



HIGHER GROUND ALLENDALE RISK ASSESSMENT

ENVIRONMENTAL RISK ASSESSMENT	COVID-19	AREA: ALL AREAS
CONDUCTED BY: JANE PRYDE	DATE: 01.06.20	TO BE REVIEWED: 01.08.20

SPOT THE HAZARDS			ASSESS THE RISK	MITIGATION	CONTINUOUS EVALUATION	
Activity	Associated risk/hazard	Who is at risk?	Is the risk low, moderate, significant, or high?	What will be done to reduce or remove the risk?	By whom and when?	With mitigations in place reassess the risk.
Bringing volunteers into the site to work in the garden	Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff/Supervisors • Volunteers • Visitors to premises and the site • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	high	<ul style="list-style-type: none"> • We will limit to three volunteers at a time to ensure that they can work at a distance and be given due instruction or attention. Low numbers also allow for supervisors to ensure volunteers adhere to guidelines for everyone’s safety. • All volunteers to be signed in and out by supervisors on a form kept in the shed to avoid entering the building. Disinfect pens after use. • At sign in, we will ask volunteers to answer a brief Health Questionnaire, asking if the individual is showing any symptoms – cough, temperature, loss of smell or taste. General wellness. This will be completed by a supervisor. • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. • If advised that a volunteer, supervisor or member of the public recently on our premises has developed Covid-19, the project manager will contact the Public Health Authority to 		low

				<p>discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <ul style="list-style-type: none">• Once volunteers are in the internal plot, unless absolutely necessary (break, shade or bathroom), they must stay within this boundary for the duration of their session. Wherever possible we will operate the gate to let volunteers in and out.• Volunteers will not be able to use the building for tea and coffee making; we will encourage people to bring their own hot and cold refreshments. <p><u>Hand Washing</u></p> <ul style="list-style-type: none">• Hand washing will be required before and after garden activities, with soap and water points provided at the gate, the shed and the poly-tunnel.• Place 'best practice' poster in the bathroom, advising to wash hands before touching the door handle, close toilet lid when flushing, stringent hand washing after using toilet facilities in the Medway with NHS hand washing guidance and not to touch light switches.• NHS hand washing guideline poster to be placed above every sink. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/• Drying of hands with disposable paper towels.• We will encourage volunteers to carry their own sanitiser but gel sanitisers will be provided in any area where washing facilities are not readily available		
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Selling produce and plants	Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff/Supervisors Volunteers Customers who come to purchase produce and plants General public passing through the site beside selling point. 	High	<ul style="list-style-type: none"> Only supervisors are to handle produce and plants to be sold. Hands must be washed in soap and water before picking or handling produce. Place bucket of clean warm water with soap at entrance to the poly-tunnel for this purpose. Place produce and plants outside of the working site. Advertise clearly that social distancing must be followed when collecting or buying goods Place a distancing reminder in a prominent place. Request that cash be placed in the cash box provided and encourage people to use the correct change to avoid handling money. 		low
Board meetings		<ul style="list-style-type: none"> Staff and board members 	moderate	<ul style="list-style-type: none"> Conference calls to be used instead of face to face meetings. 		low