

Risk Assessment Record



General Activity Description	Covid 19 safety measures for use of Meadows Community Gardens		
Activity Location:	Meadows Community Gardens		
Assessment Date:	June 1 st 2020.		
Assessed By:	Staff and trustees		

The Meadows Community Gardens will regularly review these procedures and amend / update things as needed.

Before Precautions				After Precautions			
Hazard and persons affected (Potential for harm)	Risk			Precautions (Action to reduce/remove hazard)	Risk		
	P	S	R		P	S	R
<p>Use of building – entrance area, office, kitchen, toilet and garden room.</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Only one person should be in each part of the building at any one time (office, garden room, kitchen, toilet) with extra attention paid to entrance area and risks of crossing paths coming in and out of the building.</p> <p>Only small numbers of people on site at any one time, to reduce numbers needing to use the building.</p> <p>Inside spaces to have doors and windows open where possible when in use.</p> <p>Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Anyone on site has to be able to understand and fully comply with all the measures in place.</p> <p>Cleaning of key contact points to happen throughout the day</p>	3	5	15

Key

Probability	5 - Probable	4 – Very Possible	3 – Possible	2 – Fairly Unlikely	1 - Unlikely
Severity	5 - Death	4 – Very Serious Injury	3 – Serious Injury	2 – Fairly Minor Injury	1 – Minor Injury
Risk	1 to 8: Low Risk		9 – 16: Medium Risk		17 – 25: High Risk

Risk = Probability x Severity



				<p>with suitable disinfectant (shared surfaces like door handles, toilet etc should be cleaned every 2 hours or so). A record kept of when cleaning is done.</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).</p> <p>Equipment shouldn't be shared unless it's totally unavoidable – and anything that has to be shared must be cleaned and allowed to dry in between use between different people. Inside the building this includes phones, tablets, desks, computers, kitchen equipment, hot water boiler, plug switches, alarm keypad, door handles etc.</p> <p>Food and drink and kitchen area – no sharing of food or crockery / cutlery etc. People to bring their own food and drink on site. Ensuring meal times are either staggered or planned to avoid anyone having to be closer than 2 metres.</p>			
<p>Use of poly tunnel</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Anyone on site has to be able to understand and fully comply with all the measures in place.</p> <p>Tools should be only used by one person and should be cleaned with suitable disinfectant at the start and end of each day and left to dry (not put away damp).</p> <p>Doors of poly tunnel to be open when anyone is inside.</p>	3	5	15

Key

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Risk	1 to 8: Low Risk		9 – 16: Medium Risk		17 – 25: High Risk

Risk = Probability x Severity

				<p>Cleaning, with a suitable disinfectant, to happen throughout the day – of the site and any equipment used. Shared surfaces like door handles, toilet etc should be cleaned every 2 hours or so, tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp). A record to be kept of when cleaning is done.</p> <p>Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).</p> <p>Only small numbers of people on site at any one time (fewer than 10), to reduce numbers needing to use poly tunnel.</p> <p>Maximum number in poly tunnel at any one time is 3</p>			
<p>Use of sheds and area around the sheds</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Anyone on site has to be able to understand and fully comply with all the measures in place.</p> <p>Tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put</p>	3	5	15

Key

Probability	5 - Probable	4 – Very Possible	3 – Possible	2 – Fairly Unlikely	1 - Unlikely
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Risk	1 to 8: Low Risk		9 – 16: Medium Risk		17 – 25: High Risk

Risk = Probability x Severity

				<p>away damp).</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).</p> <p>Only one person in a shed at any one time.</p> <p>Only small numbers of people on site at any one time (fewer than 10), to reduce numbers needing to use sheds.</p> <p>Gate area / shed handles and locks etc need regular cleaning with a suitable disinfectant.</p>			
<p>Use of front area of the garden, including area with slide, table tennis area etc</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Avoiding more than one person arriving / departing at the same time, so that the area around the gate is clear.</p> <p>Anyone on site has to be able to understand and fully comply with all the measures in place.</p> <p>Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Only small numbers of people on site at any one time (fewer than 10), to reduce numbers needing to use front area.</p> <p>Regular cleaning with a suitable disinfectant needed of gates / padlock / postbox</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).</p>	3	5	15

