

# Risk Assessment Form

Date: <b>25/06/20</b>		Ref. No:		Review Date: <b>26/06/20</b> Then every 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		Employees & Customers			
Persons Exposed (e.g. employee, contractor, public etc)							Employees & Customers					
<p><b>Section A - Hazard Identification and Initial and Risk Assessment</b> 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><b>Section B - Additional Risk Control Measures</b> 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>Face masks/coverings to be worn in all retail areas</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</p> <p>Cutlery will be wrapped</p>	2	4	8	GCM Per site	

			<p>Wash hands regularly</p> <p>Toilets &amp; Hand Wash Basin Areas to have '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 &amp; pin machines</p>			<p>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 &amp; 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 be put out of use if social</p>				
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			<p>Provision of PPE for staff where appropriate and following government guidelines</p> <p>Contaminated PPE should be removed prior to leaving site and disposed of safely.</p> <p>Procedure communicated to all staff</p>			<p>distancing cannot be maintained.</p> <p>Provide adequate supply of cleaning and disinfectant materials</p> <p>Face masks/coverings to be worn still by retail staff entering offices occupied by non-retail staff</p> <p>Where possible air circulation systems should be switched off.</p> <p>Within workplaces - clean down of work surfaces, keyboards, telephones, tills etc at start and end of working day.</p> <p>Where equipment is taken onto site/off site, appropriate cleaning equipment and chemicals should be provided to employee.</p> <p>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</p>			
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02	Staff developing symptoms (new continuous cough /fever/shortness of breath) prior to attending work	Infection with COVID-19	GCM to complete Absence relating to Covid-19 – Call Log  Individual(s) with symptoms should practice self-isolation.  Current Government guidance to be followed  Procedure communicated to all staff.	4	3	12	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 and book in a Covid-19 test ASAP  <b>Advice colleague to contact Test &amp; Trace on a positive test and follow their guidance</b>  GCM to instruct colleague to ensure everyone at their home self-isolates.	4	2	8		
	Colleague developing symptoms (cough /fever/shortness of breath) at work	Infection with COVID-19	Current Government guidance to be followed  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				Identify a room which can be used as a quarantine area in an emergency.  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 and book in a Covid-19 test					

03			<p>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> <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><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	4	4	16	<p>ASAP</p> <p>Advice colleague to contact Test &amp; Trace on a positive test and follow their guidance</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 in place for any waste from quarantine rooms/toilets.</p> <p>Provide suitable containment arrangements for any contaminated equipment.</p>	4	3	12		
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
<b>High</b>	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.
<b>Medium</b>	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.
<b>Low</b>	You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.

<b>Task Assessed</b>	Re-Opening of Tates garden Centre	<b>Reference Number, if applicable</b>		<b>Date of Risk Assessment</b>	28/4/20
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I confirm they understand all of the control measures

Name.....

Signed.....

Date.....

Branch Manager