Risk Assessment Record

General Activity Description	**Covid 19 safety measures for use of Meadows Community Gardens UPDATED for lockdown, January 2021.**
Activity Location:	Meadows Community Gardens
Assessment Date:	**January 9th 2021.**
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
Use of building – entrance area, office, kitchen, toilet and garden room. Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	Numbers in the building to be kept to a minimum at all times: ideally 2 in the office (maximum of 4) at a 2 metre distance, 2 maximum in the kitchen, 12 maximum in the garden room at a 2 metre distance. Extra attention paid to numbers in the entrance area and risks of crossing paths coming in and out of the building. Activities on site kept to a minimum at present to reduce numbers needing to use the building. Inside spaces to have doors and windows open where possible when in use to ensure adequate ventilation. Everyone should wash hands on arrival at the site with running water, soap and paper towels etc (no shared cloth towels) or use hand sanitiser.	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

				Anyone on site has to be able to understand and fully comply with all the covid measures in place, including all the requirements around isolating, reducing contact with others etc. Attention needs to be paid to cleaning of key contact points with a suitable disinfectant (shared surfaces like door handles, toilet etc. Staff only in the building and they should clean things they have used down either before or at the end of their shift. Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household). Ideally sharing equipment is to be avoided but people to be aware they may need to clean any shared equipment. People using the building to be aware of things like phones, tablets, desks, computers, kitchen equipment, hot water boiler, plug switches, alarm keypad, door handles etc which are all touched by others – BUT as it should only be staff using the building then this very much limits the number of people touching things. 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			

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				having to be closer than 2 metres.			
Use of poly tunnel Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	Only staff and small numbers of volunteers in the poly tunnel and poly tunnel closed the public. Anyone on site has to be able to understand and fully comply with all the measures in place. Anyone using tools to be aware they may have been used by others – cleaning equipment should be available and volunteers to wear gloves. Doors of poly tunnel to be open when anyone is inside. Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels). Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household). Masks to be worn inside the poly tunnel. Maximum number in poly tunnel at any one time is 6.	3	5	15

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Use of sheds and area around the sheds Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels). Anyone on site has to be able to understand and fully comply with all the measures in place. All volunteers and staff to wear gloves when handling tools. Staff and volunteers to be aware that tools might be used by more than one person without being cleaned in between use. Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household). Only one person in a shed at any one time and only staff in sheds. Staff only to use the sheds, no volunteers to use sheds at all. Only small numbers of people on site at any one time (fewer than 20), to reduce numbers needing to use sheds. Staff and volunteers to be aware that touch points like shed handles and locks etc have been used by others. Regular hand washing needed.	3	5	15

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Use of front area of the garden, including area with slide, table tennis area etc Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	People to be asked to avoid congregating near the gate area. Anyone on site has to be able to understand and fully comply with all the measures in place. Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels). Only small numbers of people on site at any one time (fewer than 20), to reduce numbers needing to use front area. People needing to use key touch areas such as gates / padlock / postbox etc to be aware that others have used them. Frequent hand washing needed. Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household). Table tennis rackets and balls to be removed for now to avoid people using these. Slide / blue wooden play structure to be cordoned off to avoid use (and thereby remove need to clean it).	3	5	15

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Growing circle, pond and fire circle area Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	Anyone on site has to be able to understand and fully comply with all the measures in place. Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels). Anyone using tools to be aware that others may have used them. Frequent hand washing needed and gloves to be worn when suing tools. Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household). Only small numbers of people on site at any one time (fewer than 20), to reduce numbers needing to use growing circle area. 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.	3	5	15
Staff working on site Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	Anyone who needs to shield should stay away for now. Anyone with symptoms (cough, temperature or loss of taste and smell) must stay away for 10 days at least (see NHS website for latest guidelines on isolation requirements) If anyone becomes ill after being on site they should get in touch and let us know so that	3	5	15

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				we are aware someone has been on site whilst potentially infectious. Anyone who has been in contact with anyone with symptoms or with a positive covid test must follow the NHS / government rules around isolation (see end of document for link). 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. Everyone should wash hands on arrival at the site with running hot water, soap and paper towels etc (no shared cloth towels). Anyone on site has to be able to understand and fully comply with all the measures in place. Staff to be aware that any shared equipment may have been used by others. Frequent hand washing important. See notes on use of building. Making sure anyone who is traveling to the site can do so safely, particularly because of increased risk from using public transport. Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).			

