

Risk Assessment Form

Date: 26/06/20	Ref. No:	Review Date: 25/06/20 + 1 month	Assessor/s: Mark Gilbert			Assessors Signature:							
Description of task to be assessed: Re-opening of Tates Garden Centres under Covid-19 Conditions						Area or Dept: Garden Centre			Persons Exposed (e.g. employee, contractor, public etc)			Employees & Customers	
<p>Section A - Hazard Identification and Initial and Risk Assessment Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures.</p> <p>Section B - Additional Risk Control Measures Identify any hazard which has a risk rating greater than five (5). If no hazards are rated greater than five (5) then the risk assessment is complete. If there are hazards with a risk rating of greater than five (5) then additional risk control measures need to be considered. For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk to an acceptable level. Re-calculate the revised risk rating taking into account the proposed additional controls.</p>													
Ref	Hazard	Potential Harm	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Person responsible	Date to Complete	
				Prob-ability	Severity	Risk Score		Prob-ability	Severity	Risk Score			
01	Exposure to contaminated person(s) and/or surfaces.	Infection with COVID-19	<p>Refer to Tates operational Guidelines for Social Distancing in our centres</p> <p>Current Government guidance to be followed</p> <p>All centres to have social distancing posters and social distancing spaced tape on the floor within the centre</p> <p>Wash hands regularly</p> <p>Toilets & Hand Wash Basin Areas to have</p>	3	4	12	<p>Staff monitoring social distancing of customers and large groups</p> <p>Seating re-configured in catering areas to maintain social distancing</p> <p>Extra free standing screens will be provided in the coffee shop areas to where safe social distance of customers is restricted</p> <p>Table service in the coffee shops will be provided where possible</p>	2	4	8	Garden Centre Manager		

			<p>'Handwashing Technique' posters.</p> <p>Till Perspex screens in place</p> <p>Hand washing facilities made available where possible. Use of alcohol based hand sanitizer where suitable handwashing not available.</p> <p>Hot air drying only in use.</p> <p>Adequate provision of waste bins for contaminated wipes, tissues, etc.</p> <p>Restrict site visits to essential circumstances only. Where possible meetings should be conducted remotely.</p> <p>Limit contact with any surfaces, equipment or materials when on site.</p> <p>Touch Points across the sites regularly sanitized, including chip & pin machines</p> <p>Provision of PPE for staff where appropriate and following government guidelines</p>			<p>Cutlery will be wrapped and provided on an individual basis to the customer (Coffee Shops)</p> <p>Cakes in the coffee shop will be prepacked or served behind a counter screen</p> <p>Safe queuing system in place at place at coffee shops and visitor attractions (PP only) Controlled by a floor supervisor/entrance marshal</p> <p>Laminated Menu's in the coffee shop will be available on request. Sanitised between every use.</p> <p>Contact details obtained of customers in the coffee shop which can be passed to Public health England on request for 'Track & Trace'</p> <p>Kitchen and Wash Up Staff to be limited to ensure social distancing can be carried out</p> <p>Where staff are working in offices, occupied workstations social distance guidelines must be adhered to</p> <p>Communal areas should</p>			
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Contaminated PPE should be removed prior to leaving site and disposed of safely.

Procedure communicated to all staff

be put out of use if social distancing cannot be maintained.

Provide adequate supply of cleaning and disinfectant materials

Where possible air circulation systems should be switched off.

Within workplaces - clean down of work surfaces, keyboards, telephones, tills etc at start and end of working day.

Where equipment is taken onto site/off site, appropriate cleaning equipment and chemicals should be provided to employee.

Where customer deliveries are necessary it should be requested that only one person from the site attends to limit exposure. Social distancing should be maintained at all times. Where social distancing may not be possible and two people are required for the delivery then government guidelines to be followed

02	Staff developing symptoms (new continuous cough /fever/shortness of breath) prior to attending work	Infection with COVID-19	<p>Individual(s) with symptoms should practice self-isolation.</p> <p>Current Government guidance to be followed</p> <p>Procedure communicated to all staff.</p>	4	3	12	<p>GCM to inform HR of all persons with whom infected individual may have come into direct contact in last 14 days and instruct them to instigate self-isolation if they develop symptoms.</p> <p>GCM to instruct colleague to ensure everyone at their home self-isolates.</p>	4	2	8		
03	Colleague developing symptoms (cough /fever/shortness of breath) at work	Infection with COVID-19	<p>Current Government guidance to be followed</p> <p>Individual should remove themselves from the premises and go home. Individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain what exposure they have had in the last 14 days and outline their current symptoms.</p> <p>Individual must remain at a safe social distance from other people and avoid touching people, surfaces and objects.</p>	4	4	16	<p>Identify a room which can be used as a quarantine area in an emergency.</p> <p>GCM to inform HR of any person with whom infected individual has come in direct contact with in last 14 days and instruct them to instigate self-isolation if they develop symptoms</p> <p>GCM to instruct colleague to ensure everyone at their home self-isolates and recommend they book an antigen test.</p> <p>Ensure suitable clinical waste arrangements are</p>	4	3	12		

			<p>Provide waste bin for any tissues, wipes, etc.</p> <p>Procedure communicated to all staff</p> <p>All potentially contaminated areas to be cleaned and disinfected as per Government guidance:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>				<p>in place for any waste from quarantine rooms/toilets.</p> <p>Provide suitable containment arrangements for any contaminated equipment.</p>					
04	Exposure to infection of "at risk" employee	Infection with COVID-19	<p>Individuals identified as "at risk" by HR/GCM should follow Current Government guidance and follow Tates Operational Re-Opening Guidelines</p> <p>Procedure communicated to all staff.</p>	1	5	5						

Section C - Additional Comments

Add any other comments that are relevant to the risk assessment.

The following task specific documents should be read in conjunction with this risk assessment:
 Re-Opening of Tates Garden Centres under Covid-19 Conditions
 UK Government Guidance: <https://www.gov.uk/coronavirus>

		Severity				
		Trivial 1	Minor 2	7-day 3	Major 4	Fatal 5
Probability	Very likely 5	5	10	15	20	25
	Probably 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Remote 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5

Level of risk	Action and timescale
High	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
Medium	You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.

Task Assessed	Re-Opening of Tates Garden Centres	Reference Number, if applicable		Date of Risk Assessment	28/4/20
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