

# Risk assessment the transmission of Covid-19

**Company name:** PLANT community garden

**Assessment carried out by:** Staff & committee members

**Date of next review:** September 2020

**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
<p><b>Transmission of Covid-19 through attending the garden</b></p>	<p><b>WHO?</b> Staff Volunteers Visitors</p> <p><b>HOW?</b> Contracting Covid-19</p>	<ul style="list-style-type: none"> <li>We already provide hand sanitiser and wipes and a hand washing station</li> </ul>	<ul style="list-style-type: none"> <li>At the 2 entrances of the garden we will provide 2 sanitising stations before entry to the garden.</li> <li>We will advise that anyone who has been in the garden also washes their hands on their return home</li> <li>Provide sealable waste bags for used wipes which will be disposed of daily in the outdoor waste bin and ensure everyone is aware it is compulsory to sanitise before attending the garden through displaying updated signs at the gates</li> </ul>	Ali/Admin/Management committee	Update signs – ASAP	

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			<ul style="list-style-type: none"> <li>During garden opening times we will ensure there are no more than 8 people at one given time in the garden – this will include staff of which there are 2 on most days.</li> </ul>			
<b>Transmission of Covid-19 through tool sharing</b>	<b>WHO?</b> Staff Volunteers Visitors <b>HOW?</b> Contracting Covid-19	<ul style="list-style-type: none"> <li>Our current rota volunteers are encouraged to bring their own tools where possible.</li> <li>If they use any tools at the garden they have been instructed to wipe them down before and after use.</li> <li>At present the tools are only available on the days when staff are in. Tools are stored in the metal shed and this is always locked on the days when staff are not in.</li> </ul>	<ul style="list-style-type: none"> <li>Set up a mid-ship sanitising station at the tool shed on garden open days and on closed days it will be located in the outdoor classroom</li> <li>We will issue pre-washed gloves to any volunteers that do not have their own pair which they can keep</li> <li>Instruct individuals to dispose of used wipes in the labelled reciprocal provided – this will be a container with a clickable lid and the contents will be disposed of at the end of the day</li> </ul>	Staff	ASAP	

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		<ul style="list-style-type: none"> <li>Volunteers and staff are instructed to bring their own gloves and we advise they have been cleaned between visits to the garden</li> </ul>				
<b>Transmission of Covid-19 through communal activities and events</b>	<b>WHO?</b> Staff Volunteers Visitors <b>HOW?</b> Contracting Covid-19	<ul style="list-style-type: none"> <li>Currently we are NOT holding any activities or events at the garden.</li> <li>None of our regular groups are attending so no workshops or activities are taking place.</li> <li>The space is currently being used specifically for outdoor gardening.</li> </ul>	<ul style="list-style-type: none"> <li>For selling produce at the garden we will set up click and collect system with a handheld payment machine to avoid lots of people turning up at one time and also to reduce the contact with any physical money.</li> <li>Customers will be served outside the garden gate</li> </ul>	Staff/TCT	ASAP	
<b>Transmission of Covid-19 through lack of physical distancing</b>	<b>WHO?</b> Staff Volunteers Visitors <b>HOW?</b>	<ul style="list-style-type: none"> <li>Currently our rota volunteers are instructed to keep to</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of the social distancing through more signs displayed and an induction procedure for the returning</li> </ul>	Ali/Jessie	ASAP	

