gloves have been provided for all staff and volunteers	None	All staff and volunteers	Immediate	Done
<b>Visitors</b>	All staff, visitors and volunteers	Signage is being installed at pertinent points in the garden. No catering is available on site. Plant sales and entry point moved to adhere to social distancing guidance. No cash accepted. Entry for friends only	None	All staff, visitors and volunteers	Immediate	Done

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		<p>via booking system. Staff and volunteers will work 'back of house' and not mix with visitors. All tills/baskets etc. available to visitors will be sanitised between use. Hand sanitisers will be available for visitors – gloves will be available for staff/volunteers.</p>				
<p><b>Support for Disabled visitors</b></p>	<p>Disabled visitors – potential risk of infection with borrowed equipment</p>	<p>We are longer lending out wheelchairs or umbrellas to visitors to minimise the risk of cross infection. Disabled visitors will still be very welcome</p>	<p>None</p>	<p>All staff and volunteers</p>	<p>Immediate</p>	<p>Done</p>

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		to attend, using their own wheelchairs				
<b>Serving Tea and Cake in the Bothy to garden visitors</b>	Risk of infection from plates cups etc to visitors, staff and volunteers	Use only disposable cups, plates, forks and stirrers, Put slices of cake onto plates and cover with clingfilm before visitors arrive (use gloves) All items to be put in bin by visitors after use. Tables to be cleaned with sanitiser between use. Table service not provided, takeaway only. Tables set up with social distancing observed.	None	All staff and volunteers	8 <sup>th</sup> July 2020 onwards	Done

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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