Key

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<p>Growing circle, pond and fire circle area</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Anyone on site has to be able to understand and fully comply with all the measures in place.</p> <p>tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp).</p> <p>Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).</p> <p>Only small numbers of people on site at any one time (fewer than 10), to reduce numbers needing to use growing circle area.</p> <p>Anyone in the growing circle area to be aware of narrow pathways and ensure they keep to social distancing measures as they move around the growing circle.</p>	3	5	15
<p>Staff currently working from home returning to work on site</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Anyone who needs to shield should stay away for now.</p> <p>Anyone with symptoms (cough, temperature or loss of taste and smell) must stay away – for 7 days if they live alone and 14 days if they live with others.</p> <p>If anyone becomes ill after being on site they should get in touch and let us know so that we are aware someone has been on site whilst potentially</p>	3	5	15

Key

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				<p>infectious.</p> <p>Working from home for those who can should remain an option for all or some of their hours (to be discussed between staff and trustees) to minimise the number of people on site and especially the number of people inside the building.</p> <p>Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Anyone on site has to be able to understand and fully comply with all the measures in place.</p> <p>Cleaning to happen throughout the day – of the site and any equipment used. So shared surfaces like door handles, toilet etc should be cleaned every 2 hours or so, tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp). A record to be kept of when cleaning is done.</p> <p>Making sure anyone who is traveling to the site can do so safely, particularly because of increased risk from using public transport.</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).</p> <p>Food and drink – not sharing food or crockery / cutlery etc,</p>			
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				<p>so people might be needing to bring their own food and drink on site. Ensuring meal times are either staggered or planned to avoid anyone having to be closer than 2 metres.</p> <p>Everyone needs to feel safe (physically and mentally) and also safe to say if they are worried about anyone else's practice (e.g. is it's felt someone isn't sticking to the 2-metre rule).</p>			
<p>Produce sales to members of the public (whilst the site is closed).</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Signs – asking anyone who needs to shield to stay away for now.</p> <p>Signs asking anyone with symptoms (cough, temperature or loss of taste and smell) to stay away – for 7 days if they live alone and 14 days if they live with others.</p> <p>All staff and any volunteers involved in interacting with the public have to be able to understand and fully comply with all the measures in place.</p> <p>Sales to happen from an area near the gate, site to be kept locked and customers only allowed in to wait near the gate whilst staff bring produce to them.</p> <p>Customers can either telephone and order produce and arrange a collection time or use the bell at the gate to let staff know they are waiting to be served. Hand sanitizer to be fixed next to the bell.</p> <p>Staff will need to wash hands</p>	3	5	15

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				<p>before and after serving customers.</p> <p>Payment – if in cash then staff will need to be aware of additional risk from handling cash. Card sales can only happen if izettle has access to wifi, card machine and tablet will need regular cleaning.</p> <p>Cleaning to happen throughout the day – of the site and any equipment used. So shared surfaces like door handles, toilet etc should be cleaned every 2 hours or so, tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp). To keep a record of when cleaning is done (like we would be our towel rota in the kitchen).</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).</p>			
<p>Having very small groups of volunteers back on site – phase one of volunteers returning.</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Meadows Community Gardens to have a clear way of deciding who to keep off site for now – volunteers to be grouped into categories of those who are vulnerable or who might find it difficult to understand or keep to the safety measures.</p> <p>Anyone who needs to shield should stay away for now.</p> <p>Anyone with symptoms (cough, temperature or loss of taste and smell) must stay away – for 7 days if they live alone and 14 days if they live</p>	3	5	15

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				<p>with others.</p> <p>If anyone becomes ill after being on site they should get in touch and let us know so that we are aware someone has been on site whilst potentially infectious.</p> <p>Everyone should wash hands on arrival at the site and there should be plenty of running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Anyone on site has to be able to understand and fully comply with all the measures in place.</p> <p>tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp).</p> <p>Cleaning to happen throughout the day – of the site and any equipment used. Shared surfaces like door handles, toilet etc should be cleaned every 2 hours or so, tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp). A record to be kept of when cleaning is done.</p> <p>Making sure anyone who is traveling to the site can do so safely, particularly because of increased risk from using public transport.</p> <p>Looking at who people live with and whether anyone is living with anyone else who needs to shield or is potentially vulnerable and whether coming</p>			
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				<p>to the gardens then adds risk to the people they are living with.</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).</p> <p>Food and drink – not sharing food or crockery / cutlery etc, so people might be needing to bring their own food and drink on site. Ensuring meal times are either staggered or planned to avoid anyone having to be closer than 2 metres.</p> <p>Everyone needs to feel safe (physically and mentally) and also safe to say if they are worried about anyone else's practice (e.g. is it's felt someone isn't sticking to the 2-metre rule).</p> <p>Initially having groups of 2 volunteers at a time, from the list of those who are most suited to returning for the first phase.</p>			
<p>More volunteers on site – phase two of volunteers returning.</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Meadows Community Gardens grouping volunteers into those suitable for each phase of volunteer return.</p> <p>Anyone who needs to shield should stay away for now.</p> <p>Anyone with symptoms (cough, temperature or loss of taste and smell) must stay away – for 7 days if they live alone and 14 days if they live with others.</p> <p>If anyone becomes ill after being on site they should get in touch and let us know so that</p>	3	5	15