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				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. 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).			
Produce sales to members of the public. Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	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. 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. Staff to inform customers that all produce should be washed before being eaten as staff not always able to wash hands in-between picking produce. Orders can be made over the phone and also on site during opening hours. 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 only used by gardens staff and cleaned once a day.	3	5	15

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				Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).			
Having volunteers on site. Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	During present lockdown (January 2021) we can have volunteers working on the site to help grow organic veg as long as all covid secure measures are in place. This situation to be regularly reviewed and subject to change if covid cases rise again locally and / or government guidelines change. Any volunteers falling into vulnerable categories to stay away for now – and regular phone calls to be made with them to check on their well-being. Volunteer sessions to be kept to very low numbers per session (ideally no more than 4 volunteers per session.) 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. If anyone becomes ill after being on site they should get in touch and let us know so that we are aware someone has	3	5	15

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				been on site whilst potentially infectious. Anyone who has been in contact with anyone with symptoms or with a positive covid test must follow the NHS / government rules around isolation. 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). Anyone on site has to be able to understand and fully comply with all the measures in place. Gloves to be worn when using tools. Volunteers to have their own gloves which they are responsible for. Volunteers and staff to be aware that some tools may be used by others. Cleaning materials (sanitiser etc) to be available for tools. Making sure anyone who is traveling to the site can do so safely, particularly because of increased risk from using public transport. 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. Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household).			

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				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. 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).			
Community plots being used again Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	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. 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. Anyone on site has to be able to understand and fully comply with all the measures in place. Mini plot holders to be asked to bring their own tools for now. Ensuring everyone sticks to the 2-metre rule at all times, inside and outside (unless it's people who live in the same household). Staff and key volunteers on site to feel able to deal with any	3	5	15

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				unsafe behaviour by those using community plots.			
Use of Tandoor Oven and Cob Oven area Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	For now the tandoor shelter area to remain closed.	3	5	15
Adult group sessions resuming outside (eg workshops, one off volunteer groups in, outdoor yoga etc). Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, customers, yoga class participants etc.	5	5	25	During present lockdown (January 2021) all workshops etc have to stop.	3	5	15
Adult group sessions resuming inside the building (eg trustees meetings, yoga classes, room hire etc). Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups	5	5	25	Trustees meetings to happen online or outside where possible. If trustees meetings happen in the garden room then social distancing needs to be adhered to, good ventilation needs to happen and the room should be cleaned before use and then	3	5	15

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coming onto site: Kids Club, customers, yoga class participants etc.				either cleaned after use OR not used again for 72 hours. Trustees to be made aware that at present we don't have the resources to ensure the room and toilet etc are thoroughly cleaned. For now workshops and activities are not happening inside the building as it's not possible to keep the building clean enough and to have other covid secure measures in place.			
Kids Club sessions Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, local community, customers, yoga class participants etc.	5	5	25	During the present lockdown (January 2021) Kids Club sessions have to halt.	3	5	15
Opening the whole site up for any members of the public to access. Risk of virus transmission. Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, local community, customers, yoga class participants etc.	5	5	25	Anyone who needs to shield should stay away for now. 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. 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. Staff and key volunteers on site to feel able to deal with any unsafe behaviour	3	5	15
Events, workshops, volunteer groups etc of more than 10 people Risk of virus transmission.	5	5	25	For now (during present lockdown, January 2021) any activities, workshops or events are on hold.	3	5	15

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Affects: all staff, trustees, volunteers and all user groups coming onto site: Kids Club, local community, customers, yoga class participants etc.				No bookings to be taken for things like parties or meetings for other organisations etc.			

NB link for lockdown measures / legal requirements: https://www.gov.uk/guidance/national-lockdown-stay-at-home

NHS guidelines around isolation requirements for anyone with covid symptoms or anyone who's been in contact with someone with covid: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/

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