

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 (Reviewed July 2021)

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
Entry gates	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
Toilets	All staff, visitors and volunteers. Potential infection	Signs have been put up for everyone regarding cleanliness, a table of sanitiser etc. is outside of toilets. Bottle of sanitiser in each of the toilets.	Currently sourcing a cleaner for six hours a week to give toilets a deep clean	All staff and volunteers	Immediately	Done

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		<p>Handwashing poster in each toilet. Toilets are deep cleaned once a week at present and checked daily, cleaning will be moved to twice a week as soon as cleaner hired.</p>				
<p>Bothy area</p>	<p>All staff and volunteers – risk of cross infection</p>	<p>Providing disposable cups/plates to minimise touching points. Encouraging contactless payments. Clean tables after each customer has left, system in place to monitor this.</p>	<p>Takeaway service staying in place, no indoor seating.</p>	<p>All staff</p>	<p>Immediate</p>	<p>Done</p>

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Bothy office	All staff and volunteers – risk of cross infection	Staff allowed back to office but no sharing desks without cleaning first. Good hand hygiene practices in place Indoor areas well ventilated with windows and doors.	None	All staff and volunteers	Immediate	Done
Cleanliness of the office facilities	All staff, visitors and volunteers – without regular cleaning, bacteria can be present and infection rate increases	Staff returned to office. Desk sharing should be avoided but if not possible desks to be wiped down between uses.	None	All staff and volunteers	Immediate	Done
Garden tools	All staff and volunteers – higher risk of infection around shared items	Sign is up stating that all staff and volunteers are advised to wear gloves (which are supplied) when handling communal	None	All staff and volunteers	Immediate	Done

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		tools and that the tools should be sanitised after use (sanitiser supplier) do not assume person before has cleaned after use				
Propagation area	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
Working in the garden	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

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Power tools	All staff and volunteers – contamination	Wipe down handles after use, steering wheels etc.	None	All staff and volunteers	Immediate	Done
Inclement weather	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
PPE	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
Visitors	All staff, visitors and volunteers	Signage is installed at pertinent points in the garden. Takeaway cups/plates for use by visitors to	None	All staff, visitors and volunteers	Immediate	Done

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		minimise touch points Booking system in place to limit numbers will remain Track and Trace still present and visible, will be encouraged 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.				
Support for Disabled visitors	Disabled visitors – potential risk of infection with borrowed equipment	Wheelchairs can be offered to visitors. Sanitised between uses.	None	All staff and volunteers	Immediate	Done

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<p>Serving Tea and Cake in the Bothy to garden visitors</p>	<p>Risk of infection from plates cups etc to visitors, staff and volunteers</p>	<p>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.</p>	<p>None</p>	<p>All staff and volunteers</p>	<p>8th July 2020 onwards</p>	<p>Done</p>

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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