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				<p>we are aware someone has been on site whilst potentially infectious.</p> <p>Everyone should wash hands on arrival at the site and there should be plenty of running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Anyone on site has to be able to understand and fully comply with all the measures in place.</p> <p>tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp).</p> <p>Cleaning to happen throughout the day – of the site and any equipment used. Shared surfaces like door handles, toilet etc should be cleaned every 2 hours or so, tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp). A record kept of when cleaning is done.</p> <p>Making sure anyone who is traveling to the site can do so safely, particularly because of increased risk from using public transport.</p> <p>Looking at who people live with and whether anyone is living with anyone else who needs to shield or is potentially vulnerable and whether coming to the gardens then adds risk to the people they are living with.</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside</p>			
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				<p>and outside (unless it's people who live in the same household).</p> <p>Food and drink – not sharing food or crockery / cutlery etc, so people might be needing to bring their own food and drink on site. Ensuring meal times are either staggered or planned to avoid anyone having to be closer than 2 metres.</p> <p>Everyone needs to feel safe (physically and mentally) and also safe to say if they are worried about anyone else's practice (e.g. is it's felt someone isn't sticking to the 2-metre rule).</p>			
<p>Having more of the vulnerable volunteers back on site – phase three of volunteers returning.</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Meadows Community Gardens to have grouped volunteers to decide who is suitable for each phase of volunteer return.</p> <p>Anyone who needs to shield should stay away for now.</p> <p>Anyone with symptoms (cough, temperature or loss of taste and smell) must stay away – for 7 days if they live alone and 14 days if they live with others.</p> <p>If anyone becomes ill after being on site they should get in touch and let us know so that we are aware someone has been on site whilst potentially infectious.</p> <p>Everyone should wash hands on arrival at the site and there should be plenty of running hot water, soap and paper towels etc (no shared cloth towels).</p>	3	5	15

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			<p>All vulnerable volunteers need to be “buddied up” with someone who is able to understand and fully comply with all the measures in place and able to offer support with this.</p> <p>tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp).</p> <p>Cleaning to happen throughout the day – of the site and any equipment used. Shared surfaces like door handles, toilet etc should be cleaned every 2 hours or so, tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp). A record kept of when cleaning is done.</p> <p>Making sure anyone who is traveling to the site can do so safely, particularly because of increased risk from using public transport.</p> <p>Looking at who people live with and whether anyone is living with anyone else who needs to shield or is potentially vulnerable and whether coming to the gardens then adds risk to the people they are living with.</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it’s people who live in the same household).</p> <p>Food and drink – not sharing food or crockery / cutlery etc,</p>		
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				<p>so people might be needing to bring their own food and drink on site. Ensuring meal times are either staggered or planned to avoid anyone having to be closer than 2 metres.</p> <p>Having ways of illustrating what 2 metres looks like – so floor markings or sticks etc, if it's felt needed to physically show what keeping 2 metres apart looks like.</p> <p>Everyone needs to feel safe (physically and mentally) and also safe to say if they are worried about anyone else's practice (e.g. is it's felt someone isn't sticking to the 2-metre rule).</p>			
<p>Community plots being used again</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Signs asking anyone who needs to shield to stay away for now.</p> <p>Signs asking anyone with symptoms (cough, temperature or loss of taste and smell) to stay away – for 7 days if they live alone and 14 days if they live with others.</p> <p>If anyone becomes ill after being on site they should get in touch and let us know so that we are aware someone has been on site whilst potentially infectious.</p> <p>Anyone on site has to be able to understand and fully comply with all the measures in place.</p> <p>tools should be only used by one person and should be cleaned at the start and end of each day and left to dry (not put away damp).</p>	3	5	15