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	Contracting Covid-19	the required social distancing,	<p>volunteers to ensure they are aware of the new requirements when at the garden.</p> <ul style="list-style-type: none"> <li>Any new volunteers will also have an induction where these instructions will be reinforced</li> </ul>			
<b>Transmission of Covid-19 through lack of hand hygiene</b>	<b>WHO?</b> Staff Volunteers Visitors <b>HOW?</b> Contracting Covid-19	<ul style="list-style-type: none"> <li>Rota volunteers bring their own gloves and take them home for cleaning.</li> <li>Disposable gloves are also available</li> </ul>	<ul style="list-style-type: none"> <li>Provide gloves for exceptional circumstances and update signage instructions for hand hygiene</li> <li>Hand sanitising stations to be located at both entrances to the garden</li> </ul>	Staff	ASAP	
<b>Transmission of Covid-19 through lack of cleaning and sanitising</b>	<b>WHO?</b> Staff Volunteers Visitors <b>HOW?</b> Contracting Covid-19	<ul style="list-style-type: none"> <li>Provision of hand sanitiser and hand washing facilities are available for the rota volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Provide sanitising stations at the entrance gates and tool shed when the garden is open and when closed this will be located in the outdoor classroom</li> </ul>	Staff	ASAP	
<b>Transmission of Covid-19 through lack of signage</b>	<b>WHO?</b> Staff Volunteers Visitors <b>HOW?</b>	<ul style="list-style-type: none"> <li>Currently we have signs displayed at the main entrance and on the outside of our polytunnel informing</li> </ul>	<ul style="list-style-type: none"> <li>Updated signage both written and visual to be displayed in all areas of use.</li> </ul>	staff	ASAP	

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	Contracting Covid-19	<p>people of the current situation and also the precautions that anyone entering the garden needs to take, eg: 2m distance, hand sanitising etc.</p> <ul style="list-style-type: none"> <li>• Our compost toilet also has instructions displayed what to do before and after use to ensure it is clean and safe for everyone else,</li> </ul>	<ul style="list-style-type: none"> <li>• Tool cleaning signage displayed on the shed</li> <li>• Polytunnel instructions displayed on the outside of the polytunnel</li> <li>• More sanitising signage display at both entrances</li> <li>• Clear instructions for those entering the garden displayed at both entrances</li> <li>• Compost toilet to be checked twice a day and cleaned on leaving the site. The toilet will be closed to the public with access only on request – they will be instructed on how to clean the toilet after use from staff and signage</li> </ul>			
<b>Transmission of Covid-19 through traveling to the garden site</b>	<b>WHO?</b> Staff Volunteers Visitors <b>HOW?</b> Contracting Covid-19	<ul style="list-style-type: none"> <li>• The majority of our volunteers either walk or cycle to the garden as they live within the town, so the risk is low.</li> </ul>	<ul style="list-style-type: none"> <li>• When the garden opens to more volunteers and any are travelling in by public transport we would advise them wear a mask while travelling and also make sure</li> </ul>	Staff	At induction and repeated	

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			they sanitise before they come to the garden			
<b>Transmission of Covid-19 when using the Poly tunnel</b>	<b>WHO?</b> Staff Volunteers Visitors <b>HOW?</b> Contracting Covid-19	<ul style="list-style-type: none"> <li>• Signs are up on the polytunnel restricting people to enter except staff x 2</li> <li>• All work for our rota volunteers is done outside</li> <li>• Everything eg handles, surfaces are cleaned before and after use and sanitiser is provided.</li> <li>• When in use the poly tunnel is always well ventilated.</li> </ul>	<ul style="list-style-type: none"> <li>• During garden opening days we would set a limit to a maximum of 4 people at any one time in the poly tunnel which is 18 metres x 6 metres.</li> <li>• Everything would continue to wiped before and after use.</li> <li>• We should advise for those using the polytunnel to wear masks</li> <li>• No food or drink will be consumed within the polytunnel</li> </ul>	staff	Once the garden re-opens	
<b>Transmission of Covid-19 when Disabled people or young people attend the garden</b>	<b>WHO?</b> Staff Volunteers Visitors <b>HOW?</b> Contracting Covid-19	<ul style="list-style-type: none"> <li>• At present the local primary school are not attending the garden and all organised classes and groups has been suspended.</li> </ul>	<ul style="list-style-type: none"> <li>• Once our individuals return who have additional support needs we will perform an individual induction process and continued paired support including individual risk assessments.</li> </ul>	Ali	Once the garden re-opens	

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		<ul style="list-style-type: none"> <li>Individual volunteers who attend at present are supported by staff and management committee</li> </ul>				

**ANYONE SHOWING SIGNS OF COVID-19 WILL BE ASKED TO LEAVE THE GARDEN IMMEDIATELY AND SEEK MEDICAL ADVICE**