

Covid-19 Risk assessment template – York Gate Garden

Company name: Perennial
Latchford 29/07/21

Assessment carried out by: Amy Routley (reviewed by Sally

Date of next review: Sept 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
Admissions office entry point	All staff, volunteers and visitors – risk of cross infection	All visitors must pass through this route to check into the garden. The volunteer stationed has a Perspex protection screen which will be cleaned with antibacterial cleaner on a regular basis. Hand sanitiser will be provided at admissions desk	No further action required	All staff and volunteers	immediate	Done

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		and the garden still maintains a one way system. Posters asking visitors/volunteers to wear masks in enclosed spaces are displayed.				
Visitors Toilets	All staff, visitors and volunteers. Risk of cross infection	This will be 2 independent toilet cubicles which each have their own hand washing basin in the toilet cubicle. Signs remind visitors to wash hands. There is a hand sanitiser mounted on the exit wall and a reminder to sanitise hands on the way out. Toilets will be cleaned 5 times a week by a	No further action required	All staff and volunteers and cleaners	immediate	Done

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		<p>professional and once a day by staff between this. Posters asking visitors/volunteers to wear masks in enclosed spaces are displayed.</p>				
<p>Staff toilet facilities</p>	<p>All staff and volunteers – risk of cross infection</p>	<p>Staff and volunteer toilet facilities are what used to be in the ladies outside toilets. They are marked “Private Staff only”. Hand washing reminders are posted up in the toilet facilities. Handwash and paper towels are provided. Toilets will be cleaned 5 times a week by a</p>	<p>No further action required</p>	<p>All staff and volunteers</p>	<p>Immediately</p>	<p>Done</p>

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		professional cleaner and intermittently by staff between these times.				
Garden visitors' safety	All staff, volunteers and visitors – risk of breaking social distancing	Hand sanitisers will be provided at various points throughout the garden.	No further action required	Ben and garden team	immediate	Done
Office space/staff areas	All staff and volunteers	There will be no more shared desk areas. Staff all have their own desks. All door handles and commonly touched areas will be cleaned down with anti bacterial wipes/fluid at the end of each day by the last person who leaves the area.	No further action required	All staff and volunteers	Immediately	Done

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Staff kitchen area in Field Room	All staff and volunteers	All volunteers and staff are encouraged to bring their own food and drink. Shared items (such as kettle) are wiped down regularly with antibacterial wipes. Cups are sterilised before use if they are being shared.	No further action required	All staff and volunteers	Immediately	Done
Meetings	All staff and volunteers	Any meetings that are held indoors, take place in a large meeting space. Meetings involve the minimum number of people needed. Meeting rooms will be well ventilated if held indoors.	No further action required	All staff and volunteers	Immediately	Done
Café facility	All staff, volunteers and	Sanitiser available at the door. There will	No further action required	Suzanne Clemo, Sally Latchford	immediate	Done

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	visitors – potential of cross infection	be one entrance for takeaway customers and one entrance for indoor/outdoor seated customers. One from group orders and pays. No cash will be taken, card only and preferably contactless.				
Plant sales area	All staff, volunteers and visitors – risk of cross infection	Only two visitors at a time will be allowed in the plant sales shop. A Perspex screen protects both staff and visitor and will be cleaned regularly. No cash will be accepted, card payments only with contactless as a preference. Posters	No further action required	Ben & garden team	Immediate	Done

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		asking visitors/volunteers to wear masks in enclosed spaces are displayed.				
Shop	All staff, volunteers and visitors – risk of cross infection	Only 6 visitors allowed in the shop at one time. Posters asking visitors/volunteers to wear masks in enclosed spaces are displayed. A Perspex screen protects both staff and visitors and will be cleaned regularly. No cash will be accepted, card payments only with contactless as a preference. Visitors	No further action required	Zoe Parker and Sally Latchford	Immediate	done

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		can use the hand sanitiser outside the shop before they enter. There is another hand sanitiser by the till. A one way system operates, with a clearly labelled entrance and exit door				
Garden tools	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 sanitised after use (sanitiser supplied)	None	All staff and volunteers	Immediate	Done
Propagation area	All staff and volunteers –	Potting up is undertaken outside,	None	All staff and volunteers	Immediate	Done

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	heightened risk of infection	weather permitting, but the polytunnel is well ventilated. Rota system for task to ensure not over populated. Gloves are worn.				
Power tools	All staff – contamination	Wearing gloves when using machinery at all times. Gloves supplied	None	All staff and volunteers	Immediate	Done
PPE	All staff and volunteers – infection risk	Everyone has their own PPE where relevant to their job role – extra gloves have been provided for all staff and volunteers. All staff & volunteers to provide own masks. Disposable ones	None	All staff and volunteers	Immediate	Done

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		available if they haven't.				

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