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				<p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).</p> <p>Staff and key volunteers on site to feel able to deal with any unsafe behaviour by those using community plots.</p>			
<p>Use of Tandoor Oven and Cob Oven area</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Anyone who needs to shield should stay away for now.</p> <p>Anyone with symptoms (cough, temperature or loss of taste and smell) must stay away – for 7 days if they live alone and 14 days if they live with others.</p> <p>If anyone becomes ill after being on site they should get in touch and let us know so that we are aware someone has been on site whilst potentially infectious.</p> <p>Anyone on site has to be able to understand and fully comply with all the measures in place.</p> <p>Staff / key volunteers on site need to feel able to ask tandoor / cob oven users to stick with the safety measures in place.</p> <p>Whilst 2 metre social distancing is in place it's likely to be impossible to safely use the tandoor / cob oven area unless it's being used by people from the same household.</p> <p>Due to use of open fire it might require gardens staff to be closer than 2 metres to tandoor shelter if the ovens are in use,</p>	3	5	15

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				so whilst social distancing is needed then this area is unlikely to be used for cooking.			
<p>Adult group sessions resuming outside (eg workshops, one off volunteer groups in, outdoor yoga etc).</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>	5	5	25	<p>Anyone who needs to shield should stay away for now.</p> <p>Anyone with symptoms (cough, temperature or loss of taste and smell) must stay away – for 7 days if they live alone and 14 days if they live with others.</p> <p>If anyone becomes ill after being on site they should get in touch and let us know so that we are aware someone has been on site whilst potentially infectious.</p> <p>Everyone should wash hands on arrival at the site and there should be plenty of running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).</p> <p>Staff and key volunteers on site to feel able to deal with any unsafe behaviour</p>	3	5	15
<p>Adult group sessions resuming inside the building (eg trustees meetings, yoga classes, room hire etc).</p>	5	5	25	<p>Anyone who needs to shield should stay away for now.</p> <p>Anyone with symptoms (cough,</p>	3	5	15

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<p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.</p>				<p>temperature or loss of taste and smell) must stay away – for 7 days if they live alone and 14 days if they live with others.</p> <p>If anyone becomes ill after being on site they should get in touch and let us know so that we are aware someone has been on site whilst potentially infectious.</p> <p>Everyone should wash hands on arrival at the site and there should be plenty of running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Staff and key volunteers on site to feel able to deal with any unsafe behaviour</p>			
<p>Kids Club sessions resuming</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, local community, customers, yoga class participants etc.</p>	5	5	25	<p>Anyone who needs to shield should stay away for now.</p> <p>Anyone with symptoms (cough, temperature or loss of taste and smell) must stay away – for 7 days if they live alone and 14 days if they live with others.</p> <p>If anyone becomes ill after being on site they should get in touch and let us know so that we are aware someone has been on site whilst potentially infectious.</p> <p>Everyone should wash hands on arrival at the site and there should be plenty of running hot water, soap and paper towels etc (no shared cloth towels).</p> <p>Kids Club staff and any volunteer helps have to be able to understand and fully comply with all the measures in place.</p>	3	5	15

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				<p>Looking at who people live with and whether anyone is living with anyone else who needs to shield or is potentially vulnerable and whether coming to the gardens then adds risk to the people they are living with.</p> <p>Staff and key volunteers on site to feel able to deal with any unsafe behaviour</p> <p>Full, separate, Kids Club risk assessment to be in place before sessions resume. Additional safety measures need to be in place regarding equipment, group sizes, drop off and collection etc.</p>			
<p>Opening the whole site back up for any members of the public to access.</p> <p>Risk of virus transmission.</p> <p>Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, local community, customers, yoga class participants etc.</p>	5	5	25	<p>Anyone who needs to shield should stay away for now.</p> <p>Anyone with symptoms (cough, temperature or loss of taste and smell) must stay away – for 7 days if they live alone and 14 days if they live with others.</p> <p>If anyone becomes ill after being on site they should get in touch and let us know so that we are aware someone has been on site whilst potentially infectious.</p> <p>Staff and key volunteers on site to feel able to deal with any unsafe behaviour</p>	3	5	15
<p>Events, workshops, volunteer groups etc of more than 10 people</p> <p>Risk of virus transmission.</p>	5	5	25	<p>Anyone who needs to shield should stay away for now.</p> <p>Anyone with symptoms (cough, temperature or loss of taste and smell) must stay away – for</p>	3	5	15

Key

Probability	5 - Probable	4 – Very Possible	3 – Possible	2 – Fairly Unlikely	1 - Unlikely
Severity	5 - Death	4 – Very Serious Injury	3 – Serious Injury	2 – Fairly Minor Injury	1 – Minor Injury
Risk	1 to 8: Low Risk		9 – 16: Medium Risk		17 – 25: High Risk

Risk = Probability x Severity

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