

Risk Assessment Form

Date: 19/07/2021		Ref. No:	Review Date: 19/08/2021 Then every following month	Assessor/s: Mark Gilbert			Assessors Signature:					
Description of task to be assessed:							Area or Dept:		Garden Centre			
Covid-19 Restrictions lifted (Step 4 recommendations) www.gov.uk/guidance/working-safely-during-covid-19							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>Current Government guidance to be followed www.gov.uk/guidance/working-safely-during-covid-19</p> <p>Mindful of social distancing</p> <p>Face masks/coverings encouraged to be worn in crowded, enclosed areas</p> <p>Wash hands regularly</p> <p>Toilets & Hand Wash</p>	3	4	12	<p>Free-standing screens will be provided in the coffee shop where required</p> <p>Cakes in the coffee shop will be prepacked or served behind a counter screen</p> <p>Laminated Menu's in the coffee shop will be available on request. Sanitised between every use.</p> <p>NHS QR Code displayed on site to allow</p>	2	4	8	GCM Per site	

			<p>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 at various locations around the GC (including the entrance)</p> <p>Hot air drying only in use.</p> <p>Adequate provision of waste bins for contaminated wipes, tissues, etc.</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 www.gov.uk/guidance/working-safely-during-covid-19</p>			<p>customers to check in and support NHS Test & Trace</p> <p>Colleagues to be mindful of social distancing when working in offices and occupied workstations</p> <p>Colleagues to be mindful of social distancing in communal areas</p> <p>Provide adequate supply of cleaning and disinfectant materials</p> <p>Face masks/coverings encouraged to be worn still by retail staff entering offices occupied by non-retail staff</p> <p>Adequate ventilation of small office spaces and mindful of social distance/limit number of staff entering these areas.</p> <p>Within workplaces - clean down of work surfaces, keyboards, telephones, tills etc at start and end of working day.</p> <p>Perspex screens to be provided in offices where social distancing is difficult to maintain</p>				GCM Per site	
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			Contaminated PPE should be removed prior to leaving site and disposed of safely. Procedure communicated to all staff								GCM Per site	
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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 and instruct them to instigate self-isolation and follow current government guidelines, if they develop symptoms to book in a Covid-19 test ASAP NHS will then issue advice on the result of the test and follow their guidance GCM to instruct colleague to ensure everyone at their home self-isolates.	4	2	8	GCM Per site	
	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				Identify a room which can be used as a quarantine area in an emergency.				GCM Per site	

03			<p>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 10 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>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	4	4	16	<p>GCM to inform HR of any person with whom infected individual has come in direct contact with and instruct them to instigate self-isolation and follow current government guidelines, if they develop symptoms and book in a Covid-19 test ASAP NHS will then issue advice on the result of the 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> <p>Commercial Director to be the designated single point of contact (SPOC) to deal direct with Public Health England for any COVID-19 outbreaks</p>	4	3	12	GCM Per site	
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04	Exposure to infection of "at risk" employee	Infection with COVID-19	Individuals identified as "at risk" by HR/GCM should follow Current Government guidance https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-high-risk/	1	5	5	Procedure communicated to all staff.				GCM Per site
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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:
 UK Government Guidance: www.gov.uk/guidance/working-safely-during-covid-19

		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	Covid-19 Restrictions lifted (Step 4 recommendations)	Reference Number, if applicable		Date of Risk Assessment	17/07/2021
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I confirm they understand all of the control measures

Name..... Signed..... Date..... Branch Manager